

Bretton Parish Council

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

Present: Councillors, J Bhatti, C Lee, and S Warren (Presiding).

Others: B Champness (Clerk)

Not Present:

	Open Forum
	There was no open forum and the meeting was formally opened at 19.32
91.	Apologies for absence
91.1	Apologies were received from C Rudd (personal) J Hayes (work) A Ellis (health)
91.2	Resolved: that the apologies be accepted.
92.	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
92.1	No one declared an interest in any matter on the agenda.
93.	To Approve Minutes of the meeting held on Tuesday 5th February 2019 (Fin 18-07)
92.1	Resolved: The minutes of the Meeting held 5 th February 2019 were approved and were signed by the Chair as a correct record
94.	Matters to report – <i>restricted to items not listed elsewhere in the agenda</i>
94.1	The Clerk was able to report the following: <ul style="list-style-type: none">• A Hi Viz coat for one of the litter pickers had been purchased but he has not worn it and it remains hanging in the office. Another coat and trousers were purchased for the other litter picker and these are being worn.• A quote had been obtained from Old Court Electrical for installing the defibrillator and this came to £240 plus vat which was still a£110 cheaper than the quote obtained from Paul Neaven. It was agreed that the quote from Old Court was accepted.• Regarding the bank mandate a letter had been received from Natwest on the 4th March saying they want Cllrs Hayes and Warren to take the copy letter with them to any branch with some form of identity then they could be added as signatories. The Clerk would copy the forms and send them to Cllrs Hayes and Warren for them to deal with.
95.	Items deferred from previous meeting
94.1	There were no matters deferred from the Previous Meeting

96.	Items deferred from Full Council	
	96.1	There was nothing deferred from Full Council
97.	To receive an update on the Pyramid Community Centre	
	94.1	<p>The Clerk was able to update the Committee on the following:</p> <ul style="list-style-type: none"> • About the electrical faults, there was a meeting with the original contractor and Amey to go through the report from Old Court Electrical. The Clerk was not involved in that discussion but was told later that there were several disputes with the report. This would then be put in writing for us to consider. • A quote for the removal of the asbestos at the back and front of the centre has been received and this was sent to Peterborough City Council but to date no response has been received. The cost was £2800.00 • The work on the floor had started on the 4th March and would be completed on Thursday but the hall could not be used until Saturday 9th March. The contractor said that if the floor was maintained it would not need sanding down again for 15 years, but this could be shorter if it was not looked after. He said that we should not use a strong cleaner but preferably water and then the buffer using a red pad to finish off the cleaning. A refresher could be applied once a month to keep the floor looking good and every two years work would be done to bring the floor back to a good condition, but it was nothing like the work being undertaken now. • Two more quotes had been obtained for the new gas boiler. These were circulated together with the first quote obtained. There was very little difference between the quotes but the original one was just a little cheaper than the rest. Before we proceed with the matter we needed to find out if we could find out if we could get a grant from Peterborough City Council to help pay the balance. Cllr Bhatti said that he saw from the quotes that the grant of 25% was a European incentive and as such it might not be available if Brexit took place. Cllr Lee said that she had noticed that the quotes were from companies outside of Peterborough and suggested that we see if there was a company in Peterborough that could give a quote. • It was hoped we would get planning permission for the fence very soon as the closing date for someone to respond was the 7th March. • We had received an e-mail asking if there was any news on the quote for the fence and baby changer. A reply had been sent saying that we had already accepted the quote for the fence and were simply waiting for planning permission. Regarding the baby changer an e-mail had been sent on the 5th and we had not had a reply. It was hoped that this issue would be resolved soon.
98.	To discuss further the position regarding the Copeland Community Centre and whether we can help during the transitional period.	

98.1	<p>The Clerk pointed out that we had been approached by Peterborough City Council to see if we at Bretton Parish Council could help out in ensuring that the bookings with the Copeland Centre were honoured and that the centre was looked after in the interim until a group was found to manage the centre. He pointed out that we had no idea of when people were booked into the centre and whether we would be responsible for paying any of the bills. There was concern about this as he was told at a meeting in December that as from the 1st April 2019 Peterborough City Council would stop paying the utility bills and they would become the responsibility of the management team. In principle we might not have an objection but there were questions that needed to be answered which were:</p> <ol style="list-style-type: none"> 1. Can Peterborough City Council supply us with the details of all the bookings? 2. Would we if we helped out, be responsible for any of the bills that arrive at the centre? 3. Can Peterborough City Council give details of who were keys holders and who needed to be let in and the centre locked up when they left.
99. To consider whether we wish to fund the cost of having a defibrillator in South Bretton and attached to the Copeland Community Centre.	
99.1	<p>The Clerk explained that he had been speaking to Paul Neaven who enquired whether we felt we should consider funding in the same way as we had in North Bretton for a defibrillator in South Bretton. This was not a formal request but an enquiry. It was agreed that in principle this was a good idea, but we should at first see if we could obtain a grant from the Community Fund with Peterborough City Council</p>
100. To consider re-enrolment date for works pension	
100.1	<p>The Clerk pointed out that he had ascertained from the Pension Regulator of the following:</p> <ul style="list-style-type: none"> • The earliest date we can chose a re-enrolment date was 1st October 2019 • The latest date for the above was 31st March 2021 and • The deadline for completing our re-declaration was 1st June 2020. <p>It was agreed that the Clerk diary this matter for the October Finance meeting when we could take the matter further.</p>
101. To go through Standing Orders and Direct Debit Payments as well as the bank statements.	
101.1	<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 to undertake that task.</p>
102. Matters of Finance -	

	<p>102.1 To note current state of finances and agree the Bank Reconciliation.</p> <p>102.2 To approve expenditure– £826.15 – Soundstage (deposit for stage for festival) £3.30 – B M Champness (cleaning materials) £25.98 – B M Champness (Hi Viz coat for litter picker)</p> <p>102.3 Payments for Pyramid Community Centre £107.99 – Direct365 (Trade waste collection 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></p> <p>102.4 Payments made by Direct Debit – £71.30 – BT (telephone charges office)</p> <p>102.5 Payments made by Debit Card - £62.12 Amey (Removal of bulky waste from Centre) (February) £11.28 – Microsoft, £60.00 R G Lickerish (call out charge to cooker in Unit 3) £27.00 – Peterborough City Council (copy of map for planning application)</p>
	102.6 Resolved: that the above payments be made.
103.	Correspondence.
103.1	A letter had been received from the Pension Regulator about payments of the payments for staff. The Clerk had dealt with this and hoped that the matter would be closed.
103.2	An e-mail had been received asking if Bretton Parish Council were able to give a grant towards the running of Hartwell Way Allotments in Westwood. This has have 15 plots on site of which five of them are cultivated by members that are from Bretton area. It was not clear whether we could fund this or not and the Clerk would take instructions from the SLCC.
104.	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>
104.1	There being no further business the meeting was formally closed at 21.10
105.	The date of the next meeting – to be held on Tuesday 2nd April 2019 at 7.30 p.m. at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton