

Bretton Parish Council

Minutes of the Finance Committee Meeting held on the 2nd October 2018 at 6.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton

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

Others: B Champness (Clerk)

	Open Forum
	There being no members of the public present no open forum was held, and the meeting was formally opened at 18.28
51.	Apologies for absence
51.1	Apologies were received from J Bhatti (work)
51.2	Resolved: that the apologies be accepted.
52.	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
52.1	No one declared an interest in any item on the agenda.
53.	To Approve Minutes of the meeting held on Tuesday 4th September 2018 (Fin 18-03)
53.1	Resolved: The minutes of the Meeting held 4 th September 2018 were approved and were signed by the Chair as a correct record
54.	Matters to report – <i>restricted to items not listed elsewhere in the agenda</i>
54.1	There was nothing to report.
55.	Items deferred from previous meeting
55.1	There were no matters deferred from the Previous Meeting
56.	Items deferred from Full Council
56.1	There were no matters deferred from Full Council
57.	To discuss the following matters in relation to the Pyramid Community Centre:

57.1	<p>To consider the finances. The Clerk handed out a copy of a report which he had run off Scribe showing what income we had received and how much we had spent on running the centre. He explained that the income was as up to date as it could be in that all payments received were included but there were some unpaid invoices outstanding and we had just sent out invoices for September. It was explained that in the income the only payment received for renting the hall in advance was from the St Johns Ambulance as they had paid up until December, Cllr Clements said that he would like to see the report turned into a set of Accounts for the Centre which would then show what payments had been made for regular bookings and one-off bookings, what deposits for future bookings were included and where we might have received other income. This in turn would help make projections as to what income we might receive and whether we could afford from those funds for work to be undertaken at the Centre.</p>
57.2	<p>To consider and set up a plan regarding building works over the next 3 years. The Clerk handed out a 10-year plan prepared by Peterborough City Council long before the Asset Transfer of the centre took place. The total cost over that period came to £162,000.00. It seemed that the costing may have been based on prices prepared by the City Council preferred contractors, if so it was likely that we could reduce that sum substantially. An example of this was the cost of at year 4 the cost of sand seal the wooden floor in the main hall at a cost of £8000 and which was to be done again in years 6-10 again at a cost of £8000. The Clerk had obtained a quote from Roger Hyde Flooring Ltd. They recommend a thorough sanding and resealing of the surface protect the floor and to provide an easily maintainable finish. The job will take 3-4 days to complete and the actual cost was £2750.00. This contained a 1-year guarantee. They recommend that to avoid polish/polish stripping and sanding which is expensive that every 6-12 months we should apply a coat of Junckers Refresher and that this should be done when the floor starts looking warn. For lifecycle with above maintenance, a clean and re-seal top up every 3-4 years. After 5 cleans a reseal will be necessary again after 15-20 years. Refresher is designed just to be mopped by in house cleaner, they can supply products at average £200 per year, alternatively they can apply £500-£600 per year. They will call every 6 months and pop in annually and review the floor. They expect based on usage/maintenance a clean and seal top up every 3-4 years at a cost of £1,250. After 15-20 years floor will need a sand off again. Altogether £600/year over a 20 year lifetime.</p>
57.2.1	<p>What was not included in the 10-year plan was the need to have new fencing erected. In the Clerks opinion this was perhaps a priority as the fence at the back of the garden had been damaged and children were able to enter and cause havoc and disturb people who had booked the centre. Spurgeons wanted to let the children use the grounds on a Wednesday but felt unable to let them out as they might get out on the garden. The Clerk pointed out that at an early stage in the asset transfer there was the thought of having the fence around the Centre removed as it was a Community Centre and was open to all residents. On the other hand, if people could use the grounds as a park it would be very difficult for people hiring the hall to ask them to leave. It was understood that Paul Neaven had some fence panels which he had offered to let us have although he would not be in a position to erect them. The Clerk was to see what panels he did have and if they could be used, and to obtain a quote from a builder to erect a fence to include enough panels to go completely around the centre. If the panels were not available, we should look at getting a quote for panels the same as the ones use used by Watergall school next door.</p>

