

Bretton Parish Council

Minutes of the Finance Committee Meeting held on the 12th November 2018 at 6.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre,

Present: Councillors, J Bhatti, J Hayes, C Lee and S Warren.

Others: B Champness (Clerk), Marvin Symes and Graham Bird (Can Do Communities)

Open Forum	
<p>Graham Bird from Can Do Communities was present to address the Council regarding their bid for funding to continue the Seniors Chips & Chat Club pending the resolution of a bid from Awards for All. In addition, they wanted to address the Council regarding the overspend that had occurred regarding the purchase of food each Friday. They had put forward a bid to justify their bid for financial assistance, which had been amended, and both were circulated to those present. They had also prepared a spreadsheet showing what money had been spent on and what money had been received from the club members during the last 24 weeks. This too had been circulated to those present. It was pointed out that the Clerk and Assistant Clerk felt unable to make a decision when requested by Can Do Communities to hand to them the money they had collected from the members for a contribution towards the food. Graham Bird explained that it became clear during the last 24 weeks that more people than they had catered for were attending. The original grant from Awards for All had sought £1950 for food which would last the 26 weeks. To help overcome this potential overspend the members started to pay a contribution of £1 per week which was increased to £2 per week.</p> <p>A new bid to Awards for All had been submitted and it was anticipated that a decision would be made by March 2019, but they wanted to continue the Friday sessions from now until the bid was accepted. They were asked if they had sought financial help from any other group such as Better Bretton which they had not. They were asked that the Parish Council might insist that before they gave a grant they would like to know if they had made such an approach and what the decision was. It was also pointed out to them that in the original grant application they had sought a fee of £15 per hour for the hire of the hall and kitchen. In the present application to the Parish Council they were seeking £20 to hire the hall and kitchen each Friday and were advised that the correct fee was £40 each session.</p> <p>Graham Bird was advised after a number of questions were put to him and answered that we had to press on with the agenda but we would consider his requests during the meeting and would let him know the outcome in due course.</p>	
The meeting was formally opened at 19.50	
63.	Apologies for absence
63.1	Apologies were received from M Clements (personal) and J Bhatti (personal)
63.2	Resolved: that the apologies be accepted. In the absence of Cllr Clements Cllr Warren acted as Chair for the evening.
64.	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

	64.1	No one declared an interest in any item on the agenda.
65.	To Approve Minutes of the meeting held on Tuesday 2nd October 2018 (Fin 18-04)	
	65.1	Resolved: The minutes of the Meeting held 2 nd October 2018 were approved and were signed by the Chair as a correct record
66.	Matters to report – restricted to items not listed elsewhere in the agenda	
	66.1	There was nothing to report.
67.	Items deferred from previous meeting	
	67.1	There were no matters deferred from the Previous Meeting
68.	Items deferred from Full Council	
	68.1	<p>To consider the request for financial help from the Chips & Chat group. This matter was discussed in the open forum. Regarding the request for us to hand over to them the funds collected from the members it was resolved that this should and would be done. With regard to the bid for funding to continue the club until the grant application had been dealt with by Awards for All it was resolved that as we were the Finance Committee, we only had the ability to grant awards up to £500 and as this was more, we would have to make a recommendation to Full Council. It was resolved that for Full Council to consider the bid on the 27th November we would like the following to be dealt with by Can Do Communities:</p> <ul style="list-style-type: none"> • That they approach Better Bretton or similar organisation to see if they could get some assistance for financial help • That the bid to Bretton Parish Council be amended to show the correct calculations and what figure they were looking for, for assistance.
	68.2	<p>To consider whether we wish to join CAPALC at a cost of £997.29 per annum. Details of the letter from CAPALC had been circulated. It was pointed out that the Clerk was also a Clerk of the Parish Council where he lived who were members of LALC. Resolved: that we would not join CAPALC.</p>
69.	To consider the approve the draft budget for the 2019-20 Precept.	

	69.1	<p>The Clerk had prepared the 1st Attempt at setting a budget for 2019-20 and this had been circulated to those present. In addition, he had circulated the financial spreadsheet up to the end of September showing what money had been spent and received in the first 6 months of this financial year. He explained that he had been in touch with Peterborough City Council who were able to provide a calculation showing what the residents would pay by way of a contribution towards the funds for Bretton Parish Council within their Council Tax bills. The spreadsheet gave a number of options showing the amount they contributed depending on what sum Bretton Parish Council were asking for by way of the Precept. It was pointed out that this showed what figure Peterborough City Council had set last year as the basis of the Council Tax Base, and it was likely that this sum would be increased from last year, so any calculation would be for guidance only. The Clerk pointed out that for the meeting tonight he would save the budget calculation under 2nd attempt showing what if any amendments were made that evening,</p>																		
	69.2	<p>The various documents that were circulated were then considered in detail. It would be recorded what amendments were made and the main ones were:</p> <ul style="list-style-type: none"> • Under the heading staff salaries, the Clerk was to include the salaries for the litter pickers and office cleaner although they were shown in the budget under other headings. The litter pickers salary was shown under Projects with Powers and the Cleaners salary was shown under both the running costs of the office and the Community Centre. Whilst this amendment would not alter the figures it would give an accurate figure of what we spent on salaries • The figure for running the office was increased slightly to take into account a possible rent increase and waste charges • Projects with power was amended to reflect the fact that we were no longer making a big budget item for policing. • With regard to income this was amended to reflect a possible increase in interest and the money we hoped to receive for the Pyramid Centre. <p>Taking these various increases and reductions it was possible to calculate what would be the Precept for 2019-20 and the figure came to £160381.59. Using the spreadsheet from Peterborough City Council it calculated the following for the Precept being £160,000.00 as the yearly contribution to pay within the Council Tax payments. Based on the calculations below it was resolved that the Precept for 2019-20 be set at £160,000.00</p> <table data-bbox="384 1458 794 1778" style="margin-left: 20px;"> <tr> <td>Band A Council Tax:</td> <td>33.77</td> </tr> <tr> <td>Band B Council Tax:</td> <td></td> </tr> <tr> <td></td> <td>39.39</td> </tr> <tr> <td>Band C Council Tax:</td> <td>45.02</td> </tr> <tr> <td>Band D Council Tax:</td> <td>50.65</td> </tr> <tr> <td>Band E Council Tax:</td> <td>61.91</td> </tr> <tr> <td>Band F Council Tax:</td> <td>73.16</td> </tr> <tr> <td>Band G Council Tax:</td> <td>84.42</td> </tr> <tr> <td>Band H Council Tax:</td> <td>101.30</td> </tr> </table>	Band A Council Tax:	33.77	Band B Council Tax:			39.39	Band C Council Tax:	45.02	Band D Council Tax:	50.65	Band E Council Tax:	61.91	Band F Council Tax:	73.16	Band G Council Tax:	84.42	Band H Council Tax:	101.30
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70.	To discuss the following matters in relation to the Pyramid Community Centre.																			

	70.1	<p>To consider the quote for putting in place a fence around the centre and if approved in principle we apply for planning permission as the fence will be 2.4 meters high.</p> <p>The Clerk pointed out that since the bushes had been cut back by Amey it made very visible the holes in the fence and he showed a couple of photographs that he had taken. He also explained that he had received one quote for the fencing and someone had called that afternoon to give another quote. He had been in touch with Peterborough City Council to see if putting up a fence we could use some of CIL received. He was pleased to say that this did qualify as a legitimate use of CIL. The Clerk had also been in touch with Peterborough City Council to see if planning permission was required as the fence would be 2.4 meters high. They said that it did require planning permission and the cost would be £234.00. Under our financial regulations in view of the possible cost of the fence 3 quotes were required. In the mean time before a final decision was made the Clerk wanted to know if he could at least apply for planning permission. Resolved that he could apply now for planning permission.</p>
	70.2	<p>To consider the request from Bretton Friendship Club to paint the fire escape door and to replace the fridge/freezer</p> <p>The Clerk pointed out that he placed this on the agenda as he was concerned that if the fridge freezer was replaced with a free standing one it could impact on the fitted units. At the moment the existing one fitted in the fitted units. It was resolved that if the fridge freezer was to be replaced, they could not take apart the existing fitted units but instead they needed to find one that fitted inside the existing unit. It was also resolved that they could paint the fire escape door and the inside of their cupboard in the main hall.</p>
	70.3	<p>To consider the request from Ghost Playgrounds - touring exhibition to use the Centre/Parish Office and if there will be a charge.</p> <p>An e-mail from Katy Hawkins was circulated to show what was intended and whether we would allow them to use either the community centre or parish office and to make no hire charge. Resolved that we could not agree to that request but instead we were to advise Katy that there was free space at the Church of the Holy Spirit.</p>
	71. Matters of Finance -	
	<p>71.1 To note current state of finances and agree the Bank Reconciliation.</p> <p>71.2 To approve expenditure—</p> <p>£69.30 – APS (payroll services)</p> <p>£100 – Robin Brisley (fee for performing at Festival)</p> <p>£70.00 - Aster Locks (fit new lock on front office door)</p> <p>£15.0 4- DPW (attachment order)</p> <p>71.3 Payments for Pyramid Community Centre</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>71.4 Payments made by Direct Debit – £60.54 – BT (telephone charges)</p>	
	71.1.1	Resolved: that the above payments be made
	72. Correspondence.	

	72.1	The Clerk explained that after the last meeting he and the Chair, Catherine Lee had made a payment to HMCR for PAYE & NI which was belied to be the amount due for the last quarter. A letter had now been received from HMCR stating that we had only paid the amount for September and had not paid for July and August. They were charging us interest because of the late payment and interest would be incurred at 16p per day until it was paid. The Clerk explained that to avoid any further penalties he had made payment by BACS.
	73.	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>
	73.1	The Clerk pointed out that the litter barrow that we had from Amey was falling to pieces and we needed a replacement or new one. He had been in touch with Amey to see if they would agree to supplying another, but they had not as yet responded. He had also been in touch with Peterborough City Council to see if the cost of buying a new one, which would be in excess of £800 could be paid for out of the CIL monies we had received. They replied saying we could use that money for that purpose. A recommendation would be made to Full Council
	73.2	There being no further business the meeting was formally closed at 21.10
	74.	The date of the next meeting – to be held on Tuesday 8th January 2019 at 6.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton