



BRETTON PARISH COUNCIL

Chairperson
Councillor Catherine Lee
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Clerk to the Council
Bernard Champness
Parish Offices
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Agenda for the Finance Committee Meeting to be held on Tuesday 4th July 2017
starting at 19.30 at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton

Public and Press are invited to attend and it is requested they are seated by 19.25 to ensure a prompt start to the meeting.

Open Forum – A period of 15 minutes will be allowed for the public to address the Council

AGENDA

1. To appoint a Chairperson
2. To appoint a Vice Chairperson
3. Apologies for absence
4. 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
5. To Approve Minutes of the meeting held on Tuesday 1st November 2017 (Fin16-02)
6. Matters to report – *restricted to items not listed elsewhere in the agenda*
7. Items deferred from previous meeting – there was nothing
8. Items deferred from Full Council –
9. To approve and or amend the Terms of Reference of the Finance Committee and approve and or amend the Financial Regulations.
10. To consider the working draft Business Plan in relation to the Asset Transfer of the Pyramid Community Centre.
11. To consider the reinvestment of the matured funds and to complete the application form and to agree the amount we are to re-invest.
12. To consider whether we have any item we want to place in the Gazette.
13. To consider whether we wish to have carried out a Health & Safety Assessment and Fire Risk Assessment.
14. To check that the Standing Order payments and payments made by Direct Debit claimed since May have been made.
15. Matters of Finance –
 - 15.1 To note current state of finances and agree the Bank Reconciliation.
 - 15.2 To approve expenditure–
 - [£93.64 – Anglian Water (water rates)]
 - £1074.00 – Europress Litho Printers Ltd (Gazette and Annual report)
 - £465.60 – Europress Litho Printers Ltd (banners, leaflets and posters for festival)
 - £791.88 – Southern Electric (electricity charges for qtr. at Community Centre)
 - £2318.82 – HMRC (PAYE & NI)
 - £695.75 – P C K Marketing (distribute Gazette/Annual Report)*[] 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*
16. Correspondence.
17. Any Other Business – Reminder by Law – information exchange only no decisions can be made
18. The date of the next meeting – to be held on **Tuesday 5th September 2017 at 7.30 p.m.** at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton

Cut off time for the meeting is 21.30.

Further information can be obtained from the Clerk using the details above

Signed *B M Champness* (Clerk) Dated 29th June 2017