



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE

23 October 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 10.19.01 APOLOGIES

None received

FC 10.19.02 MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 25 September 2019 were approved and signed as a true record of the meeting.

FC 10.19.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 09.19.05	Amend the ToR as per discussion at the meeting and circulate to Committee <i>Completed</i>	Dismissed
FC 09.19.05	Present updated ToR to full Parish Council <i>Completed</i>	Dismissed
FC 09.19.07	Inform CAS that the new insurance policy is agreed and arrange payment <i>Completed</i>	Dismissed
FC 09.19.08	Contact Brantham Over 60s and request further information for their request for a contribution <i>Completed</i>	Dismissed
FC 09.19.09	Prepare two budgets with a 2% and a 10% increase <i>Completed</i>	Dismissed
FC 09.19.05	Amend the ToR as per discussion at the meeting and circulate to Committee <i>Completed</i>	Dismissed

FC 10.19.04 BANK RECONCILIATION

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



FC 10.19.05 BRANTHAM VILLAGE HALL

- a) To review the current financial state of the Village Hall - In her role as treasurer for the Village Hall the RFO provided an overview of the Hall's finances which are currently running with an annual deficit of approximately £1000 - £2000. This is compounded by the fact that new users are not coming to the Hall because the facilities provided in terms of toilets and kitchen are currently in a poor state of repair.
- b) To consider/agree proposals for any help/support that can be provided to the hall - Following discussion Cllr McCraw proposed that to address the short term issue of a funding shortfall faced by the Hall a £2000 annual donation to the VH should be made by the Parish Council to support the running costs of the hall. Following discussion and review of the details of the Hall's finances and prospects, this was increased to £3000. The proposal was seconded by Cllr Elliott and aif. **ACTION:** Cllr Aherne to present this proposal to full Parish Council at its next meeting for consideration.
- c) To review the quote received from the VHMC for work to the VH male and female toilets – the Committee agreed to review the quotes further when other quotes had been provided for comparison.
- d) To consider/agree a proposal to be presented to full Parish Council for the contribution to the work from Brantham Parish Council – it was agreed that this would form part of the budget discussions later in the agenda

FC 10.19.06 CONTRIBUTIONS

- a) To consider updated request from Brantham Over 60s group and agree an appropriate donation from Brantham Parish Council – following discussion Cllr McCraw proposed that the Committee agreed a donation of £150 to the group, this was seconded by Cllr Aherne and aif. **ACTION:** RFO to arrange to make donation
- b) To consider any other 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 10.19.07 2020-21 BUDGET

- a) To consider first drafts of the 2020-21 BPC Budget – the Committee considered the budget as circulated by the RFO. The RFO highlighted the major changes and reviewed proposed expenditure. Following discussion the Committee agreed that a budget increase of 1.99% should be proposed to full Parish Council. Following discussion the following amendments were proposed by Cllr McCraw:
 - a. Remove the annual request for £300 from the Church towards the cost of grounds maintenance on the grounds this represents approximately a 10% rebate of the fees already committed to this maintenance
 - b. Add the cost of purchasing a new SID to the budget
 - c. The Committee noted the decisions made in FC 10.19.05 and agreed that these should be added in to the new budget.

These proposals were seconded by Cllr Elliott and aif.

- b) To agree next steps – The committee discussed various budgetary spending options in connection with Parish play equipment and the general availability of project budgets and funds. **ACTION:** Cllr Aherne to present general recommendations to council.



FC 10.19.08 ASSET REGISTER (SCHEDULED TASK)

- a) To reive the current asset register held by the Parish Council – the Committee reviewed the list as circulated by the RFO prior to the meeting
- b) To consider/agree any additions or amendments necessary – the Committee agreed to add the SID to the list. **ACTION:** RFO to amend the Asset Register accordingly

FC 10.19.09 REPLACEMENT BENCH

- a) To consider/agree the replacement of the bench at Palfrey Heights following its vandalism – following discussion the Committee agreed that the bench at Palfrey Heights should be replaced.
- b) To review options for replacement and agree a suitable bench if necessary – the Committee reviewed the options for replacement circulated by the RFO and agreed that a new bench should be purchased and installed. **ACTION:** RFO to purchase new bench for installation by Grounds Maintenance contractor.

FC 10.19.10 ANY OTHER BUSINESS

None.

FC 10.19.11 DATE OF NEXT MEETING

Wednesday 27 November 2019, 7.45pm, Brantham Village Hall.

Meeting closed at 8.45pm

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



ACTIONS

Minute no.	Action	Who
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	MA
FC 10.19.06	Make donation of £150 to Over 60s group	RFO
FC 10.19.07	Present initial thoughts on the budget to full Parish Council at its next meeting	MA
FC 10.19.08	Add the SID to the Asset Register	RFO
FC 10.19.09	Purchase new bench and arrange for installation	RFO