



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
28 October 2020, 7.45pm via ZOOM

MINUTES

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

FC 10.20.01 APOLOGIES

Cllrs C Elliott and M Aherne

FC 10.20.02 MINUTES OF THE PREVIOUS MEETING

The Committee corrected the date of the minutes to 23 September 202, Cllr McCraw then proposed that the minutes were approved and signed as a true record of the meeting. This was seconded by Cllr Bridgeman. Cllr Osben abstained from the vote. The motion was carried and it was agreed that these would be signed at the next available opportunity.

FC 10.20.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 07.20.09	Update documentation to reflect new salary processes <i>To be completed this month</i>	Ongoing
FC 08.20.10	Source two quotes for repairs to the GPL bus shelter <i>The Committee discussed the difficulty of sourcing quotes at this time and agreed to submit the quote received from Paul Hammond to full Council for consideration</i>	Ongoing
FC 08.20.10	Meet with Paul Brackley to discuss Grounds Maintenance concerns <i>Cllr McCraw confirmed that he has left messages for Paul Brackley but has received no response to date</i>	Ongoing
FC 09.20.10	Request substitutes for PC meetings whilst meetings cannot be held in person <i>Completed</i>	Dismissed

FC 10.20.04 BANK RECONCILIATION

- a) To confirm completion of a bank reconciliation– Councillor McCraw informed the Committee that this would be completed in the next week prior to the Parish Council meeting.
- b) To discuss any issues arising from the reconciliation – N/A

FC 10.20.05 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:



- Brantham Methodist Church – The Committee reviewed the request received from the Methodist church for a contribution towards the cost of upgrading their heating. Following discussion Cllr McCraw proposed a donation of £500 from the Contributions budget should be awarded. This was seconded by Cllr Osben and aif. **ACTION** – Clerk to respond to the Methodist Church and arrange for donation to be made.
- Acacia Court Community Group – The Committee reviewed the request received from the Community Group towards the cost of landscaping work at Acacia Court. Cllr McCraw proposed that a donation of £250 instead of the £200 requested, from the Horticulture budget, should be made to ensure a contingency fund for the work. This was seconded by Cllr Osben and aif. **ACTION** – Clerk to respond to the group and arrange for donation to be made. Following discussion it was agreed that the Clerk would ask the group if they would be willing to undertake watering on behalf of the Parish Council.

FC 10.20.06 AUGUST PAYS LIPS

- 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 Osben proposed that these payments were approved and online payments made by the RFO, this was seconded by Cllr McCraw and aif by the Committee.

FC 10.20.07 GRAVEL PIT LANE BUS SHELTER REPAIRS

- a) To review any additional quotes for repairs to the GPL bus shelter received – no further quotes had been received at this time.
- b) To agree next steps as necessary – further quotes to be sought and considered at a future meeting

FC 10.20.08 CLERK/RFO SALARY REVIEW

- a) To consider/discuss the Salary recommendations for Parish Clerk's received from NALC – the Committee reviewed the salary review document as circulated by SALC.
- b) To agree any amendments to Clerk/RFO's salary as appropriate - Following discussion Cllr Bridgeman proposed that in light of the Clerk's experience and qualification the Committee should propose to full Council that she is moved to LC2 and Spinal Pay Column 24, backdated to April 2020. This was seconded by Cllr Osben and aif. **ACTION** – Cllr McCraw to make this proposal to full Council on 04 November 2020.

FC 10.20.09 APPOINTMENT OF INTERNAL AUDITOR FOR 2020-21

- a) To consider the quotes received as circulated by the Clerk – due to the small numbers at the Committee meeting it was agreed that this should be discussed and considered at a future date when Cllr Aherne is available.
- b) To agree next steps as necessary - none



FC 10.20.10 BUDGET SETTING 2021-22

- a) To review first draft of the 2021-22 budget as circulated by the RFO – The committee reviewed the budget documents circulated by the Clerk. Cllr McCraw stated that he felt given the current situation it would be most appropriate to maintain the budget at its current level instead of increasing it. Cllr Bridgeman queried whether this would be in the best interests of the community considering the small amounts involved.

Cllr Osben highlighted that following the recent Recreation Area Inspections that had been received the Recreation Sub-Committee would be informing the Council that some work at the play areas would be necessary. Following discussion the Finance Committee agreed that where possible this work should be done at the earliest opportunity from this year’s budget.

- b) To consider next steps as necessary – following discussion it was agreed that the two versions of the budget should be updated as follows:
 - Check that amount set for salaries, PAYE and pension is sufficient
 - Include a budget for new office equipment for the Clerk in both budgets

ACTION – Clerk to review the budgets and to provide an updated copy to the next meeting

FC 10.20.11 PARISH COUNCIL INSURANCE ANY OTHER BUSINESS

- a) To review the insurance documentation received from CAS – the Clerk agreed to circulate these documents in the near future for discussion by email.
- b) To agree next steps as appropriate members present – see above

FC 10.20.12 ANY OTHER BUSINESS

None.

FC 10.20.13 DATE OF NEXT MEETING

Wednesday 25 November 2020, 7.45pm via ZOOM.

Meeting closed at 8.58pm

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



ACTIONS

Minute no.	Action	Who
FC 07.20.09	Update documentation to reflect new salary processes	Clerk/RFO
FC 08.20.10	Source two quotes for repairs to the GPL bus shelter	ClIr McCraw
FC 08.20.10	Meet with Paul Brackley to discuss Grounds Maintenance concerns	ClIr McCraw
FC 10.20.05	Arrange for contributions payments to be made	Clerk
FC10.20.08	Propose Clerk's salary increase and move up the Spinal Pay Column to full Parish Council	Clerk
FC 10.20.10	Review the budgets and to provide an updated copy to the next meeting	Clerk