

Bretton Parish Council

Minutes of the Finance Committee Meeting held on the 2nd July 2019 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton

Present: Councillors, P Gatward, J Hayes, C Lee (Presiding), J Merrill 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
19.	Apologies for absence
19.1	Apologies were received from A Ellis (personal) and A Gasparutti (personal)
19.2	Resolved: that the apologies be accepted.
20.	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
20.1	Although the Clerk did not have to declare an interest he explained that he was declaring an interest in item 27.
21.	To Approve Minutes of the meeting held on Tuesday 4th June 2019 (Fin19-01)
21.1	Resolved: The minutes of the Meeting held 4 th June 2019 were approved and were signed by the Chair as a correct record
22.	Matters to report – <i>restricted to items not listed elsewhere in the agenda</i>
22.1	There were no matters to report
23.	Items deferred from previous meeting
23.1	There were no matters deferred from the Previous Meeting
24.	Items deferred from Full Council
24.1	There were no matters deferred from Full Council
25.	To receive an update on the Pyramid Community Centre

25.1	<p>The Clerk was able to give an update on the following matters:</p> <ul style="list-style-type: none"> • The man who runs the judo classes on Wednesday would like to move his banner which is on the fence by the side entrance to the fence by the shops. It was agreed that he could do this for the time being but he might be asked to remove it in the future. • The Clerk had spoken to the company who installed the fencing to see if it was possible to remove the old wooden fencing which was rather unsightly. He would send in a quote and this would then come back to the council to approve. • The boiler had now been installed but there was a slight fault which needed the engineer to come back and fix. This was not a problem as the heating was not on at the moment. • The old boiler had not been taken away, but an agreement had been reached with a scrap metal dealer who would collect it as well as taking down the swings, the see-saw and the old fencing by the school and will take the metal away without any cost to us. • There had been a problem with a party at the weekend in that people had been complaining on social media that children were throwing bottles against a wall and urinating on the walls. The Clerk said that he was informed on Sunday that the centre was in a state and he had to contact Charles to advise him as he was going to open up for a child's party later than afternoon. He reported that the place was a mess and he had spent some time cleaning the place up. On Monday morning the Clerk and one of the litter pickers had spent 2 hours finishing off the cleaning. The person who booked the party had been told that she would not be given all of her deposit back and that we would retain £50. She was very upset but was told that if she had a problem then she should contact the Parish Council. There was a discussion on who decided whether the place was clean or not and whether any of the deposit should be retained. The answer to both was the Clerk and whilst it was accepted that the hall would never be as clean as we had left it if the place was a mess and a cleaner was needed to spend time cleaning up or there was damage to property then this was the time that deposit money would not be handed back. It was stated that it was thought the Clerk was too soft with people and should have retained more money. He said that he was a lone worker and had to deal with people who might get angry or upset or threatening and he had to ensure that he was not in any way under threat. He did not take kindly to this comment and if the Council was in any way unhappy then they can be left to deal with the public. The Clerk also reported that the Assistant Clerk was upset as well as she had been contacted at 10p.m Saturday evening by a Councillor telling her about the on goings at the centre and was demanding that she do something about the problem. She advised the Councillor that is the anti-social behavior was taking place outside of the centre then this was a matter for the Police. In any event she could not attend as she was not in Peterborough. It was agreed that we would have to look into this matter in more detail to see if there was any way that we could overcome this problem.
26.	<p>To consider information from 2 providers regarding the telephone and Broadband Account and whether we change from BT</p>

26.1	Two companies had contacted the Clerk to see if they could provide a cheaper telephone service than the present provider BT. They had sent details of what they could offer, and these were circulated to the Councillors to consider. The proposal from XLN was rejected but Cllr Warren was asked to look into the proposal from One Com. Cllr Warren said that it was worth having a word with BT to see if we could get a better deal than we were getting now.
27.	To consider a request for a grant from Middleton Primary school for £264.50 for items for a 'school readiness' workshop
27.1	The application for a grant from Middleton School was circulated to those present. After considering the application it was resolved that we would pay the sum that they were requesting.
28.	Matters of Finance -
28.1	To note current state of finances and agree the Bank Reconciliation. The Clerk explained that he had not finished the bank reconciliation but would ensure that this was ready for Full Council as well as the budget spreadsheet.
28.2	<p>To Approve expenditure – £823.50 – The Outdoor Education Co Ltd (balance of fee due) £826.15 – Soundstage One (balance of fee) £513.00 – Enviro Loo (balance of fee) £1350.00 – Bourne Fun (fee for hire of rides for festival) £287.00 – SLCC (membership fee) £122.50- Chromasport School & Teamwear Ltd (shields and engraving for Good Citizens Award) £354.80 – Europress Litho Printers Ltd (printing banners and flyers for festival) £4844.90 – Staff Salaries £1374.19 – Pension contributions £14.28 – Attachment payments. £360.00 - Blackwell Consulting Limited (fees) 28.3 Payments for Pyramid Community Centre £551.64 – SSE (electricity charges) £1326.50 – SSE (gas charges) <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 Debit Card Payments or made by Direct Debit –</p>
28.3	<p>Resolved: that the above payment be made. There were a few matters that were questioned, and these were:</p> <ul style="list-style-type: none"> • The cost of the expert helping with the rent review was very good as he had been waiting a long time to be paid and had certainly done more work than he was being paid for. The Clerk said that he was offering to help businesses in Bretton who might have a problem similar to our and he would offer them a discount if they required his help. It was thought that this might be worth putting in the Gazette. • It was agreed that a copy of the gas bill would be sent to Cllr Warren to investigate.

29.	Correspondence.
29.1	There were no items of correspondence to deal with
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.	
30.	To discuss the rent review.
30.1	It seemed that there was now an agreement and we needed to sign a document which recorded the agreement reached. The document was circulated, and it was resolved that the Chair sign both copies and these to be witnessed by the Clerk. This was duly undertaken.
30.2	Now that the rent had been agreed consideration should be given to the rent, we charged for people hiring the rooms in Units 2 and 3. A written proposal was circulated and considered. An agreement was reached on the charges we would make subject to this being approved by Full Council. Various quotes were also circulated for noticeboards to be installed. It was suggested that Unit 3 should be deep cleaned, re-decorated and either the carpet cleaned, or new flooring installed before the noticeboards were put in place.
31.	To discuss staffing issues
31.1	This matter was back on the agenda as consideration should be given on how, if it was felt appropriate, the clerks job should be divided. A new Clerk would have to be the Clerk & RFO. We needed an Assistant Clerk and also a caretaker to look after the centre. It was felt that this would be appropriate in view of the amount of work that was generated by running the centre. The Assistant Clerk would work part time and would be responsible for taking bookings for the centre. As for the caretaker it was agreed that GP should consider a job description and what hours he/she should be employed. It was agreed that the Assistant Clerk would be put forward for CILCA training
32.	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>
32.1	There being no further business the meeting was formally closed at 21.30 hours,
33.	The date of the next meeting – to be held on Tuesday 3rd September 2019 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton