



**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE**  
27 November 2019, 7.45pm at Brantham Village Hall

**MINUTES**

**PRESENT:** Cllrs C Elliott, A McCraw  
**CHAIRPERSON:** Cllr M Aherne  
**IN ATTENDANCE:** Sarah Keys (Clerk/RFO), 1 member of the public

**FC 11.19.01 APOLOGIES**

None received

**FC 11.19.02 MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 23 October 2019 were approved and signed as a true record of the meeting.

**FC 11.19.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Ongoing/ Dismissed</b>
FC 10.19.05	To make proposal to full Parish Council to provide financial support of £3000 p.a. to the costs of running the Village Hall <i>Completed</i>	Dismissed
FC 10.19.06	Make donation of £150 to Over 60s group <i>Completed, payment to be made</i>	Dismissed
FC 10.19.07	Present initial thoughts on the budget to full Parish Council at its next meeting <i>Completed</i>	Dismissed
FC 10.19.08	Add the SID to the Asset Register <i>Completed</i>	Dismissed
FC 10.19.09	Purchase new bench and arrange for installation <i>Currently in discussion with insurance company about this</i>	Ongoing

**FC 11.19.04 BANK RECONCILIATION**

- To confirm completion of a bank reconciliation for October 2019 – Councillor Aherne confirmed that a Bank reconciliation would be completed prior to the next Parish Council meeting.
- To discuss any issues arising from the reconciliation – None.

**FC 11.19.05 CONTRIBUTIONS**



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- 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 11.19.06 2020-21 BUDGET**

- a) To consider second draft of the 2020-21 BPC Budget – the Committee considered the budget as circulated by the RFO. Following discussion it was agreed that the budget should be updated as follows:
- a. Remove the £10 annual donation from Brantham Church
  - b. Add an additional 3 months' pay to the Clerk/RFO salaries section to reflect the need for a handover period following the resignation of the Parish Clerk.
  - c. Dates amended in the Council Tax Base Calculations
- The RFO highlighted that the precept figure had been amended to reflect the recent Council Tax Base figures received from Babergh District Council. The updated Precept request from Brantham Parish Council will therefore be £49,346.00
- b) To agree next steps for budget as necessary – **ACTION:** Further to the amendments made above Cllr Aherne to present the budget and propose that a precept request of £49,346.00 is made to Babergh District Council.

**FC 11.19.07 ANY OTHER BUSINESS**

None.

**FC 11.19.08 DATE OF NEXT MEETING**

Wednesday 22 January 2020, 7.45pm, Brantham Village Hall.

**Meeting closed at 8.16pm**

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



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**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 11.19.06	Present the budget and propose that a precept request of £49,346.00 is made to Babergh District Council	MA