57.2.2	Other priorities that we had to look at were the roof and the gas boiler. The Clerk felt that both were in a reasonable state of repair. The boiler had been serviced on a regular basis and the Clerk was told that the roof would not need to be repaired all in one go it could be repaired as and when a repair was needed. He was asked to get a quote or report on both, so we could make a decision on what money was needed and when we might need the work doing.
57.2.3	Cllr Lee said that there were other pressing matters. The first was the main entrance door to the building, the internal door into the foyer and the door into the main hall. All needed to be replaced and modernised. The other pressing matter was the fire doors that needed to be padlocked when the building was not in use. She thought there must be a modern door which would not need that and which could not be opened from the outside whilst still giving the building security and protection.
57.2.4	The Clerk explained that the other matter we had to consider was the actual redecorating the entire building inside and replacing the curtains and fitting out the room used as the thrift shop and getting rid of the cupboards in the small function room.
57.3	<p>To consider the Insurance position</p> <p>The Clerk explained that he had prepared an inventory of the contents in the Centre and had asked Hereward Stationers & Printers Ltd to help put a replacement cost against the items. Unfortunately, this had not transpired and after speaking to the Insurance Company they said that at the moment the contents were insured for £35,000.00. If we wanted extra cover then this would increase the premium. The new cooker had been included as a separate item and was not included within the £35,000. The Clerk needed to know if it was felt that the replacement cost of the contents was adequately covered under the insurance. It was felt that the cover was sufficient.</p>
57.4	<p>To consider the marketing strategy and whether the pricing structure should change</p>
57.5	The Clerk explained that Debbie Holmes had sent her apologies and was unable to attend tonight so we could not really discuss the marketing strategy, but he felt that once the above work was undertaken or was going to be undertaken it would make marketing the place a lot easier. At the moment the building was rather tired and old looking.
58.	<p>To consider whether the assistant Clerk should attend the conference in Manchester in December 2018.</p>
58.1	The Clerk explained that after he had put this on the agenda he had discussed it further with the Assistant Clerk. The cost was £395.00 and on the day the conference was held it would conflict with her studies at University. It was agreed that this matter would not be considered further.
59.	<p>Matters of Finance -</p>

	<p>59.1 To note current state of finances and agree the Bank Reconciliation.</p> <p>59.2 To approve expenditure– £480.00 – PKF Littlejohn LLP (External Audit fee) £2100.00 – HMRC (PAYE & NI) £63.00 – Restore Datashred (15 sacks of paper to shred)</p> <p>59.3 Payments for Pyramid Community Centre <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>59.4 Payments made by Direct Debit – £57.80 – BT (telephone charges)</p>
	<p>59.1.1 Resolved: that the above payments be made after the Clerk explained that at the time the agenda was posted he did not have the correct figure for HMRC as the Litter Pickers were being paid last Friday. The correct figure was £2095.11</p>
	<p>60. Correspondence.</p>
	<p>60.1 The Clerk had been visited by an HR company The Peninsular Group Ltd who were prepared to act as our H R department and effectively take over that role for us. Now that we employed 5 people it was felt that this might be appropriate. The Clerk circulated the details they had sent together with their proposals and costs. This was a comprehensive cover, but the cost was for a 60-month contract at £99.92 per month plus VAT. After considering the same and whether it was appropriate for us to have this level of cover it was resolved that we did not and that we would not accept their proposal.</p>
	<p>61. Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u></p>
	<p>61.1 Whilst this item still related to the Pyramid Community Centre the Clerk pointed out that since the 25th July the weekly fire test had not been carried out as we did not have the code to allow us to do this. He had spoken to Amey on a number of occasions to see if they had this information, but these calls had met with silence despite saying they would try and obtain this information. The Clerk had spoken to Business Watch who thought that they could help by resetting the code and allowing us to carry out the weekly tests. The general feeling was that this needed to be resolved quickly as we might be breaking the law by not carrying out the tests.</p>
	<p>61.2 The Clerk explained that on the 4th October he was meeting two people from Peterborough City Council to talk about Bretton Parish Council taking over as an asset transfer the Copeland Community Centre. He had made it clear that before he could put any proposal to Bretton Parish Council he needed to know what income was generated and what the out goings were and whether Peterborough City Council were still paying any of the utility bills and if so to what extent. It was hoped that all this information would be forthcoming so that as a Council we could make an informed decision on whether it was feasible for them to take over that Centre.</p>
	<p>47.2 There being no further business the meeting was formally closed at 19.45</p>
	<p>62. The date of the next meeting – to be held on Tuesday 2nd October 2018 at 6.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton</p>