

Bretton Parish Council

Minutes of the Finance Committee Meeting held on the 1st November 2016 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre,

Present: Councillors, M Clements (presiding), J Hayes, C Lee, A Richards and C Tilling

Others: B Champness (Clerk)

Not present:

Open Forum

There being no members of the public present no open forum was held and the meeting was formally opened at 19.31

23. Apologies for absence

23.1 Apologies were received from Cllr Warren (work)

23.2 Resolved: That the apologies be accepted

24. Declaration of Interest – To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item

24.1 No one declared an interest on any item on the agenda.

25. To Approve Minutes of the meeting held on Tuesday 6th September 2016 (Fin 16-01)

25.1 Resolved: The minutes were approved and signed by the Chair as a correct record after Item 13 1 was amended to show that Va should be VAT.

26. Matters to report – restricted to items not listed elsewhere in the agenda

26.1 Cllr Tilling reported that he had looked at the contract with BES and as far as he can tell we have no choice but to accept the deal whether we like it or not. If we do not we will have to pay some money to get out of the contract.

27. Items deferred from previous meeting

27.1 There was nothing deferred from the previous meeting.

28. Items deferred from Full Council :

28.1 There was nothing deferred from Full Council

29. Consideration to be given to the 2017/18 budget.

- 29.1** The Clerk had prepared a budget spreadsheet showing in various columns the 2015-16 budget and then the actual spend. It also showed what we had budgeted for in 2016-17 and what we had spent in the first 6 months of this financial year. The Clerk calculated would be spent at the end of this financial year. The final column showed what the Clerk felt we should budget for in 2017-18. Some items were left incomplete as it was felt that the committee should be the ones who decided what amount would or would not be included.
- 29.2** The figures were considered at length and various amendments were made either by increasing or decreasing the amounts. Once what the projected spending was going to be, as well as the projected income, excluding the precept, was decided, the committee were able to calculate what money was needed for the Precept. It was **resolved** that the recommendation to Full Council would be that the Precept for 2017-18 be set at £125,000.00
- 30. To consider whether we purchase equipment for the two litter pickers we hope to employ and if so what will be needed.**
- 30.1** The Clerk explained that he should have thought about this matter at Full Council but since then he had, had a meeting with Anna Williams and her boss who confirmed that they will provide boots, trousers and a fleece for each man. When asked, they said they would not be able to provide any other equipment. The Clerk had also written to James Collingridge to explain what we were hoping to do and to make sure there was not a problem with Peterborough City Council or Amey and at the same time asking if they had a spare street orderly that we could use for the 14 week contract period. They had not as yet replied but the Clerk had made a search on the internet and found a company that sold them at a cost of £286.00 (ex VAT) £343.20 (in VAT). **Resolved:** that if we could not get one from Peterborough City Council then the Clerk was to purchase one.
- 31. To receive an update on the Pyramid Centre.**
- 31.1** The Clerk explained that not much had happened since the Full Council meeting in that the Community Centre had not supplied us with details of their income and outgoings despite their promise to let us have this information. Peterborough City Council were fully aware of this and had sent financial details of two other similar sized community centres. Although not an accurate assessment of what the Pyramid outgoings were it could help in the Budget setting process.
- 31.2** The Clerk explained that whilst not much progress was being made on the asset transfer front he was pleased to say that we, Bretton Parish Council, had received a grant of £9975 from the Big Lottery fund to run a Celebration of Youth project for the next 20-30 weeks. This was obtained with the help of Can Do Communities and when asked why we had applied for this the Clerk explained that it was worth applying and if we were not successful that would have been the end of it. On the other hand if it was a successful bid, which it was, then we would be able to show that we as a Parish Council we were trying to communicate with the young people. The sessions would be held in the Pyramid Community Centre and would start in January. It was hoped that if this was a success and we had taken over the premises we could continue to show the young people that the centre was not just for the older residents.

