

Bretton Parish Council

Minutes of the Finance Committee Meeting held on the 5th September 2017 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre,

Present: Councillors, M Clements, (presiding) J Hayes, and C Lee,
Others: B Champness (Clerk)
Not present: S Warren

Open Forum

There being no members of the public present no open forum was held and the meeting was formally opened at 19.34

19. Apologies for absence

19.1 Apologies were received from Cllr Richards (health).

19.2 **Resolved:** that the apologies be accepted

20. 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

20.1 No one declared an Interest on any Item on the Agenda.

21. To Approve Minutes of the meeting held on Tuesday 4th July 2017 (Fin 17-01)

21.1 **Resolved:** The minutes of the 4th July 2017 were approved and signed by the Chair as a correct record.

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

22.1 The clerk reported that he would be attending Stanground Fire Station next Monday for fire risk assessment training. The current health and safety assessment can cover the community centre but had not been completed yet.

23. Items deferred from previous meeting

23.1 There was nothing deferred from the previous meeting.

24. Items deferred from Full Council :

24.1 There was nothing deferred from Full Council

25. To discuss the possible purchase of Office365 which includes the Microsoft Office suite and cloud storage at a cost of £9.40 per month.

25.1 The Clerk explained that we backed up the work done on the computer using Live Drive at a cost of £9.25 per month. If we purchased the Business package of Office365 we would be able to get rid of Live Drive, store all data on the Cloud and would have 1 Terabyte of storage and in addition we would have full access to the up to date Office Suite which we could use on 5 PCs, 5 tablets or 5 telephones. This would cost £9.40 per month plus VAT. If Office was upgraded we would automatically have access to that.

The Clerk was asked how much space we had for storage on Live Drive and how much of that did we use. Once this information was known then if it was felt that if we would gain more storage and we were able to include all the documents stored on our computer then we should go ahead and sign up to this package.

26. To consider the possible lease we offer to the newly formed charity running the Pyramid Community Centre.

26.1 The Clerk explained that this was on the agenda as to date we as a Parish Council had not given this aspect thought and as we were quite close to the matter being resolved we needed something in place. However, he explained that he now felt that this was somewhat premature as we still had not progressed the forming of an CIO. It was agreed in the circumstances this matter be adjourned but it was also agreed that we must give this matter some thought in the very near future. Cllr Clements said that he felt we needed to get some clarification from either our Solicitor or the SLCC on the implications of leasing the building to a CIO when we were the landlord and leasing the premises from Peterborough City Council. The Clerk pointed out that we hoped to purchase the property not lease it.

27. To consider the purchase of a new office chair

27.1 The office chair was well over 10 years old and Cllr Lee thought that it needed to be replaced as it was not in the best of health. The Clerk had obtained a number of quotes from Hereward Stationers. Before a decision could be made the Clerk was asked to see if he could check out the chairs not only with Hereward Stationers but with other suppliers, such as Staples, to make sure they were comfortable and did not cause him to have back ache.

28. To receive an update on the reinvestment of the matured funds and to complete the application form and to agree the amount we are to re-invest.

28.1 It was explained that Cllr Clements had started to complete the form and he came across where he thought the money would be invested. He thought if it was invested it would be in Corporate Bonds and as such this could be considered a risky investment. In view of this the Clerk was to try and ascertain where the money was invested, how long it would take for money to be withdrawn if we needed to and whether they made charges on the account. If the replies were positive then we should proceed with the investment.

29. To consider whether we have any item we want to place in the Gazette.

29.1 The present edition of the Gazette was in the process of being prepared so some thought should go into whether we wanted anything put in that dealt with the finances. It was thought that we should advertise the fact that we had money set aside for grants and that groups should apply. Cllr Hayes said that he thought the form was making it very difficult either to complete or to supply the information that was requested. Consideration needed to be given as to why we demanded to know about their income as well as details of money in their bank account. It was felt this made applying difficult for some groups. It was agreed that the application form needed to be re-visited but there was no reason why in the meantime we could not advertise the fact that money was available for grants.

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

30.1 It was explained that Cllr Clements called into the office at least once a month to check that all payments as shown on the minutes matched those on the bank account. He was nearly up to date with this exercise.

31. Matters of Finance –

31.1 To note current state of finances – the Clerk apologised for not having the spreadsheet available but he needed time to get this completed. He gave details of the money at present in the current account and deposit account.

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31.2 To approve expenditure–

[£39.45 – Fire Safety Express (hire of fire equipment for festival)]
[£104.00 – Dickies (clothing for litter picker)]
[£50.00 – R McCormack (expenses as litter picker at festival)]
[£27.00 – Hereward Stationers & Printers Ltd (paper)]
[£60.00 – Harmony Majorettes (fee to attend festival)]
[£2676.00 - TMO Highways Ltd (traffic management for festival)]
[£2318.82 – HMRC (PAYE & NI)]
[£600.00 – The People’s Pension (setup fee for pension scheme)]
[£251.20 – P J Hammond (salary)]
£5414.65 – C Rowe (salary)]
[£4.44 – People’s Pension (pension contributions)]
[£1500.00 – Can Do Communities (Delivery of Job Club in July)]
[£224.64 – Old Court Electrical (PAT test fee)]
[£324.00 – Enterprise Managed Services Ltd (supply waste bins at festival)]
[£694.99 – Enterprise Managed services Ltd (Bulky waste freighter for March)]
[£694.99 – Enterprise Managed services Ltd (Bulky waste freighter for July)]
[£480.00 – PKF Littlejohn LLP (External Auditors fee)]
£357.67 - BT (telephone charges)
[£2049.84 B M Champness (salary)]
£1074.19 – Cambridgeshire County Council (pension contributions)
£1.65 – B M Champness (bleach and stamp)
£2250.00 – Empowering Creative People (fee for Youth Project)
£72.60 – APS (payroll services)
£100.00 – Clan Wulfhar (fee to attend festival)

31.3 Expenditure for Community Centre

[£21.54 – Argos (set of mugs)]
[£21.59 – Hereward Stationers & printers Ltd (refuse sacks)]
[£96.56 - Direct 365 (waste & feminine hygiene disposal)]
[£54.00 – Old Court Electrical (repair defective light fitting)]
[£72.00 – Richards Property Refurbishments Ltd (unblock toilets at Centre)]
£405.00 – Peterborough City Council (Rates for September)

[] 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 –

£24.00 – BT (Mobile charges)
£116.97 – BES (Electricity Charges)
£9.95 – Live Drive (Live Drive fee)

- 31.3 . **Resolved:** That the above payments be made. A question was asked whether we should pay for hours for some aspects of work done despite being on holiday. If the work was regular and a salary was being paid during the working week then that time should be added onto holiday pay.

32. Correspondence

- 32.1 There was no relevant correspondence other than that which had already been discussed.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC: in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

33. **To discuss Staffing Issues** – an update was given on the people we employed and how they were fitting in with working with the Council. There was also a discussion regarding salary and it was agreed that this part would be discussed at a special meeting on the 3rd October.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC: in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential business being concluded, the Press and the Public be invited to return to the Meeting.

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

34.1 There being no other business the meeting was formally closed at 21.09

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

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