



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE

31 October 2018, 7.45pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs L Laws , A McCraw, J Pearce
CHAIRPERSON: Cllr L Dunnett
IN ATTENDANCE: Sarah Keys (Clerk/RFO)

FC 10.18.01 APOLOGIES

None

FC 10.18.02 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting on 26 September 2018 were approved and signed as a true record of the meeting.

FC 10.18.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 09.18.07	Identify a suitable fund to make this donation from. Make the proposal to Parish Council that a donation of £1500.00 is made to Brantham VHM <i>Completed</i>	Dismissed
FC 09.18.09	Ask Footpath Committee to look at costs of replacing the Parish Map currently situated opposite Braiswick <i>Agreed to remove this sign for the current time</i>	Dismissed
FC 09.18.10	Find out whether LCPAS offer a payroll service <i>Completed, a payroll service is not offered</i> Find out whether SALC will provide a payroll service without being a member of SALC <i>To be completed</i>	Dismissed Ongoing
FC 09.18.12	Propose to full Parish Council that a Council-owned/filled grit bin should be placed at the back of the Village Hall <i>Completed</i>	Dismissed

FC 10.18.04 BANK RECONCILIATION

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

FC 10.18.05 DATA PROTECTION REGULATIONS

- a) The Clerk confirmed that a privacy notice has been added to her email signature which points email correspondents to the privacy notice on the Parish Council website.



- b) The Clerk confirmed that she will continue to work through the requirements of the act over the coming months.

FC 10.18.06 CONTRIBUTIONS

- a) The Committee reviewed the request from Headway Suffolk for a contribution towards their work and the request from Brantham Cub Scouts for £23.38 to fund the cost of the daffodil bulbs planted along the A137 by the Cubs.
- b) Following discussion the Committee agreed that the request from Suffolk Headway did not meet the parameters of the Contributions Policy and therefore should not be funded, and that a donation of £23.38 should be made to the Brantham Cub Scout group.

ACTION: Clerk to respond to organisations accordingly and arrange payment to the Scout Group.

FC 10.18.07 STANDING ORDERS & FINANCE REGS

- a) The Committee reviewed the updated Standing Orders and Finance Regulations as circulated by the Clerk, and recommendations and notes made by Councillor Pearce.
- b) Following discussion the Council agreed the following insertions or amendments to the Standing Orders:
- P.6, item 6t – limit to 5 minutes
 - P.7, item 3f – limit to 30 minutes
 - P.7, item 3g – limit to 3 minutes
 - P.7, item 3i – remove
 - P.10, item 4d (ii) – change “shall” to “may”
 - P.10, item 4d (v) – to state 0 days

Following which the Standing Orders and Finance Regs were approved for recommendation to full Parish Council. The Chair thanked Cllr Pearce for his hard work on this.

FC 10.18.08 BUDGET SETTING PREPARATION

- a) The Committee reviewed the first draft of the budget as circulated by the Clerk. Following discussion it was agreed that the Council should prepare a budget for 2019-20 with a proposed overall increase of 2%. It was agreed that a number of potential projects should be identified for funding and these should be budgeted for accordingly.
- b) The Committee agreed that the RFO should create a second draft of the budget with a 2% increase in the precept request including details of possible projects for funding in the coming year.

ACTION: Clerk to prepare a second draft of the budget along with some costed projects in preparation for the next meeting

FC 10.18.09 LOCAL COUNCIL PUBLIC ADVISORY SERVICE

- a) The RFO confirmed that the LCPAS would not be able to offer a payroll service and that this would then have to be outsourced if the Council ceased their subscription with SALC to use LCPAS.



- b) The Committee agreed that the costs of an outsourced payroll service should be investigated in preparation for the next meeting.

ACTION: Clerk to identify potential payroll providers and gather quotes.

FC 10.18.10 COMMUNITY INFRASTRUCTURE LEVY PAYMENT

- a) The Committee noted the recent CIL payment of £2556.87 received from Babergh District Council.
- b) The RFO drew the Committee's attention to the guidance on expenditure and reporting of CIL payments.
- c) The Committee agreed that once a list of potential projects had been identified the Committee would review possibilities for expenditure of this money.

FC 10.18.11 ANY OTHER BUSINESS

- a) Cllr McCraw confirmed that proposals for some affordable housing on the corner of Ipswich Road and Gravel Pit Lane are currently underway at Babergh District Council.
- b) Cllr Pearce reminded the Committee that a possible street lighting project could be necessary along Brantham Hill. It was agreed that a quote for new lighting should be sought from Suffolk County Council.

ACTION: Clerk to contact Suffolk CC to request a quote for this work.

FC 10.18.12 DATE OF NEXT MEETING

Wednesday 28 November 2018, 7.45pm, Brantham Village Hall.

Meeting closed at 9.11pm

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



ACTIONS

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 second draft of the budget along with some costed projects in preparation for the next meeting	RFO
FC 10.18.09	Identify potential payroll providers and gather quotes	RFO
FC 10.118.11	Request a quote from SCC for replacement of Street lights along Brantham Hill with LED lights	RFO