



BRANTHAM PARISH COUNCIL FINANCE COMMITTEE,
22 September 2021, 8.00pm at Brantham Village Hall

MINUTES

PRESENT: Cllrs M Aherne, M Bridgeman, E Osben
CHAIRPERSON: Cllr M A McCraw
IN ATTENDANCE: Sarah Keys (Clerk/RFO)

FC 09.21.01 APOLOGIES

None.

FC 09.21.02 MINUTES OF THE PREVIOUS MEETING

The Committee reviewed the minutes of the meeting held on 25 August 2021. Cllr Aherne proposed that the minutes of the meeting were approved, this was seconded by Cllr Osben and aif.

FC 09.21.03 MATTERS ARISING FROM THE MINUTES

Minute no.	Action	Ongoing/ Dismissed
FC 06.21.08	Contact Lloyds Bank to begin the process of setting up arrangements for online payments <i>The RFO informed the Committee that Lloyds Bank has confirmed it is not possible to set up online payments unless full delegate access to accounts is granted to the Clerk. Following discussion Cllr Bridgeman proposed that since there is protection in the insurance policy against Clerk fraud that delegate access should be granted to the Clerk and options for making online payment should be investigated. The proposal was seconded by Cllr Osben and aif.</i>	Ongoing
FC 08.21.05	Arrange payment of contribution to BLC <i>Payment to be made at the next Parish Council meeting.</i>	Dismissed
FC 08.21.09	Purchase large dog litter bin for end of Birch Drive/Church Lane footpath <i>To be completed</i>	Ongoing

FC 09.21.04 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 09.21.05 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 09.21.06 SEPTEMBER PAYSLEIPS



- 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 – £1203.30
 - Tina Bird - £253.23
 - Phil Wainwright - £210.56
- 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 09.21.07 PARISH COUNCIL INSURANCE

- a) To review the Parish Council insurance documents received – the Committee noted the insurance renewal documents received from Community Action Suffolk. The RFO informed the Committee that she has asked CAS to review the level of fidelity insurance as per recommendations in the Internal Audit Report and queried whether the insurance can be expanded to include the Brantham Open Space volunteer group. To date an updated renewal schedule has not been received.
- b) To approve insurance arrangements and payment for the coming year – the Committee agreed to delay this decision until updated documents are received.
- a) To consider/agree next steps as necessary - the Committee agreed to review the updated schedule when received by email and agree a proposal for full Parish Council at its next meeting in October,

FC 09.21.08 AUDIT UPDATE

- a) To receive an update on 2020-21 audit from the RFO – the RFO confirmed that she had received notification from PKF Littlejohn that the External Audit Documents had been received and were being reviewed. The RFO confirmed that she had received some queries from the auditors that she was currently responding to.
- b) To consider/agree any actions as appropriate – none.

FC 09.21.09 APPOINTMENT OF INTERNAL AUDITOR 2021-22 (scheduled item)

- a) To review possible options for Internal Audit arrangements for 2021-22 – the RFO circulated the quotes for an Internal Audit received from SALC and Julie Lawes and noted that this year’s Internal Audit had been undertaken by Julie Lawes on behalf of SALC. Cllr Aherne highlighted that although an IA by Julie Lawes is marginally cheaper than an audit by SALC an Internal Audit from SALC provided two opportunities for audit; the audit undertaken by the auditor and the subsequent check of the auditor done by a senior officer at SALC.
- b) To appoint an Internal Auditor for the 2021-22 financial year - Following discussion Cllr Bridgman proposed that Julie Lawes should be appointed as the BPC Internal Auditor for the 2021-22 financial year. This was seconded by Cllr Osben. Two councillors voted in favour of the proposal and two councillors voted against. Cllr McCraw then proposed that SALC should be appointed as the BPC Internal Auditor for the 2021-22 financial year. Two councillors voted in favour of this proposal, 1 councillor voted against and 1 councillor abstained from the vote. The motion was therefore carried.
ACTION – Clerk to appoint SALC as Internal Auditor for 2021-22

FC 09.21.10 ONLINE BANKING

- a) To receive an update on online banking– see minute PC 09.21.03.



FC 09.21.11 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 09.21.12 ANY OTHER BUSINESS

- a) Cllr McCraw informed the Committee that he had received a request from Taylor Wimpey to undertake some work to the boundary of the Merriam Close Play area. He confirmed that he had asked Taylor Wimpey to contact the Clerk with details and it was agreed that the Clerk could agree to this work under her delegated powers.

FC 09.21.13 DATE OF NEXT MEETING

Wednesday 27 October 2021, 7.45pm at Brantham Village Hall

Meeting closed at 8.46pm

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



ACTIONS

Minute no.	Action	Who
FC 06.21.08	Contact Lloyds Bank to begin the process of setting up arrangements for online payments	RFO
FC 08.21.05	Arrange payment of contribution to BLC	RFO
FC 08.21.09	Purchase large dog litter bin for end of Birch Drive/Church Lane footpath	RFO
FC 09.21.09	Appoint SALC as Internal Auditors for 2021-22	RFO