



**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,**  
27 October 2021, 7.45pm at Crowhurst Suite, Brantham Leisure Centre

**MINUTES**

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

**FC 10.21.01 APOLOGIES**

Cllr A McCraw.

**FC 10.21.02 MINUTES OF THE PREVIOUS MEETING**

The Committee reviewed the minutes of the meeting held on 22 September 2021. Cllr Osben proposed that the minutes of the meeting were approved, this was seconded by Cllr Bridgeman and aif. Cllr Aherne queried the format that the agenda and minutes were received in from the Clerk and pointed out that this sometimes caused confusion. Following discussion it was agreed that all future versions of the agenda and minutes would be circulated in PDF format.

**FC 10.21.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Ongoing/ Dismissed</b>
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 begun this process and would continue over the coming month.</i>	Ongoing
FC 08.21.05	Arrange payment of contribution to BLC <i>Completed</i>	Dismissed
FC 08.21.09	Purchase large dog litter bin for end of Birch Drive/Church Lane footpath <i>Completed</i>	Dismissed

**FC 10.21.04 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 10.21.05 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 10.21.06 OCTOBER 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 – £1203.50

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 10.21.07 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. Discussion took place about depreciation of Council assets and the value of items that are older than ten years, missing dates and values and the inclusion of street lighting on the register.
- b) To set a date for further review as part of the 2021-22 audit process - Following lengthy discussion the Committee agreed that the RFO should review the document, make amendments as per the discussion in the meeting. The asset register would then be added to the agenda for the next Finance Committee meeting.

**FC 10.21.08 BUDGET SETTING**

- a) To review first draft of the 2022-23 budget as circulated by the RFO – following lengthy discussion the Chair suggested that the budget could not be progressed at this time without input from BPC committees and sub-committees.
- b) To consider/agree any actions as appropriate – **ACTION** - Cllr Aherne to ask other Parish Council Committees and sub-committees to submit proposals for inclusion on the budget at the next Parish Council meeting.

**FC 10.21.09 PC VARIANCE REPORTING AND FUNDING ALLOCATION CATEGORIES**

- a) To review current practice for variance reporting and funding allocation categories – the RFO informed the Committee that, as per the Finance Regulations, a Budget to Actual Statement was submitted to Parish Council on a quarterly basis. Cllr Aherne proposed that this should be reported on a monthly basis. There was no seconder for the proposal and the motion was therefore not carried. The Committee discussed the current fund allocations set by the Parish Council and outlined that these were broadly in line with Parish Council Committee and Sub-Committee possible projects.
- b) To review examples of Parish Council variance policies as circulated by the RFO – the RFO informed the Committee that she had been unable to find variance policies from other Councils but had been able to source some example Virement policies which had been circulated prior to the meeting. Following discussion Cllr Bridgeman proposed that the Parish Council adapted the High Roding Virement Policy for BPC purposes, this was seconded by Cllr Aherne. 2 Councillors voted against the proposal, 1 Councillor voted in favour. The motion was therefore not carried.

**FC 10.21.10 ONLINE BANKING**

- a) To receive an update on online banking– see minute PC 10.21.03.

**FC 10.21.11 EXPENDITURE REVIEW**

- a) To review any expenditure requests/suggestions made by Parish Councillors and/or Committees and sub-committees – none received.



b) To agree expenditure as necessary – none.

**FC 10.21.12 ANY OTHER BUSINESS**

None.

**FC 10.21.13 DATE OF NEXT MEETING**

Wednesday 24 November 2022, 7.45pm at Brantham Village Hall

**Meeting closed at 9.05pm**

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



**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
FC 06.21.08	Contact Lloyds Bank to begin the process of setting up arrangements for online payments	RFO
FC 10.21.06	Ask other Parish Council Committees and sub-committees to submit proposals for inclusion on the budget at the next Parish Council meeting.	Clr Aherne