

Bretton Parish Council

Minutes of the Finance Committee Meeting held on the 1st May 2018 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton

Present: Councillors, J Bhatti, M Clements, (presiding), and C Lee

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 19.32	
93.	Apologies for absence
93.1	Apologies were received from J Hayes (work)S Warren (work)
93.2	Resolved: that the apologies be accepted.
94.	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
94.1	Cllr Lee declared an Interest in Item 99 being a member of the Pyramid Steering Group. Although the Clerk did not have to declare an interest he stated that he was Chair of the Steering Group.
95.	To Approve Minutes of the meeting held on Monday 8th January 2018 (Fin 17-05)
95.1	Resolved: The minutes of the Meeting held 8 th January 2018 were approved and was signed by the Chair as a correct record
96.	Matters to report from the minutes of the meeting held on the 8th January 2018 restricted to items not listed elsewhere in the agenda
96.1	The matters were raised which were: <ul style="list-style-type: none"> a. Cllr Lee explained that she had not been in touch with Amy Richards. It was explained that she had resigned from the Council but was still a signatory. This would be resolved at the Annual Meeting of the Parish Council b. The office chair had not been purchased yet c. It was agreed that we needed to consider the process of employing a new Clerk once the existing Clerk retired. The Clerk was asked to research the time scales of when the process should start and how long it was going to take. He was to check if there was any legal guidelines or good practices to follow. This matter should go onto the agenda for the next meeting.

97.	Items deferred from previous meeting – there was nothing although the Clerk did explain that whilst it was agreed how much the contributions we had to make to CC was agreed at Full Council it transpired that the contribution that we had to pay had increased to 35.1% His personal contribution stayed at 6.5%. He had amended the voucher and APS had recalculated the payments. The scheduled payment to Cambridgeshire County Council was amended as well.
98.	Items deferred from Full Council – there was nothing
99.	To receive an update on the progress of the Asset Transfer of the Pyramid Community Centre and to decide what if any action is required to progress the running of the Centre. The Clerk had prepared a report, and this had been circulated in advance.
99.1	To arrange for various tests to be carried out previously done by Peterborough City Council. The Clerk explained that he had heard from Amey that they would continue for 3 months from the date of the Transfer to continue the various tests that they carried out. They would continue to pay for this service. It was agreed that rather than agreeing to employ BusinessWatch we would obtain other quotes. Enquiries would be made to see who else provided these services and check that the other quote received was their best price.
99.2	To arrange for someone to cut the grass. It was resolved that we would instruct the Community Payback Team to cut the grass.
99.3	To arrange for a permanent key holder to secure the building at weekends. It was agreed that this matter would be left in abeyance until we had reached a decision on Item 99.5
99.4	To consider a pricing structure for hiring the Centre for various Groups. It was resolved that for people who did not live in Bretton and wanted to hire the hall for evening parties should pay a refundable deposit of £250 and to pay £15 per hour for the hire of the hall. The rewording of the booking forms and terms of conditions should be re-considered with the addition of a limit on the finishing time of 10.00pm and to go back to the Finance Committee who would now meet on the 5 th June. Nothing else would be on the agenda except for the Pyramid community centre.
99.5	To consider whether we employ additional staff. A long discussion took place regarding this matter. It was felt that more information was required before a decision was made. It was agreed that a meeting of the Steering Group would be called as soon as possible so that we could ask them to put together a plan of the work that this person would do, the hours required to work, how much they should be paid and likely revenue from the centre. Consideration should also be given as to why it was felt that a person should be employed. The Clerk explained that this issue was a little clouded as he as Clerk required an assistant in addition to someone being employed to deal with the Community Centre.
100.	To check that the Standing Order payments and payments made by Direct Debit
100.1	It was explained that the Internal Auditor had been in and processed the receipts and outgoings and was satisfied that everything was in order. Cllr Clements said that he was a month or so behind in checking the payments but would call in when he could to complete the process.
101.	Matters of Finance

101.1	<p>To Confirm Expenditure £114.00 – Scribe 2000 Ltd (renew planning licence software) £462.00 – Scribe 2000 Ltd (renew Accounts annual licence software) £881.52 – Enterprise Managed Services Ltd (freighter) £202.88 – Enterprise Managed Services Ltd (inspection of play equipment in South Bretton) [] 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</p> <p>Expenditure for Pyramid Community Centre £35.00 – GMA Electrical Services (replace diffuser) £482.00 – BusinessWatch (Repair and replace broken cctv cameras)</p> <p>Payments made by Government Preferment Card -£ Payments made by Direct Debit – £58.34 – BT (telephone charges at Centre) £56.17 – BT Telephone charges for centre)</p>
101.2	Resolved: That the above payments be made
102.	Correspondence
102.1	The Clerk explained that one of the litter pickers wanted to increase his hours of employment to 6 hours a day for 5 days a week. It was resolved that a recommendation be made to full council to agree to this request but on the basis that they went to South Bretton once a week. The Clerk was to see if he could obtain another cart and to see if it could be stored somewhere in South Bretton. That would mean that they did not have to walk from the office to South Bretton and back.
102.2	A letter had been received from Onecom saying they could offer a cheaper deal than BT for the telephone and Broadband at both the office and Community Centre. The letter was circulated to those present and considered. Resolved: that we would not proceed with their offer, but we would ensure we kept an eye out for any possible increases in the present bills received from BT.
102.3	A letter had been received from Direct Business Solutions. This again related to an e-mail received uninvited rather than the Clerk seeking assistance. The e-mail was considered and it was agreed that we would take no action.
103.	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>
103.1	There being no other business the meeting was formally closed at 21.08
104.	The date of the next meeting – to be held on Tuesday 5th June 2018 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton