



# BRETTON PARISH COUNCIL

## Chairperson

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## Clerk to the Council

Bernard Champness  
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## **Agenda for the Finance Committee Meeting to be held on Tuesday 4<sup>th</sup> June 2019 starting at 19.30 at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton**

Public and Press are invited to attend, and it is requested they are seated by 19.25 to ensure a prompt start to the meeting.

	<b>Open Forum</b> – A period of 15 minutes will be allowed for the public to address the Council
	<b>AGENDA</b>
1.	<b>To appoint a Chairperson</b>
2.	<b>To appoint a Vice Chairperson</b>
3.	<b>Apologies for absence</b>
4.	<b>Declaration of Interest</b> – 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
5.	<b>To Approve Minutes of the meeting held on Tuesday 15<sup>th</sup> April 2019 (Fin18-08)</b>
6.	<b>Matters to report</b> – <i>restricted to items not listed elsewhere in the agenda</i>
7.	<b>Items deferred from previous meeting</b> – there was nothing
8.	<b>Items deferred from Full Council</b> –
9.	<b>To approve and or amend the Terms of Reference of the Finance Committee and approve and or amend the Financial Regulations.</b>
10.	<b>To discuss the following matters in relation to the Pyramid Community Centre:</b> <ol style="list-style-type: none"> <li>1. To discuss growth of the community centre and how we go forward</li> <li>2. To discuss the attempt to obtain a grant for a new boiler and how we take the matter further and whether we accept the proposal being put forward.</li> <li>3. To consider whether we increase the rent for hiring the hall/rooms or to put in place a policy which would come into force April 2020</li> <li>4. To discuss whether we purchase and implement a new diary system from Hallmaster at a cost of £187 per year.</li> </ol>
11.	<b>Audit of Accounts 2018/19:</b> <ol style="list-style-type: none"> <li>11.1 To note Internal Auditors Report</li> <li>11.2 To approve the Annual Governance Statement 2018/19</li> <li>11.3 To accept the Accounting Statements 2018/19 as a true record</li> <li>11.4 To sign Annual Return and submit for Audit</li> </ol>
12.	<b>To approve the quote for Insurance for the Office and Community Centre</b>

<b>13.</b>	<b>Matters of Finance –</b> <b>13.1 To note current state of finances and agree the Bank Reconciliation.</b> <b>13.2 To approve expenditure–</b> £5045.28 – Staff Salaries £1424.80 – Pension Contributions £17.04 – Attachment Order £150.00 – Deeping Van & Car Hire (van for festival) £7.17 – Mrs D Holmes (refreshments for Annual Meeting) £47.88 – J D Ryan (Radio Flo internet radio hosting) £42.00 – Europress Litho Printers Ltd (flyer for access Community Radio) £340.80 – PRS (entertainment licence for access Community Access) £1386.00 – G S Parkes (Audit Fee) £3372.25 – Came & Co (Insurance cover Office and centre) <b>13.3 Payments for Pyramid Community Centre</b> £427.00 – Peterborough City Council (rates) £107.99 – Direct365 (waste collection charges) £56.02 – Wave (Balance of water rates) <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> <b>13.4 Payments made by Debit Card Payments or made by Direct Debit –</b> £70.25 BT (telephone charges) £20.40 – BT (mobile charges) £136.77 – BES (electricity charges office)
<b>14.</b>	<b>Correspondence.</b>
	<b>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC:</b> 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.
<b>15.</b>	<b>To discuss the rent review.</b>
<b>16.</b>	<b>To discuss staffing issues</b>
<b>17.</b>	<b>Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u></b>
<b>18.</b>	<b>The date of the next meeting – to be held on <b>Tuesday 2<sup>nd</sup> July 2019 at 7.30 p.m.</b> at the Parish Offices, Unit 2, Pyramid Shopping Centre, Bretton</b>

**Cut off time for the meeting is 21.30.**

**Further information can be obtained from the Clerk using the details above**

**Signed *B M Champness* (Clerk)      Dated      28<sup>th</sup> May 2019**