

Bretton Parish Council

**Minutes of the Finance Committee Meeting held on the Tuesday 6th July 2021 at
Pyramid Community Centre at 7.30 p.m.**

Present: Councillors, P Gatward, C Lee, A Gasparutti, and J Hayes, (presiding).

Others: S Radouani (Clerk)

Not present: L Aldridge, J Merrill

	Open Forum
	There being no members of the public present no open forum was held, and the meeting was formally opened at 19.30
12.	Apologies for absence
12.1	L Aldridge- (sick – Migraine), J Merrill (sick) – absences were accepted and recorded.
13.	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
14.	To Approve Minutes of the Special Meeting held on 4th May 2021 (Fin 20-01)
14.1	Resolved: The minutes of the meeting on 4 th May 2021 was approved and signed by the Vice Chair as a correct record.
15.	Matters to report - restricted to items not listed elsewhere in the agenda
15.1	There were no matters to report.
16.	Items deferred from the previous meeting
16.1	There were no matters deferred from the previous meeting
17.	Items deferred from Full Council
17.1	There were no matters deferred from Full Council
18.	To Review, Discuss and Adopt Finance Regulation Documentation
18.1	The committee reviewed the Finance Regulation Documentation and highlighted three points that needed to be changed. These will be actioned by the Parish Clerk then presented to all Parish Councillors for adoption at the Full Council meeting scheduled on 27th July 2021.

19.	To Discuss CIL Allocation - Emergency Access Gate for Pyramid Community Centre	
	19.1	<p>The Clerk presented the committee with a breakdown of the Neighbourhood portion of the Community Infrastructure Levy (CIL) payments allocation. This money was awarded to Bretton Parish Council by Peterborough City Council in 2017 – Based on developments that had taken place within Bretton during the period.</p> <p>The CIL allocation list is on the Parish Council website www.brettoncouncil.org.uk.</p> <p>The committee voted and agreed that a proportion of the money to be earmarked to install an emergency access gate for the Pyramid Community centre.</p> <p>Also, as a course of action, it was agreed that the Clerk email the Parish Councillors to ascertain thoughts on how the balance can be allocated.</p>
20	Review Budget Payment Transactions Document	
	20.1	<p>The Clerk presented the committee with the Monthly Budget Payment Transaction document, which was reviewed and discussed.</p> <p>The committee raised that whilst the Clerk has been working at home during the Covid 19 pandemic, she should not be out of pocket because of it. As a course of action, it was agreed that the Clerk would investigate the potential costings.</p>
21	Review Monthly Bank Reconciliations – April / May 2021	
	21.1	<p>The Clerk presented the committee with the Monthly Bank Reconciliation documents for April & May 2021.</p> <p>The documents illustrated that the bank finances were fully reconciled and verified.</p> <p>Both April & May 2021 documentation were accepted by the committee as an accurate record and endorsed by the Vice-Chair of the finance.</p>
22	To confirm Expenditure	
	<p>22.1 To note the current state of finances and agree to the Bank Reconciliation</p> <p>22.2 To approve the expenditure</p> <p>Category: Services Misc:</p> <p><i>£110.00 -Giffen's Cleaning Services. – Relief cleaner to cleaned unit 3 during holiday period.</i></p> <p><i>£40.00 – Handyman services to fix broken toilet in unit 3 and assessed heating at Pyramid Centre.</i></p> <p><i>£31.63 – Clerks mobile phone for June 2021.</i></p>	
	Cllrs agreed and approved all expenditure listed in point 22.2	
23	Correspondence	
	23.1	Nothing to report

24	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>
24.1	<ul style="list-style-type: none"> • Prepare the budget items in September – based on the actual spend. However, due to the covid pandemic, it could prove challenging to get an accurate picture, as the potential income has not been forthcoming due to the closure of the community centre. • The committee discussed the condition of the floor at the Pyramid Shopping Centre and suggested that the Parish Council liaise with Peterborough City Council to see if they can utilise their industrial power jet to clean up the area. • The committee discussed purchasing a lawnmower to cut and maintain the grassed area at the community centre. Also, where would this be stored and the implications on the insurances if you purchased a petrol mower. • There was also a discussion on where to keep the barrow and Glutton machine when the community centre reopens. We will need to check the insurance implications as the unit needs to be secure. All could be stored together. Potentially some of the CIL money can be allocated to purchase a secure unit. <p>The meeting was formally closed at 20.13</p>
13	The date of the next meeting – to be held on Tuesday 28th September 2021 at 19.30 p.m. venue to be confirmed.