



**Minutes of the Meeting of the Finance and Staffing Committee of Bradwell Parish Council held on Monday 17 July 2023 at 7.00pm at the Heelands Meeting Place on Glovers Lane, Heelands.**

**Councillors Present:** Councillors Brant (in the Chair), Alexander, Davy, Evans (Kendrick from item FSC09/23)

**Staff:** Philip Farquharson (Clerk)

**Members of the public:** 0

**FSC01/22 Apologies:** Apologies for absence had been received for Cllrs Godfrey and Gilpin, who were both on holiday abroad. These were voted on and met with unanimous agreement and it was therefore resolved to approve the apologies.

**FSC02/23 Election of Chair of the Committee:** Cllr Brant was elected as Chair for the year until the first Committee Meeting after the May Annual Full Council Meeting, 2024.

**FSC03/23 Declaration of interests:** There were no interests declared.

**FSC04/23 Public participation:** There were no members of the public present. Cllr Darron Kendrick signed the acceptance of office form upon his arrival at item FSC09/23.

**FSC05/23 Minutes of the last Committee Meeting held on 13 February 2023:**

A vote was held to approve the Minutes and the Confidential Minutes of the last Meeting.

**Action:** The motion carried and it was resolved therefore that the Minutes and Confidential Minutes were approved as an accurate record of the proceedings of that Meeting.

**FSC06/23 Work programme of the Committee for 2023-24:** It was on the agenda to consider any matters for more in-depth scrutiny by the Committee.

The Clerk was requested to provide a revised Grants Policy to the next Committee meeting, and possibly revised application form for applicants to fill in.

The Clerk was requested to provide an estimate of the cost of running the HMP (Heelands Meeting Place), with staffing, insurance and other attributable expenses assumed.

**FSC07/23 Finance Report:** It was on the agenda to note the Clerk's finance report showing income and expenditure for the year to date relative to budget and forecast variance to budget up to and including June 2023, with a forecast movement to/from reserves at year end.

The Clerk's report showed a forecast movement at year end to reserves of **£20,412**. Forecast expenditure was **£193,958** and forecast income **£254,370**. The income line excluded the £40,000 movement to reserve for the Suffolk Punch project, which had been invested in the CCLA public sector deposit fund to generate income as per the Full Council resolution in March 2023.

**FSC08/23 Movement of moneys to CCLA account:**

A motion was proposed to move to the CCLA account £30,000 after the second precept instalment, and upon the condition the general reserves would not fall below £51,780 as outlined in the Parish's Reserves Policy.

**Action:** The motion passed and the Clerk and Cllr Evans would facilitate this after receipt of the second precept instalment.

**FSC09/23 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.

**FSC10/23 Bonus feedback from NALC:**

The Clerk and Cllr Kendrick, (not on the Committee), left the Meeting for this item.

Upon return (after FSC11/23) the Clerk was informed that bonuses were generally not advised by NALC, who recommended keeping to the Green Book conditions as set out in employment contracts.

**FSC11/23 Staff Pay Review:**

Confidential Minutes refer.

The Meeting was declared closed at 9:00pm.

Date and time of next meeting: Monday 09 October 2023 at 7:00pm at the Heelands Meeting Place