



**BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,**  
26 August 2020, 7.45pm via ZOOM

**MINUTES**

**PRESENT:** Cllrs M Bridgeman (Substitute)  
**CHAIRPERSON:** Cllr a McCraw  
**IN ATTENDANCE:** Sarah Keys (Clerk/RFO), 1 member of the public

**FC 09.20.01 APOLOGIES**

Cllrs C Elliott and M Aherne

**FC 09.20.02 MINUTES OF THE PREVIOUS MEETING**

The Committee proposed that the minutes of the last meeting held on 26 August 2020 were approved and signed as a true record of the meeting. It was agreed that these would be signed at the next available opportunity.

**FC 09.20.03 MATTERS ARISING FROM THE MINUTES**

<b>Minute no.</b>	<b>Action</b>	<b>Ongoing/ Dismissed</b>
FC 07.20.09	Update documentation to reflect new salary processes <i>Ongoing – documents to be reviewed at the next meeting</i>	Ongoing
FC 08.20.08	Request recommendations for alternative Internal Auditors from other local Clerks <i>Completed – an alternative quote was circulated. This will be discussed at a future meeting</i>	Dismissed
FC 08.20.10	Source two quotes for repairs to the GPL bus shelter <i>To be completed</i>	Ongoing
FC 08.20.10	Meet with Paul Brackley to discuss Grounds Maintenance concerns <i>To be completed</i>	Ongoing

**FC 09.20.04 BANK RECONCILIATION**

- To confirm completion of a bank reconciliation– Councillor McCraw informed the Committee that this had been completed and no issues had been identified.
- To discuss any issues arising from the reconciliation – N/A

**FC 09.20.05 CONTRIBUTIONS**

- 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 09.20.06 AUGUST PAYSLEIPS**

- 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 – the Committee proposed that these payments were approved and online payments made by the RFO, this was aif by the Committee.

**FC 09.20.07 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 09.20.08 QUARTER 2 BUDGET TO ACTUAL REPORT**

- a) To review the Q2 Budget to Actual Report as circulated by the RFO – the RFO confirmed that this would actually be presented to and considered at the next PC meeting so that figures could be taken up to the end of September 2020
- b) To agree any next steps as necessary – none.

**FC 09.20.09 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.
- b) To agree next steps as necessary - none

**FC 09.20.10 ANY OTHER BUSINESS**

- a) The Clerk suggested that since it seemed likely that it would not be possible for the Council or Committees to meet in person for some time and since at least two of the Committee members were not able to attend online meetings that Councillors should be asked if they would be willing to act as substitutes at these meetings for the intervening period. This was agreed by the Committee members present. **ACTION** – RFO to email Councillors and request substitutes.

**FC 09.20.11 DATE OF NEXT MEETING**

Wednesday 28 October 2020, 7.45pm, Brantham Village Hall or via ZOOM.

**Meeting closed at 8.05pm**

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



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**ACTIONS**

<b>Minute no.</b>	<b>Action</b>	<b>Who</b>
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 09.20.10	Request substitutes for PC meetings whilst meetings can not be held in person	Clerk/RFO