**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE**  
28 November 2018, 7.45pm at Brantham Village Hall

**MINUTES**

**PRESENT:** Cllrs, A McCraw, J Pearce

**CHAIRPERSON:** Cllr L Dunnett

**IN ATTENDANCE:** Sarah Keys (Clerk/RFO)

**FC 11.18.01 APOLOGIES**

Cllr L Laws

**FC 11.18.02 MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting on 31 October 2018 were approved and signed as a true record of the meeting.

**FC 11.18.03 MATTERS ARISING FROM THE MINUTES**

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| **Minute no.** | **Action** | **Ongoing/**  **Dismissed** |
| FC 09.18.10 | Find out whether SALC will provide a payroll service without being a member of SALC  *To be completed* | Ongoing |
| FC 10.18.08 | Prepare a second draft of the budget along with some costed projects in preparation for the next meeting  Completed, on agenda for discussion | Dismissed |
| FC 10.18.09 | Identify potential payroll providers and gather quotes  *The RFO confirmed that she had spoken with a payroll provider and outlined their quote that was broadly in line with the costs from SALC* | Dismissed |
| FC 10.118.11 | Request a quote from SCC for replacement of Street lights along Brantham Hill with LED lights  *The RFO informed the Council that SCC had outlined that there would be a charge for this type of assessment work going forward. For this project that would be £150.00 + VAT. Following discussion it was agreed that this assessment should be initiated, also included the Parish-owned lights on Birch Drive and School Lane.* | Dismissed |

**FC 11.18.04 BANK RECONCILIATION**

1. Cllr Pearce confirmed that a bank reconciliation had been undertaken prior to the meeting and the reconciliation sheet had been duly signed.
2. Cllr Pearce confirmed that there were no issues arising from the reconciliation.

**FC 11.18.05 DATA PROTECTION REGULATIONS**

1. To receive an update on progress/actions so far – nothing to report this month.
2. To consider/agree any next steps to ensure compliance - The Clerk confirmed that she will continue to work through the requirements of the act over the coming months.

**FC 11.18.06 CONTRIBUTIONS**

1. To consider any requests receive from local groups in line with the BPC Contributions Policy - The Committee reviewed the request from Sudbury & District CAB and Dedham Vale AONB.
2. To agree an appropriate donation from BPC - Following discussion the Committee agreed that the request from Sudbury & District CAB did not meet the parameters of the Contributions Policy and therefore should not be funded, and that a donation of £100.00 should be made to Dedham Vale AONB and Stour Valley Project.

**ACTION:** Clerk to respond to organisations accordingly and arrange payment to the Dedham Vale AONB and Stour Valley Project.

**FC 11.18.07 BUDGET SETTING PREPARATION**

1. To discuss/consider the proposed budget and precept request for 2019-20 as circulated by the Clerk - The Committee reviewed the second draft of the budget as circulated by the Clerk. The Clerk outlined the changes to the proposed budget and the propsals for funds in 2019-20. Following discussion the Committee agreed that as per the proposed budget a 2% increase on the precept request should be proposed to full Parish Council and final figures for the precept request (taking account of the tax base figures) should be brought to the next Finance Committee meeting for approval.
2. To agree next steps - The Committee agreed that the RFO should create a final draft of the budget with a 2% increase in the precept request .

**ACTION:** Clerk to prepare a final draft of the budget preparation for the next meeting

**FC 11.18.08 ANY OTHER BUSINESS**

1. Cllr McCraw highlighted that with a forthcoming election there would be some changes to the Council and the Finance Committee after May 2019. To try to prepare for this Cllr McCraw suggested that at least one member of the Parish Council was co-opted onto the Committee to facilitate a smooth transition.

**ACTION:** Clerk to send an email to Councillors requesting interest in becoming a member of the Finance Committee.

**FC 11.18.09 DATE OF NEXT MEETING**

Wednesday 16 January 2019, 7.45pm, Brantham Methodist Church.

**Meeting closed at 8.29pm**

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

**ACTIONS**

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| **Minute no.** | **Action** | **Who** |
| FC 09.18.10 | Find out whether SALC will provide a payroll service without being a member of SALC | RFO |
| FC 10.18.08 | Prepare a final draft of the budget for the next meeting | RFO |