

Bretton Parish Council

Minutes of the Finance Committee Meeting held on the 3rd July 2018 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton

Present: Councillors, M Clements, (presiding) J Hayes, and S Warren.

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 19.30
17.	Apologies for absence
17.1	Apologies were received from Cllr Lee (work) Cllr J Bhatti (health)
17.2	Resolved: that the apologies be accepted.
18.	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
18.1	Cllr Warren declared an Interest in Item 23 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.
19.	To Approve Minutes of the meeting held on Tuesday 5th June 2018 (Fin 18-01)
19.1	Resolved: The minutes of the Meeting held 5 th June 2018 were approved and were signed by the Chair as a correct record
20.	Matters to report – <i>restricted to items not listed elsewhere in the agenda</i>
20.1	There was nothing to report.
21.	Items deferred from previous meeting
21.1	There were no matters deferred from the Previous Meeting
22.	Items deferred from Full Council
22.1	To discuss a building strategy. Cllr Clements asked why this was on the agenda as he thought that it was the P&E committee. The Clerk explained that he thought that it was this committee as it involved finance. It was agreed that this would still go back to P&E but could be discussed tonight. The Clerk gave an explanation as to why a building strategy was required. It was felt that it was perhaps too early to make a decision at this stage,

23.	To discuss the following matters in relation to the Pyramid Community Centre:
23.1	To discuss the quotes to replace the 3 windows with broken seals and to replace the window with graffiti on it. The Clerk explained that he had received a quote and handed this out. He said that he had anticipated another quote, but this had not arrived. He understood it was about 15-20% more expensive. It was agreed that once this quote arrived if it was more expensive we should accept the lower one. The Clerk said that once the quote was received he would send it on.
23.2	To discuss the quote for reconditioning the floor in the main hall. In view of what was discussed below it was agreed that this matter be held in abeyance.
23.3	To consider allowing Debbie Holmes to promote, market and perform administrative duties for the community centre on a voluntary basis for the next six months. The Clerk explained that this item had been requested by Debbie Holmes as she wanted to know if she could do these things unfettered but knowing that if any decision needed payment she would have to come back to the Parish Council for approval. It was agreed that this request would be appreciated and agreed to. The Clerk said that once and if the capacity increased by say 20% and we could show that revenue had increased we could then start talking about reconditioning the floor and buying new curtains etc
23.4	To receive an update. The Clerk explained that this was on the agenda just in case there was any update to give. Very little had happened since the full council meeting on the 28 th June. It was noted that the fire safety people came to check the fire alarms and they also checked the emergency lighting which had never been done before, however, five lights were not working when the fuses were reconnected. This was reported to Peterborough City Council as has the other jobs that still needed to be completed. The Clerk also gave an update on the position of the anti-social behaviour that had occurred at the centre.
24.	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.
24.1	The Clerk was to obtain forms from the bank to add Cllr Hayes as a signatory and we could then proceed with the reinvestment of funds.
25.	To consider whether we have any item we want to place in the Gazette.
25.1	There was nothing at this stage to include in the Gazette as the latest copy was being delivered. It was considered appropriate that we should advertise the Pyramid Community Centre and Debbie Holmes would be responsible for arranging the advert.
26.	To check that the Standing Order payments and payments made by Direct Debit
26.1	Cllr Clements had already been into the office and checked payments for April and May 2018.
27.	To agree if we employ someone to act as a Locum whilst the Clerk is away and what salary they should be paid.

27.1	The Clerk provided details of the salary for clerks as set out by the SLCC and NALC. After considering this information and the fact that a locum was required it was agreed that one would be used and paid at an agreed hourly rate.
28.	Matters of Finance -
28.1	To note current state of finances and agree the Bank Reconciliation.
28.2	[£251.20 – Litter Picker (salary)] [£380.37 – Litter Picker (salary)] £7.06 – The peoples pension (pension contributions) £136.80 – Europress Litho Printers Ltd (2 pull up banners & art work) £94.80 0- Europress Litho Printers Ltd (2000 festival tokens) £1020.00 – Europress Litho Printers Ltd (print Gazette & Annual Report & Artwork) £15.00 – Hereward Stationers & Printers Ltd (A4 paper)
28.3	Payments for Pyramid Community Centre – £202.91 – Southern Electric (gas charges) £333.73 – Southern Electric (electricity charges) £406.53 - Came & Co (additional premium) £62.00 – Hereward Stationers & printers Ltd (cleaning materials) <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> 28.4 Payments made by Direct Debit – £44.33 – BT (telephone charges)
28.4	Resolved: that the above payments be made. The bank reconciliation was approved at Full Council
29.	Correspondence.
29.1	There was no correspondence other than what has already been dealt with.
30.	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>
30.1	There being no further business the meeting was formally closed at 20.39
31.	The date of the next meeting – to be held on Tuesday 4th September 2018 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton