



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
25 November 2020, 7.45pm via ZOOM

MINUTES

PRESENT: Cllrs M Bridgeman (Substitute), E Osben
CHAIRPERSON: Cllr A McCraw
IN ATTENDANCE: Sarah Keys (Clerk/RFO), 1 member of the public

FC 11.20.01 APOLOGIES

Cllrs C Elliott and M Aherne

FC 11.20.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 28 October 2020. Cllr Osben proposed that the minutes were approved and signed as a true record of the meeting. This was seconded by Cllr Bridgeman and aif. It was agreed that these would be signed at the next available opportunity.

FC 11.20.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 07.20.09	Update documentation to reflect new salary processes <i>Completed and included on the agenda for discussion</i>	Dismissed
FC 08.20.10	Source two quotes for repairs to the GPL bus shelter <i>One further quote for this work had been received.</i>	Ongoing
FC 08.20.10	Meet with Paul Brackley to discuss Grounds Maintenance concerns <i>This had not been possible. The RFO confirmed that she had written to Mr Brackley informing him that a new Grounds Maintenance Contractor would be sourced</i>	Dismissed
FC 10.20.05	Arrange for contributions payments to be made <i>Cheques to be written and signed at the next Parish Council meeting</i>	Dismissed
FC10.20.08	Propose Clerk's salary increase and move up the Spinal Pay Column to full Parish Council <i>Completed</i>	Dismissed
FC 10.20.10	Review the budgets and to provide an updated copy to the next meeting <i>Completed</i>	Dismissed

FC 11.20.04 BANK RECONCILIATION

- To confirm completion of a bank reconciliation– Councillor McCraw informed the Committee that this would be completed when a face to face meeting was possible.
- To discuss any issues arising from the reconciliation – N/A



FC 11.20.05 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 11.20.06 AUGUST PAYSLEIPS

- 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.
- b) To authorise Responsible Finance Office to make payments via online banking – Cllr McCraw proposed that these electronic payments should be approved, this was seconded by Cllr Osben and aif. Cllr McCraw proposed that for this month the Clerk's previous salary and office payment should be made by bank transfer and the back-dated pay increase should be paid by cheque until the standing order to Lloyds had been updated. This was seconded by Cllr Osben and aif.

FC 11.20.07 GRAVEL PIT LANE BUS SHELTER REPAIRS

- a) To review any additional quotes for repairs to the GPL bus shelter received – The Committee reviewed the quote of £1410.25 received from Mr Cherry and noted the quote of £1955.00 received from Mr Hammond.
- b) To agree next steps as necessary – following discussion Cllr McCraw proposed that the Committee recommended to full Parish Council that the lower quote is approved so that the work can commence. This was seconded by Cllr Bridgeman and aif.
ACTION – Cllr McCraw to make this proposal at the PC meeting on 02.12.20

FC 11.20.08 PARISH COUNCIL INSURANCE

- a) To note and approve the quote received from CAS for Parish Council Insurance – the Committee noted the quote of £857.85 received from CAS. The RFO noted that this amount represented the 2nd year payment in the 3 year LTU that had been agreed. Cllr Osben proposed that this payment was approved. This was seconded by Cllr Bridgeman and aif.

FC 11.20.09 APPOINTMENT OF INTERNAL AUDITOR FOR 2020-21

- a) To consider the quotes received as circulated by the Clerk – the RFO confirmed that she had asked local Clerks for recommendations and all responses had confirmed that they currently used SALC. The Committee reviewed the quotes from local Clerk Julie Lawes for this role.
- b) To agree next steps as necessary – following discussion Cllr McCraw proposed that SALC is appointed as the Internal Auditor for 2020-21, this was seconded by Cllr Bridgeman and aif.
ACTION – RFO to notify SALC of this appointment.

FC 11.20.10 BUDGET SETTING 2021-22

- a) To review second draft of the 2021-22 budget as circulated by the RFO – The committee reviewed the budget documents circulated by the RFO. The RFO highlighted where amendments had been made and notified the Committee that notification had been



received today from BDC that the Council Tax Base figures would not be confirmed in January 2020.

- b) To consider next steps as necessary – following discussion it was agreed to review and finalise the proposed budget, including the Tax Base figures, at the January 2021 Finance Committee meeting in preparation for submission of the Precept request at the end of January 2021.

FC 11.20.11 DOCUMENTATION REVIEW

- a) To consider and review the updated documentation as circulated by the RFO – the Committee reviewed the documents that had been circulated and noted the recommendations received from Cllr Aherne via email.
- b) To approve updated documents or agree next steps as necessary Cllr McCraw proposed that the Internal Controls documents was updated to reflect the changes suggested by Cllr Aherne, following which the document should be approved. This was seconded by Cllr Osben and aif. Cllr Osben proposed that the Finance Regulations should be updated to include Cllr Aherne’s amendments following which the document should be approved. This was seconded by Cllr Bridgeman and aif. Following discussion it was agreed that there was not need to amend the current Risk Register.

ACTION – RFO to make the amendments as noted and circulate the documents.

FC 11.20.12 REVIEW OF BML LEASE HOLIDAY

- a) To review decision of 6 month rent holiday for BML – the Committee reviewed the decision to provide BML with a 6 month rent holiday and agreed that this had been the right decision in the circumstances
- b) To consider/agree an extension to the rent holiday following the request from BML – the Committee reviewed the emails received from Darren Smith and Peter Crowhurst requesting an extension to the rent holiday. Following discussion Cllr McCraw proposed that given the current global circumstances and the impact on local businesses the Committee should propose to full Parish Council at their next meeting that the rent holiday for BML should be extended for a further 3 months. This would then be reviewed again at the end of the 3 months. This was seconded by Cllr Osben and aif.

ACTION – Cllr McCraw to make this proposal to full Parish Council on 02.12.20

FC 11.2.13 ANY OTHER BUSINESS

None.

FC 10.20.14 DATE OF NEXT MEETING

Wednesday 27 January 2021, 7.45pm via ZOOM or in Brantham Village Hall

Meeting closed at 9.15pm



BRANTHAM
Parish Council

SIGNED.....DATED.....



ACTIONS

Minute no.	Action	Who
FC 08.20.10	Source two quotes for repairs to the GPL bus shelter	ClIr McCraw
FC 11.20.07	Propose that the quote for repairs to GPL Play area from Mr Cherry should be approved by the Council	ClIr McCraw
FC 11.20.08	Appoint SALC as the BPC auditor for 2020-21	RFO
FC 11.20.11	Amend the Internal Controls and Finance Regulations documents and circulate	RFO
FC 11.20.12	Propose to full Parish Council that an additional 3-month rent holiday should be granted to BML	ClIr McCraw