



**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,**  
24 November 2021, 7.52pm at Brantham Village Hall

**MINUTES**

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

**FC 11.21.01 MOTION ON NOTICE**

- a) To review the Motion on notice received from Cllr McCraw – Cllr McCraw reviewed the Motion that was submitted to the Clerk on notice on 15 November 2021. The motion proposes that:
- 1.1 This committee has no confidence in the current chairman.
  - 1.2 For purposes of this meeting a temporary chairman be elected by those members present.
  - 1.3 The No Confidence motion in the current Chairman be taken to the next available Full meeting of Brantham Parish Council for ratification.
  - 1.4 If the Full Council meeting confirms the No Confidence Motion, the current membership of the committee be voted upon by the Council and a new Chairman of BPC Finance Committee be appointed as described in Standing Orders 4 d) iv & vi.

This motion was seconded by Cllr Osben.

- b) To approve or reject the motion received by vote – following discussion 3 Councillors voted in favour of the motion, 1 Councillor voted against the motion. The motion was therefore carried.
- c) To consider/agree next steps as necessary – Cllr McCraw confirmed that a motion had already been submitted to the Clerk to be presented to the next Parish Council meeting. Cllr Bridgeman proposed that Cllr McCraw act as temporary Chairman of the Finance Committee for this meeting. This was seconded by Cllr Osben and aif.

**FC 11.21.02 APOLOGIES**

None.

**FC 11.21.03 MINUTES OF THE PREVIOUS MEETING**

The Committee reviewed the minutes of the meeting held on 27 October 2021. Cllr Osben highlighted that minute FC 10.21.09 should replace Cllr Aherne with Cllr Osben as the seconder of the motion. Cllr Osben then proposed that the minutes were approved as an accurate record of the meeting, this was seconded by Cllr Bridgeman. 3 Councillors voted in favour of the motion, 1 Councillor abstained from the vote. The motion was carried.

**FC 11.21.04 MATTERS ARISING FROM THE MINUTES**

Minute no.	Action	Ongoing/ Dismissed
FC 06.21.08	Contact Lloyds Bank to begin the process of setting up arrangements for online payments <i>The RFO confirmed that she had discussed this with Lloyds Bank, completed</i>	Dismissed



	<i>the first step of the process and a mandate variation form will now need to be signed by account signatories.</i>	
	Ask other Parish Council Committees and sub-committees to submit proposals for inclusion on the budget at the next Parish Council meeting. <i>This had not been completed. The proposed budget would be discussed later on the agenda.</i>	Dismissed

**FC 11.21.05 BANK RECONCILIATION**

- a) To confirm completion of a bank reconciliation– Cllr Osben informed the Committee that he and the RFO had completed a full bank reconciliation.
- b) To discuss any issues arising from the reconciliation – Cllr Osben confirmed that there were no issues.

**FC 11.21.06 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:
  - a. Brantham Baby and Toddler Group – the Committee reviewed the request and following discussion Cllr Osben proposed that the request for a donation of £600 be approved by the Committee, this was seconded by Cllr Bridgeman. 3 Councillors voted in favour of the motion, 1 Councillor abstained from the vote. The motion was therefore carried.  
**ACTION** – Clerk to inform the group and arrange for payment to be made.
  - b. Citizens Advice – Following discussion Cllr McCraw proposed that a contribution of £500 be made to the group, this was seconded by Cllr Bridgeman and aif.  
**ACTION** – Clerk to inform the group and arrange for payment to be made.

**FC 11.21.07 NOVEMBER PAYSLIPS**

- a) To agree the salary payments as per payslips received from SALC – Councillors noted the payslips circulated by the Clerk and noted the salary payments as follows:
  - Sarah Keys – £1203.30
  - Tina Bird - £253.23
  - Phil Wainwright - £210.76
- b) To authorise Responsible Finance Office to make payments via online banking – Cllr Osben proposed that these electronic payments should be approved, this was seconded by Cllr Bridgeman and aif.

**FC 11.21.08 PARISH COUNCIL ASSET REGISTER (scheduled item)**

- a) To review the Parish Council Asset Register and to consider/agree any updates/amendments as necessary – the Committee reviewed the updated document circulated by the RFO prior to the meeting. Cllr Aherne raised concerns about the inclusion of street lights on the register and the purpose of the document. Following discussion Cllr McCraw proposed that the Asset Register should be approved by the Committee, this was seconded by Cllr Osben. 3 Councillors voted in favour of the proposal, 1 Councillor voted against. The motion was therefore carried.
- b) To set a date for further review as part of the 2021-22 audit process – The Committee agreed that the document should be reviewed at the March 2022 Finance Committee to inform audit requirements.

**FC 11.21.09 BUDGET SETTING**



# BRANTHAM

Parish Council

- a) To review second draft of the 2022-23 budget as circulated by the RFO – The Committee reviewed the updated budget circulated by the RFO and noted the inclusion of the indicative Council Tax Base figures from Babergh District Council. These figures will be finalised in early January.

**ACTION** – RFO to re-circulate the budget with the figures for 2021-22 included.

Cllr Aherne expressed concern about the top-down approach of drawing up the budget. Following discussion Cllr McCraw proposed that a budget with a 2% increase in the precept request should be recommended for approval by the full Parish Council. This was seconded by Cllr Osben. 3 Councillors voted in favour of the proposal, 1 councillor voted against. The motion was carried.

Cllr Bridgeman highlighted that the BPC budget increase this year was below the rate of inflation and requested that the Finance Committee next year considers a budget increase in line with inflation.

- b) To consider/agree any actions as appropriate – RFO to circulate proposed budget to the next Parish Council meeting on 01 December 2021.

### **FC 11.21.10 ONLINE BANKING**

- a) To receive an update on online banking– see minute PC 11.21.04.

### **FC 11.21.11 EXPENDITURE REVIEW**

- a) To review any expenditure requests/suggestions made by Parish Councillors and/or Committees and sub-committees – The RFO reviewed the email from Cllr Heywood that had reviewed a number of items that would need to be purchased to make repairs at the LPF. No figures for this work have yet been received and therefore this will be reviewed at a future meeting.

- b) To agree expenditure as necessary – none.

### **FC 11.21.12 ANY OTHER BUSINESS**

None.

### **FC 11.21.13 DATE OF NEXT MEETING**

Wednesday 26 January 2022, 7.45pm at Brantham Village Hall

**Meeting closed at 9.04pm**

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



**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 11.21.06	Inform Brantham Baby and Toddler Group and Citizens Advice of their donations and arrange for payments to be made	RFO
FC 11.21.09	Re-circulate budget with 2021-22 column added in	RFO