

BRETTON PARISH COUNCIL



Chairperson
Councillor Catherine Lee
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Peterborough
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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 Monday 7th January 2019, 2018 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
75.	Apologies for absence
76.	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
77.	To Approve Minutes of the meeting held on Tuesday 6th November 2018 (Fin18-05)
78.	Matters to report – <i>restricted to items not listed elsewhere in the agenda</i>
79.	Items deferred from previous meeting – there was nothing
80.	Items deferred from Full Council –
81.	To receive an update regarding the Copeland Centre
82.	To discuss the following matters in relation to the Pyramid Community Centre: <ol style="list-style-type: none"> 1. To consider the income received and expenditure made in this financial year 2. To consider the quote for carrying out work on the floor and to approve the same 3. To consider a request that a repayment be made regarding an overpayment of fees 4. To receive an update on the planning application regarding fencing 5. To consider employing a gardener.
83.	To consider a clothing policy for Lengthsmen/volunteers
84.	To appoint cheque signatories
85.	To appoint a Councillor to check through Standing Orders and Direct Debit Payments as well as the bank statements.

86.	<p>Matters of Finance –</p> <p>86.1 To note current state of finances and agree the Bank Reconciliation.</p> <p>86.2 To approve expenditure–</p> <p>£5456.98 – Staff salaries £1279.45 – Pension contributions £22.56 – HMRC (attachment payments) £3500.00 - HMRC (PAYE & NI) £25.38 – Hereward Stationers & Printers Ltd (year planner and note pads) £881.52 – Enterprise Managed Services Ltd (Bulkey waste collection in South Bretton) £330.00 – Enterprise managed Services Ltd (inspection of play equipment) £1006.74 – Glasdon UK Ltd (spaceliner orderly barrow payable from CIL monies) £960.00 – Old Court Electrical (3-year electrical inspection at Unit 2) £46.98 – Old Court Electrical (3-year electrical inspection in Unit 3) £0.99 – Mrs D Holmes (cards for staff members) £75.00 – B M Champness (gift vouchers for volunteers) £622.80 – Europress Litho Printers Ltd (Art work and printing of Gazette) £25.20 – Europress Litho Printers Ltd (3 bin stickers for new barrow) £112.68 – Europress Litho Printers Ltd (artwork, fitting and providing one-way vision for Access Community Radio) £585.75 – PCK Marketing (distribute Gazette and Better Bretton insert) £ 7.33 – B M Champness (cleaning materials for office) £5.00 – B M Champness (gloves for cleaning purposes) £867.52 – BusinessWatch (various yearly testing charges) £103.38 – Cartridge Save (image drum for Oki printer) £1800.00 – Perlow Estates (4thQtr rent) £494.02 – Perlow Estates (Insurance contribution) £173.79 – Perlow Estates (service charges)</p> <p>86.3 Payments for Pyramid Community Centre</p> <p>£1711.44 – SSE (gas for Centre) £323.86 – SSE (electricity for Centre) £94.80 – Office Furniture (chair trolley) £14.60 – B M Champness (set of keys for Centre) £71.95 – Hereward Stationers & Printers Ltd (cleaning materials for Centre) £22.79 – Hereward Stationers & Printers Ltd (bumper blue rolls) £1.50 – Mrs D Holmes (refund of charges paid by customer) £418.00 – Peterborough City Council (Rates) £102.36 – Direct 365 (waste collection charges) £3.00 – B M Champness (battery for shutter in kitchen)</p> <p><i>[] 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</i></p> <p>86.4 Payments made by Direct Debit – £60.54 – BT (telephone charges) £192.29 BES (Electricity charges for office) £11.28 – Microsoft (Microsoft office) (Card) £99.85 – Cartridge Save (toner cartridge) (card) £118.56 – BT (broadband and internet) £20.40 – BT (mobile charges) £61.02 – BT (telephone charges)</p>
87.	Correspondence.
88.	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>
89.	The date of the next meeting – to be held on Tuesday 12th February 2019 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 2nd January 2019