



Minutes of the Meeting of the Finance and Staffing Committee of Bradwell Parish Council held on Monday 10 October 2022 at 7.30pm at the Heelands Meeting Place on Glovers Lane, Heelands.

Councillors Present: Councillors Brant (in the Chair), Davy, Evans, Gilpin and Godfrey.

Staff: Philip Farquharson (Clerk), via zoom.

Members of the public: 0

FSC36/22 Apologies: An apology for anticipated late arrival had been received from Cllr Gilpin, and this were approved.

FSC37/22 Declaration of interests: There were no interests declared.

FSC38/22 Public participation: There were no members of the public present.

FSC39/22 Minutes of the last Committee Meeting held on 14 July 2022:

Action: Minutes and Confidential Minutes were approved as an accurate record of the proceedings of that Meeting.

FSC40/22 Budget-setting for 2023-24:

Cllr Gilpin arrived at 8:12pm.

The Clerk had compiled a draft budget for the forthcoming financial year, based on expenditure and income for the 2022 year, and forecast expenditure and income for the current year, with inflationary linked increases where relevant, ie where no long-standing contracts were in place.

After minor amendments, (£3k increased to staffing, £2k increased to the Bradwell Common Community Centre, £2k increased to landscaping), resulting in an increase to budgeted expenditure of £7,400, a vote was held on whether to recommend the budget to Full Council in November:

Those in favour: 4

Those who abstained from voting: 1

Action: It was resolved to recommend the draft budget to Full Council with the precept requirement for the forthcoming financial year.

In discussion, it was noted that grants and how much to budget for them would likely arise at Full Council. The Clerk cautioned against over-budgeting for grants, as in the 2021-22 financial year only £1.2k was spent. In the draft budget expenditure would be £203,720, and income £27,614, requiring a precept of £176,106.

The Committee noted that the Bradwell Common Community Centre costs were very approximate, and timing of taking it on was a factor outside of the Parish Council's control.

The other main variable to the draft budget was the expenditure to the building of the Suffolk Punch Community Centre, as rates of interest were rising fast and the public works loan had not been approved yet.

FSC41/22 Finance Report: It was on the agenda to note Q2 finance report showing income and expenditure for the year to date relative to budget and forecast variance to budget.

Action: The Committee noted the finance report showing income and expenditure for the year to date, and forecast variance to budget. The forecast movement from reserves was - £23,998k, with a predicted approximate carry forward at year end of £179k.

FSC42/22 Exclusion of the Press and Public: In view of the confidential nature of the business about to be transacted, and in accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public were temporarily excluded, at the request of the Chair.

FSC43/22 Staffing Matters (Health and Safety and Chair's update):

Action: The Chair provided an update on staffing structure and the Clerk informed the Committee that health and safety measures, as outlined in a report compiled by a health and safety professional, were being actioned.

FSC44/22 Items for the Next Agenda: The Committee noted all members must notify the Clerk of any items for the agenda in accordance with the Parish Council's Standing Orders.

Date and time of next meeting: Monday 13 February 2022 at 7:00pm at the Heelands Meeting Place.

The Meeting was declared closed at 9:50pm.