- 31.3** The Clerk had been in touch with the insurance company to see what the cost of insuring the Pyramid Community centre would be. Unfortunately they could not give a quote at this stage as further information was required.
1. The full address and postcode of the Building.
 2. The required replacement value for which it is to be insured.
 3. Is the Building of standard construction (i.e. constructed with external walls of brick, stone or concrete and roofed with slates, tiles or profile metal)?
 4. Full details of the current state of repair.
 5. The extent of any flat roof at the Building, if applicable.
 6. The age of the Building.
 7. Have there been any claims made or incidents reported in respect of the building within the last 5 years?

Once we had this further information we could supply this to Came & Co.

- 31.3** Legal advice had been obtained from the SLCC solicitor as to the process on an asset transfer with a sitting tenant. This information had not been disclosed to Peterborough City Council yet but it would as and when it was felt appropriate to do so. The Solicitor had also sent a quote for acting for us in relation to either leasing the premises or purchasing it freehold and this is set out below:
Assuming that the Community Centre would be on a new lease from Peterborough City Council:
- if the lease were for 6 years or fewer, there would be no compulsory registration at the Land Registry and the 'conveyancing' costs would be £1,200 plus VAT.
 - For a longer lease (longer than 6 years) there is more work to do and there are Land Registry fees to pay. The total cost would therefore be £1,500 plus VAT plus the Land Registry fee of about £40 - £80.

I think it is unlikely that this property would be transferred freehold, but if it were, the cost would be much less. The total cost would be £800 plus VAT plus Stamp Duty Land Tax (if any) plus the Land Registry fee of about £100.

32. To receive an update on whether we wish to have carried out a Health & Safety Assessment and Fire Risk Assessment.

- 32.1** When discussing the 2017-18 budget it was noted that we had in the past set aside £50 for this matter. The Clerk explained that we carried out a risk assessment each year which covered all aspects of the work done by the Council and the Clerk. He was asked if this was the same as the work being asked to be undertaken by the Bank. He said he was not sure as the programme did not work with Windows 10 and he had received an updated disc from the company that wrote the software so he and the Chair would go through the process again and ensure that what we undertook was not going to be duplicated by the Bank. If it did then we would be paying a fee when we could carry this out ourselves and already did so.
- 32.2** The Clerk explained that Cllr Warren had sent details of two other companies that might be able to assist and at the same time the bank had been in touch and was told of the decision by Council to obtain 2 more quotes the Clerk was advised that the Bank would match any lower quote that was given. In the meantime the Clerk was to make further enquiries with the Insurance company as they might know a company that could help.

33. To consider the reinvestment of the recently matured funds and where the money should be invested and for how long.

33.1 Cllr Clements said that it appeared that both he and the Clerk had made contact with someone at a conferences they had separately attended about the amount of interest they gave on an account open to public authorities. As was discussed at the last meeting the interest rate we received from Nat West was 0.01%. The people that were contacted was CCLA and from the information received they would give interest on funds deposited at 0.2952%. We should consider whether this was an account we could place our General Reserve funds.

34. To check that the Standing Order payments and payments made by Direct Debit claimed since September have been made.

34.1 Cllr Clements called into the office on a regular basis to check that all payments had been made and that all was correct and in order. He had done this to bring the paperwork up to date until end of August 2016.

35. Matters of Finance –

35.1 To note current state of finances – the clerk had prepared an up to date income and expenditure spreadsheet which had been circulated in advance of the meeting.

35.2 To approve expenditure–
£62.39 – Hereward Stationers & Printers Ltd (paper, toilet tissue and bleach)
[denotes those payments paid between meetings, which have been approved by the Chairperson and Vice Chairperson of the Parish Council or at a previous meeting but not listed

Payments made by Debit Card -
Payments made by Direct Debit –

35.3 . Resolved: That the above payments be made. Cllr Clements signed the Bank Reconciliation dated 31st October 2016

36. Correspondence

36.1 There was no correspondence relevant to this meeting.

37. Any Other Business – Reminder by Law – information exchange only no decisions can be made

37.1 There being no other business the meeting was formally closed at 21.50

38. The date of the next meeting – to be held on Tuesday 3rd January 2017 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton