

Bretton Parish Council

Minutes of the Finance Committee Meeting held on the 5th February 2019 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre,

Present: Councillors, J Bhatti, A Ellis, J Hayes, C Lee, and S Warren (Presiding).
Others: B Champness (Clerk)

	Open Forum
	There was no open forum and the meeting was formally opened at 19.30
75.	Apologies for absence
75.1	Apologies were received from C Rudd (ill health)
75.2	Resolved: that the apologies be accepted.
76.	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
76.1	Cllr Hayes declared an interest in Item 81 as his wife was a member of the St John Ambulance group
77.	To Approve Minutes of the meeting held on Tuesday 12th November 2018 (Fin 18-05)
77.1	Resolved: The minutes of the Meeting held 12 th November 2018 were approved and were signed by the Chair as a correct record
78.	Matters to report – <i>restricted to items not listed elsewhere in the agenda</i>
78.1	There was nothing to report.
79.	Items deferred from previous meeting
79.1	There were no matters deferred from the Previous Meeting
80.	Items deferred from Full Council
80.1	To consider a clothing policy for Lengthsmen/volunteers. The Clerk reminded the committee that this was discussed at Full Council and it was agreed that we should at least provide waterproof coats and also appropriate footwear. This was for the people we employed and not the volunteers. What was needed was something in writing which stated when coats should be replaced and what if anything else, we should purchase by way of clothing. Coats to be replaced every two years and boots as needed. Hi-vis to be provided for the volunteers, to be kept in the office so they can be used by others, for example councillors helping at the Bulky Waste Collections.

	80.2	To consider request for storage space at the centre by users and whether we should charge extra for this space. The Clerk explained that ever since we took over the running of the Pyramid Community Centre many of the groups wanted a space to store their equipment. This means that we have provided cupboard space for several groups and the rental paid for the hire of the hall/rooms did not include cupboard space. A recent problem involved one group which wanted space but was none was available, so they used the old thrift shop room on a temporary basis. This matter has now been resolved as a cupboard became available and they were able to transfer their items. It was agreed to look at an annual charge for using cupboards, depending on size, invoiced in April.
81. To consider an application for a grant from St John Ambulance		
	81.1	The application from the St John Ambulance for money to purchase a defibrillator was circulated in advance. The Clerk explained that he had asked them to send details of the actual cost of a machine and the specification. Unfortunately, they were unable to supply this information in time for the meeting but said that the cost would include the cost of a lockable cupboards, including fitting and only accessed by the emergency services. Resolved: that a recommendation be made to Full Council to approve this grant subject to them supplying details of the actual cost and the specifications of the equipment.
82. To consider the investment of the general reserves and whether the funds are moved to another account.		
	82.1	It was explained that CCLA were the bank this committee had agreed to transfer funds to as their interest rate was higher than the high street banks. At the moment the interest rate they offered was 0.7719%, Whilst this was considered to be good at the moment it was resolved that until there was an improvement in the bank interest rate we would leave the general reserves with Nat West.
83. The cheque signatories to complete and sign the bank mandate.		
	83.1	The Clerk had downloaded a mandate from the bank's website and had sent this to those concerned to ensure that they were able to give all the information to the Clerk. The form was completed and then printed off for all parties to sign, which were Cllrs Lee, Hayes and Warren and the Clerk B Champness
84. To receive an update on the Pyramid Community Centre and to consider the following matters		

84.1	<ul style="list-style-type: none"> • In relation to an update on the Centre, the clerk explained that at the weekend he received a telephone call to say there was a water leak in the kitchen. He had contacted Debbie Holmes as she was due to go to the Centre and she discovered that the heater under the sink was leaking. Thankfully there was an electrician present and he was able to turn off the electricity and the water. The Clerk contacted Grant Richardson who would have gone to the centre if the problem could not be resolved. As it was, he was not needed so he attended on the 4th February and ascertained that the heater had sprung a leak and needed to be replaced. As the centre was being used on a regular basis the Clerk did not ask for a quote but simply advised Grant to proceed to replace the boiler. • The week before, the radiator in the foyer had also sprung a leak. Attempts were made to fix the problem. The flow of water was reduced but Grant Richardson was called out who attended and stopped the flow of water. • The tests on the intruder alarm, fire alarm and the fire extinguishers had taken place and it was discovered that a code was not need for the fire alarm test but a key which the Clerk ordered and had now carried out 2 weekly tests. • The fire alarm system was very old but was classed in the risk assessment as being a manual system, so that if there was a fire in the building an alarm would not go off automatically, but instead someone would have to break the glass at the front on the little red alarm boxes which were placed around the building. The equipment was eventually passed although there were a number of faults which had to be rectified. There was a problem with the intruder alarm but that too was now working and in order. The fire blanket was out of date by 3 years. Some of the fire extinguishers were out of date or nearly empty. These too had been fixed and all was in order. • Work had been undertaken over a two-day period to correct the electrical faults. This was being reported to Peterborough City Council to request help in paying for the faults that should have been picked up while they still owned the building. •
84.2	<p>To consider the three quotes for work on the wooden floor. After the full council meeting the Clerk had obtained two more quotes for work on the floor. All the quotes had been circulated in advance. The Clerk explained that the floor was in desperate need of sanding down and re-polishing as the present polish/varnish was being taken off with heavy mopping and alcoholic drinks being dropped on the floor. He explained that he had hoped that the cost of doing this work could have come from the profit made last year, but with the cost of the electrical works taking up that money the cost would have to come from the £13,000 we had budgeted for to help run the Centre. Resolved that the original quote be accepted and that the Clerk ask the company to give a wide time frame for doing the work to enable us to contact the users to see if they needed to cancel their booking for that week or if we could accommodate them in other rooms or Unit 3.</p>

84.2.1	<p>To decide how we proceed with an application for a grant to do work in the centre. The Clerk explained that he had been speaking with Can Do Communities who had explained that we could now apply for a grant of up to £10,000.00 for work to be undertaken on the actual fabric of the building. They were prepared to submit the application for us and find the appropriate builders to do the work. It was understood that their cost of assisting would be included within the actual grant monies received but the Clerk had asked them what they would charge if we paid for this from our funds thus leaving the entire amount of grant money being used for work within the Centre. They had given a quote and what the clerk needed to know was if it was agreed that they should prepare and submit the grant application, and within the grant to take off their charges or for us to pay them first from our own funds. Resolved: that Can Do Communities prepare and submit the bid for a grant and for their charges to be included within the grant bid.</p>
84.2.2	<p>To discuss the report on the electrical test recently undertaken. The Clerk explained that he had hoped a report would have been sent by the electricians, but it was a long and complicated report and was still being prepared. It was agreed that we would leave this matter in abeyance at this stage.</p>
85.	<p>To go through Standing Orders and Direct Debit Payments as well as the bank statements.</p>
85.1	<p>It was agreed that rather than to go through the bank statements now as well as the various standing orders and direct debit payments Cllr Warren would attend at the offices on the 7th February to undertake that task.</p>
86.	<p>Matters of Finance -</p>
	<p>86.1 To note current state of finances and agree the Bank Reconciliation. The Internal Auditor had attended at the office for 2 days last week and had prepared a Bank reconciliation as at the 31st December 2018. This was circulated to all present with the original being signed by Cllr Lee as a correct record.</p> <p>86.2 To approve expenditure– £263.00 – Europress Litho Printers Ltd (flyers and artwork) £4843.95– Staff Salaries (January) £1358.95 – (Pension contributions) £15.04 – HMRC (Attachment order) £249.99 – Curry’s PC World (new cooker for Unit 3) £75.90 – APS (payroll services for Oct, Nov and Dec) £390.50 – PCK Marketing (distribute flyer) £30.00 - Information Commissioner's Office (Data Registration fee)</p> <p>86.3 Payments for Pyramid Community Centre £ 1264.80 – Old Court Electrical (conducting 3-year inspection) £2105.44 – Old Court Electrical (making good faults following electric system inspection) £3.61 – SD Alarm Systems (801 panel door key for alarm system) £2.70 – Midland Fire On-Line (KAC Test Key) £17.14 Direct365 (excess weight charge on 9/11/18 & 21/12/18) <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>86.4 Payments made by Direct Debit – £55.25 – BT (telephone charges office) 86.5 Payments made by Debit Card - £99.08 - £11.28 – Microsoft, £14.40 – Buy a Plan, £62.12 – Peterborough City Council (collect bulky waste from Centre) £11.28 - Microsoft</p>

86.6	<p>Resolved: that the above payments be made after the Clerk explained one or two minor errors. Which were:</p> <ol style="list-style-type: none"> 1. The payment to HMRC for the attachment order was £15.30 2. The amount for the Information Commissioner was £35.00
87.	Correspondence.
87.1	<p>The Clerk explained that he had got behind with submitting the pension payments and details to the Peoples Pension as there was always an error which he could not rectify but after many telephone calls the problems were resolved. Not withstanding this a letter had been received from the Pension Regulator advising that payments should and must be paid. One of the problems now was that you could only do one payment per day which meant that the problems could not be resolved in one go.</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>	
88.	To discuss staffing issues
88.1	<p>Details of the proposed increases for the Clerk and Assistant Clerk had been agreed by the National Joint Council for Local Government Services which would take effect from 1st April 2019, This information had been circulated in advance. Resolved: that the proposed increases for the Clerk and Assistant Clerk be agreed. In relation to the Cleaner and litter pickers a discussion took place and an agreement reached as to the increases to take affect from the 1st April 2019.</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>	
89.	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>
89.1	<p>It was explained that you could now submit a VAT return electronically which had been done in October but so far, no payment had been received. Another claim was submitted in January and payment was received on the 1st February. It was agreed that the Clerk re-submit the October application.</p>
89.2	There being no further business the meeting was formally closed at 20.54
90.	The date of the next meeting – to be held on Tuesday 5th March 2019 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton