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**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE**

25 September 2019, 7.45pm at Brantham Village Hall

**MINUTES**

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

**FC 09.19.01 APOLOGIES**

None received

**FC 09.19.02 MINUTES OF THE PREVIOUS MEETING**

The minutes of the last meeting held on 26 June 2019 were approved and signed as a true record of the meeting.

**FC 09.19.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Ongoing/ Dismissed</b>
FC 06.19.05	Check comment from SALC that the Finance Regs and Standing Orders are in line <i>Completed</i>	Dismissed
FC 06.19.06	Inform SALC that the Parish Council would like to appoint them as auditors for 2019-20 <i>Completed</i>	Dismissed
FC 06.19.07	Contact Over 60s and ask for more information about their request for funding <i>Completed</i>	Dismissed
FC 06.19.08	Draft a set of Terms of Reference for the Committee for review at the next meeting. <i>Completed</i>	Dismissed
FC 06.19.08	Chase lighting assessment with SCC <i>Completed. The Clerk confirmed that the lighting installation has been completed and an invoice has been received</i>	Dismissed
FC 06.19.08	Bring a list of projects to the next meeting for future funding <i>The RFO stated that a list of projects had not been provided as it is her view that there are currently only two projects that need to be completed in the coming year:</i> <ul style="list-style-type: none"><li>• <i>Toilets update at the Village Hall</i></li><li>• <i>Update to equipment at the LPF</i></li></ul>	Dismissed

**FC 09.19.04 BANK RECONCILIATION**



- a) To confirm completion of a bank reconciliation for May 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 09.19.05 TERMS OF REFERENCE**

- a) To review the draft Terms of Reference as circulated by the Clerk – the Committee reviewed the ToR as circulated and agreed in principle with the document
- b) To consider/agree any amendments necessary – a number of amendments were proposed. The Clerk agreed to update the document accordingly.
- c) To consider/agree next steps as necessary – Cllr McCraw proposed that following the amendments the ToR should be approved by the Committee and presented to full Parish Council at the Parish Council meeting on 03 October 2019. This was seconded by Cllr Elliot and aif.

**ACTION:** RFO to amend the document and circulate to the Committee

**ACTION:** Cllr Aherne to present the document to full Parish Council at its next meeting

**FC 09.19.06 VILLAGE HALL TOILETS UPDATE**

- a) To review the quote received from the VHMC for work to the VH male and female toilets – the Clerk confirmed that the Chair of the VHMC had not yet been able to obtain a quote for this work. It was therefore agreed that this item would be deferred until such time as a quote was available.
- b) To consider/agree a proposal to be presented to full Parish Council for the contribution to the work from Brantham Parish Council – see above.

**FC 09.19.07 PARISH COUNCIL INSURANCE**

- a) To review the information received from CAS re: Parish Council insurance – the Clerk reviewed the documentation received from CAS and highlighted that this is a new insurance schedule underwritten by Royal and Sun Alliance Insurance Group which aims to simplify insurance arrangements for Parish Councils. The Clerk highlighted that the Council are currently 2 years into a 5 year LTU with Vertas but that should the Council switch its insurance to this new policy no penalties would be incurred. The Clerk highlighted that the Vertas premium is currently £1100.46 per year and this new premium would be £798.00 per year for a 3-year LTU.
- b) To agree next steps – Cllr Elliott proposed that this new policy should be adopted with a 3 year LTU at a cost of £798.00, this was seconded by Cllr Osben and aif.

**ACTION:** Clerk to inform CAS and arrange payment of the policy

**FC 09.19.08 CONTRIBUTIONS**

- a) To consider updated request from Brantham Over 60s group and agree an appropriate donation from Brantham Parish Council – the Committee reviewed the email received from Brantham Over 60s and agreed that there was still insufficient information included to enable them to make an appropriate donation. **ACTION** – clerk to contact the Over 60s group and request further information.



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- b) To consider any other requests received from local groups in line with the BPC Contributions policy and to agree an appropriate donation from BPC – none received.

**FC 09.19.09 2020-21 BUDGET**

- a) To discuss/agree broad principles for the 2020-21 BPC budget – the Committee discussed the broad principles for the budget for the following year. The Clerk highlighted that there are two major projects in the Parish that are likely to incur expenditure in the coming year; the Village Hall toilets and the LPF update. The Clerk asked the Committee to consider increasing the precept as a one-off for 2020-21 to part-fund these projects or replenish reserves once these projects begin. Cllr McCraw highlighted that there would be likely to be considerable public dismay should this be done and that large percentage increases to the budget would only generate relatively small income in comparison to the cost of the projects. **ACTION:** Following discussion it was agreed that the Clerk should prepare two budgets, one with an increase of 2% and one with an increase of 10% for consideration at the next Finance Committee meeting.
- b) To consider list of possible projects as provided by the Clerk and agree priorities for 2020-21 – the Committee agreed that priorities for the coming year would be the two projects detailed above.

**FC 09.19.10 ANY OTHER BUSINESS**

None.

**FC 09.19.11 DATE OF NEXT MEETING**

Wednesday 23 October 2019, 7.45pm, Brantham Village Hall.

**Meeting closed at 9.12pm**

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



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**ACTIONS**

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