



**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,**  
26 May 2021, 7.45pm at Brantham Village Hall

**MINUTES**

**PRESENT:** Cllrs M Bridgeman, AMcCraw, E Osben  
**CHAIRPERSON:** Cllr M Aherne  
**IN ATTENDANCE:** Sarah Keys (Clerk/RFO), 2 members of the public

**FC 05.21.01 APOLOGIES**

None.

The Chair thanked all of those who had chaired the meetings over the last few months on his behalf.

**FC 05.21.02 MINUTES OF THE PREVIOUS MEETING**

The Committee reviewed the minutes of the meeting held on 28 April 2021. The minutes were approved by the Committee and signed by the Chair.

**FC 05.21.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Ongoing/ Dismissed</b>
FC 01.21.08	Draw up a Code of Conduct for the Grounds Maintenance role <i>Completed</i>	Dismissed
FC 02.21.09	Proceed with purchase of new laptop and printer <i>The Committee reviewed the email circulated by the RFO and approved the following; purchase of Laptop 2 (HP ENVY x360) and Epson printer. Subscription to Microsoft Apps 365.</i>	Ongoing
FC 02.21.09	Find out costs from local printing companies <i>In progress</i>	Ongoing
FC 04.21.08	Review the circulated information document, consider preferred options for managing online payments in preparation for discussion at the next Finance Committee meeting. <i>On the agenda for the meeting</i>	Dismissed
FC 04.21.09	Set up DD for Data Protection fee <i>Completed</i>	Dismissed

**FC 05.21.04 BANK RECONCILIATION**

- a) To confirm completion of a bank reconciliation– Councillor Osben confirmed that he and the RFO would meet in the near future to complete a bank reconciliation.
- b) To discuss any issues arising from the reconciliation – see above

**FC 05.21.05 CONTRIBUTIONS**



- a) To consider any requests received from local groups in line with the BPC Contributions policy and to agree an appropriate donation from Brantham Parish Council – none received.

**FC 05.21.06 MAY PAYSLIPS**

- a) To agree the salary payments as per payslips received from SALC – Councillors noted the payslips that had been circulated by the Clerk prior to the meeting. Cllrs noted that there was a difference in pay between the Litter Pickers and queried why this was the case. **ACTION** – Clerk to review and report back to Cllrs via email.
- b) To authorise Responsible Finance Office to make payments via online banking – Cllr Aherne proposed that these electronic payments should be approved, this was seconded by Cllr McCraw and aif.

**FC 05.21.07 AUDIT UPDATE**

- a) To receive an update on 2020-21 audit from the RFO – the RFO confirmed that the appropriate paperwork and documents have been submitted to SALC and that the documents will be allocated to an auditor in the near future.
- b) To consider/agree any actions as appropriate – chase SALC if no notification of allocation in near future.

**FC 05.21.08 ONLINE BANKING**

- a) To review arrangements for online banking – the Committee reviewed the agreement to pursue the ability to make online payments and agreed that this should be followed up.
- b) To consider/agree any changes for online payments going forward – following discussion it was agreed that clarification on the various options should be sought from Lloyds Bank. **ACTION** – Cllr Bridgeman to make contact at Lloyds Bank and query.

**FC 05.21.09 BML RENT HOLIDAY**

- a) To review the rent holiday agreed for BML – the RFO highlighted that the most recent rent holiday for BML had ended on 28 February and that the Council now need to consider whether to extend that payment break.
- b) To consider/agree proposal to extend or end rent holiday – following discussion Cllr McCraw proposed that the current rent holiday is extended to the end of June 2021 in light of the difficulties faced by businesses as a result of the current COVID restrictions. 1 Cllr abstained from the vote. All other cllrs voted in favour and the motion was carried. **ACTION** – Clerk to inform BML of this arrangement.

**FC 05.21.10 BRANTHAM LITTER BIN PROVISION**

- a) To review the report circulated by Cllr Osben re: Brantham litter bins – the Committee reviewed the email circulated by Cllr Osben. Cllr Aherne proposed that this email should be used to inform the Services Sub Committee proposals. This was seconded by Cllr Bridgeman and aif
- b) To consider/agree purchase and installation of any new bins if appropriate – the Committee agreed that a new bin should be purchased and installed at the LPF



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before the proposals from the Services sub-committee had been received. **ACTION –**  
RFO to purchase litter bin and arrange for installation.

- c) To consider/agree replacement of any current bins if appropriate – report from Services sub-committee awaited.

**FC 05.21.11 ANY OTHER BUSINESS**

None

**FC 05.21.12 DATE OF NEXT MEETING**

Wednesday 23 June 2021, 7.45pm at Brantham Village Hall

**Meeting closed at 8.37pm**

**SIGNED.....DATED.....**



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**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 02.21.09	Proceed with purchase of new laptop and printer	RFO
FC 02.21.09	Find out costs from local printing companies	RFO
FC 05.21.06	Review litter picker pay difference	RFO
FC 05.21.08	Make contact at Lloyds Bank and clarify online payment options	Cllr Bridgeman
FC 06.21.09	Advise BML of extension to rent holiday until end June 2021	RFO
FC 06.21.10	Purchase litter bin and arrange for installation at LPF	RFO