

Bretton Parish Council

Minutes of the Finance Committee Meeting held on the 4th September 2018 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre,

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

Others: B Champness (Clerk) and Debbie Holmes (Assistant 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
32.	Apologies for absence
32.1	Apologies were received from J Bhatti (work)
32.2	Resolved: that the apologies be accepted.
33.	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
33.1	Cllr Warren declared an Interest in Item 38 being a member of the Pyramid Committee
34.	To Approve Minutes of the meeting held on Tuesday 3rd July 2018 (Fin 18-02)
34.1	Resolved: The minutes of the Meeting held 3 rd July 2018 were approved and were signed by the Chair as a correct record
35.	Matters to report – <i>restricted to items not listed elsewhere in the agenda</i>
35.1	There was nothing to report.
36.	Items deferred from previous meeting
36.1	There were no matters deferred from the Previous Meeting
37.	Items deferred from Full Council
37.1	There were no matters deferred from Full Council
38.	To discuss the following matters in relation to the Pyramid Community Centre:

38.1	<p>To discuss the purchase of a set of induction pots and pans. The Clerk explained that when the cooker was donated to us he was told it was an induction cooker. The over 60's lunch club discovered after purchasing pans which could be used on an induction cooker they did not work. It subsequently was ascertained that it was a ceramic hob, so we did not need to purchase any pots and pans. The lunch club had spent about £120 and wanted to know if it was possible for any financial help from the Parish Council. Resolved: that we purchase the pans from the lunch club and sell them on e-bay to get the money back</p>
38.2	<p>The purchase of industrial cleaning equipment such as mops, brushes and a dustpan and brush. The Clerk explained that this item was on the agenda as the cleaner was having difficulties cleaning the floors with the existing mops. The brushes and dustpan brush were for domestic use and were not adequate. Resolved: that we purchase this equipment up to a total price of £200.00</p>
38.3	<p>To receive an update on the finances. The Clerk circulated to all present a copy of the accounts for the Pyramid Centre up to the 31st August 2018. This showed that we had spent just over £700 more than we had received in income. A question was asked about the fact that we had paid Peterborough City Council quite a large sum of money and wanted to know what that was for. On checking the accounts, it seemed that this was for the rates although this was also shown elsewhere in the accounts but if you added the two figures together it came to the sum that had been paid for the rates. The clerk would adjust the accounts accordingly.</p>
<p>39. To discuss the purchase of an office desk, 2 office chairs and computer</p>	
39.1	<p>The Clerk explained that we now employed Debbie Holmes as Assistant Clerk and she started work on the 22nd August 2018. Since then it has become apparent that we need to have a desk for her to work from, an office chair and a computer. Regarding the computer a quote had been received from the company in Bourne who supplied the existing computer and laptop. A computer with the same specification as the one here would cost £379.00 which would include a keyboard and a mouse. A monitor would cost £89.90 and Microsoft Office £220.00. The above prices include VAT. A similar specification from Curry's PC World would cost £449.00 and a monitor £64.99. Office would cost £199.99. Dell could provide a similar computer for £379 excluding VAT and you would have to purchase a monitor and Office. Resolved: that we did not need to purchase Office as we already had a licence which we could use on the new computer. We would purchase the equipment from Bourne Computers.</p>
39.2	<p>With regard to a desk the Clerk contacted Hereward Stationers & Printers Ltd who can provide a desk for £105.00 plus VAT although it was advertised in their catalogue for £145.75. Resolved: that the desk be purchased, and it should be beech, not oak so as to match the existing furniture.</p>
39.3	<p>As for an office chair the Clerk and Assistant Clerk went to see Hereward Stationers and a chair for Debbie would cost £56.00 and the more expensive one £120.00. The Clerk also found a chair which would costs £225.00. Resolved: that the chairs be purchased providing the chair for Debbie had an adjustable back support.</p>
<p>40. To discuss the offer to settle from Peterborough City Council regarding the outstanding Service Charges</p>	

40.1	<p>The Clerk had been in correspondence with Martin Hall at Peterborough City Council regarding the outstanding service charges. The total owed by us amounted to £9710.01 and after discussing this matter with him and explaining our attempts to resolve the matter as we admitted we had to pay something, Mr Hall came back and indicated a compromise would be for us to pay 50% of the total outstanding which amounts to ££4855.00. They would accept this sum and issue a credit note for the balance.</p> <p>Resolved: that we accept the offer to bring the matter to a conclusion.</p>
41.	<p>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.</p>
41.1	<p>The Clerk had managed to download an application form from Nat West Bank so that we could remove a signatory as well as add another. This had been completed and then signed by Cllr Hayes and the Clerk. This would be sent to Nat West and once all was confirmed we could then make arrangements for the funds to be invested in another account.</p>
42.	<p>To consider whether we have any item we want to place in the Gazette.</p>
42.1	<p>The Clerk advised we were at the stage of putting together the next edition of the Gazette and whilst we had articles to put in he was wondering if there was anything specific that we as a committee wanted to put in. He did mention that we had now obtained planning permission for the erection of a MUGA and wanted to know if this should be advertised. It was agreed we should get the grant application off first before anything else is done.</p> <p>It was agreed that we would advise the Parishioners that in November we would be setting the precept for 2019/20 and (asking them if they had any proposals as to what they wanted or would like us to spend the money on and seeking their agreement for our proposals.</p> <p>We should also advise them that in November we will be setting a budget for grants to give to groups within Bretton. We would like to have some idea before the November meeting what we should include for next year so people should be encouraged, if they are considering applying in this year, to apply now and to advise them that they should and can apply for these funds provided it was legal for us to pay that money over.</p>
43.	<p>To check that the Standing Order payments and payments made by Direct Debit</p>
43.1	<p>Cllr Clements had already been into the office and checked payments for April and May 2018. He would ensure that this is now brought up to date.</p>
44.	<p>Matters of Finance -</p>
44.1	<p>To note current state of finances and agree the Bank Reconciliation. The Clerk circulated a bank reconciliation as at the 31st July 2018 which was approved and signed by Cllr Lee. It was explained that the bank reconciliation up to 31st August had not been completed but would be ready for the Full Council meeting on the 25th September.</p>

44.2	<p>To approve expenditure–</p> <p>[£250.56 – Litter Picker 03/08/18] [£465.48 – Litter Picker 03/08/18] £11.44 – The Peoples Pension (pension contributions) [£276.00 – Airway Air Conditioning (Annual maintenance fee)] [£44.00 – The Cresset (hire of equipment for meeting)] [£42.83 – Hereward Stationers & Printers Ltd (Loo paper for office)] [£74.20 – WAVE (Water rates for Office)] [£156.00 – Johnston Publishing (advert in newspaper)] [£49.50 - APS (payroll services)] [£4221.00 – TMO Highways (fee for traffic management at festival)] £4.02 – B M Champness (first class stamps) £4.02 – B M Champness (first class stamps) £1.17 – B M Champness (recorded deliverer) [£604.80 – Johnston Publishing (Job advert in ET)] [£350.00 – Cleaner & Clearer Ltd (clean carpets in Units 2 & 3)] £360.00 – Blackwell Consulting Ltd (part agreed fee) [£250.56 – Litter Picker 17/08/18] [£465.48 – Litter Picker 17/08/18] £11.44 – The Peoples Pension (pension contributions) [£139.50 – Chroma Sport (Shields & engraving for Good Citizens Award)] [£8.80 – The Party Place (balloons for festival)] [£5.36 – Aldi (Water for festival)] [£68.50 – Sainsbury’s (sandwiches, whiskey for compere and water for festival)] [£60.00 – Harmony Majorettes (Performance at festival)] [£881.52 – Enterprise Managed Service Ltd (bulky waste collection)] [£259.20 – CN Security Ltd (security at festival)] [£899.10 – GS Parkes (internal audit fee)] [£200.00 – D Holmes (Float for festival)] [£248.00 – SLCC (subscription fees)] [£223.38 – Old Court Electrical (PAT testing for office)] [£881.52 – Enterprise Managed Service Ltd (bulky waste collection)] [£68.64 – Fire Safety Express (fee for servicing fire extinguishers) £13.80 =- B M Champness (travel expenses) £94.50 – Zoe Champness (cleaning units 2&3) £2338.41 – B M Champness (salary) £1312.78 - Cambridgeshire County Council (pension contributions) £52.78 – Hereward Stationers & Printers Ltd (refuse sacks)</p>

44.3	<p>Payments for Pyramid Community Centre – [£38.40 – Richards Property Refurbishments Ltd (fit and replace letter box)] £250.00 - MI Windows Ltd (replace 3 windows in Centre) [£41.50 – D Holmes (refund of hire fee and bank charges)] £418.00 – Peterborough City Council (Rates) £60.00 – L&G Electrical Services (fit new cooker in Centre) £102.36 – Direct365 (waste collection & feminine disposal February) £102.36 – Direct365 (waste collection & feminine disposal May) £102.36 – Direct365 (waste collection & feminine disposal August) £199.50 – Zoe Champness (cleaning Pyramid 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>
44.3	<p>Payments made by Direct Debit – £57.80 – BT (telephone charges) £28.80 – BT (mobile charges) £151.29 - BES (Electricity charges) £58.93 – BT (telephone for office)</p>
45.4	<p>Resolved: that the above payments be made.</p>
45.	<p>Correspondence.</p>
45.1	<p>An e-mail had been received from Onecom suggesting we could reduce the telephone bills for the office and the Community Centre. They had calculated what the total charges would be. Debbie Holmes explained that she had already spoken to BT and they had reduced the accounts and given us a new mobile. She was pleased to say she had them agree to a 2 years fixed price agreement. It was agreed that we would not take up the offer from Onecom.</p>
45.2	<p>A letter had been received from BusinessWatch advising that the recent tests carried out in the office had been failed in that we needed to replace two of the exit lights. They wanted the Clerk to sign a form agreeing to the work being carried out at a cost of £300 plus VAT. Cllr Warren said that he thought that this was rather high, and he would make enquiries to see if it could be done cheaper. If it could we would ask BusinessWatch to price match</p>
<p>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC: in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.</p>	
46.	<p>To discuss staffing issues. There were three matters relating to income for various members of staff. The Clerk explained what those matters were and agreement was reached on all three matters.</p>
<p>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC: in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential business being concluded, the Press and the Public be invited to return to the Meeting.</p>	

47.	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>
47.1	Cllr Clements said that he wondered if it was sensible for a Finance meeting to be held each month with the extra meeting just dealing with the Pyramid Community Centre. He was always aware that at various meetings matters were raised about expenditure and what might or might not be needed to be done. He felt that it would be sensible to perhaps have a site visit and see just what was needed to be done so we could start to prioritise the work rather than getting work done on an ad hoc basis and then find out we had no money left to carry out urgent work. It was agreed that this was a good idea as if we owned the building we should have in place some long-term plan of what worked needed to be done. It was agreed that the next meeting would be on the 2 nd October and would start at 6,30
47.2	There being no further business the meeting was formally closed at 20.55
48.	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

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