

Bretton Parish Council
Minutes of the Finance Committee Meeting held on the 2nd March 2021 7.30 p.m.
remotely via zoom

Present: Councillors, P Gatward, C Lee (presiding), J Merrill and L Aldridge
Others: S Radouani (Clerk)
Not present: R Strangward, A Gasparutti,

	Open Forum	
	There being no members of the public present no open forum was held, and the meeting was formally opened at 19.30	
106.	Apologies for absence	
	106.1	A Gasparutti, R Strangward - No apologies given
107.	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	
108.	To Approve Minutes of the Special Meeting held on 3rd November 2020 (19-08)	
	108.1	Resolved: The minutes of the meeting on 3 rd November 2020 was approved and signed by the Chair as a correct record.
109.	Matters to report - restricted to items not listed elsewhere in the agenda	
	109.1	There were no matters to report.
110.	Items deferred from the previous meeting	
	110.1	There were no matters deferred from the previous meeting
111.	Items deferred from Full Council	
	111.1	Full Council Minutes - 20-06 – Potential funding to replace the speed watch equipment The clerk advised the committee that she is looking into the query regarding the speed watch equipment and will provide an update as soon as possible. Need to liaise with Cllr Hogg to ascertain what action needs to be taken.
112	Internal Auditor	
	112.1	The Clerk informed the committee that the internal auditor had decided not to retire now and agreed to stay on for another year.

113	Reclaiming VAT													
	113.1	The Clerk advised the committee that 5 quarters had been submitted to HMRC -which ranged from 31 st December 2019 to 31 st December 2020. The total amount equated to £6,769.16. This is VAT which the Council initially paid. There was a lot of work involved collating the data etc, but it is all completed now.												
114	To confirm Expenditure													
	114.1 To note the current state of finances and agree to the Bank Reconciliation													
	114.2 To approve the expenditure													
	Category: Staffing Expenditure													
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£138.89	Conister Bank	Boiler Finance-February 2021												
	Cllrs agreed and approved all expenditure listed in point 114.2													
115	Correspondence													
	Nothing to report													

116	<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>
117	<p>Review Hire Charges</p>
	<p>117.1</p> <p>The rent Increase on Unit 2 & 3 was discussed, and the Cllrs were aware of yearly increment. The Parish Council could not obtain any rebate due to loss of earnings at the community centre, because of the COVID pandemic.</p> <p>The Cllrs discussed various aspects hire charges for the community centre and unit 3. Also, booking protocol.</p> <ul style="list-style-type: none"> • Charges for regular bookings / potential increase of 3.6% • Charges for children’s parties – (young kids) – deposits = £50.00 and adults = £250.00 • Potential Increase on the main hall = £12.00 per hour. Smaller rooms - £6.00 per hour. All in all, a potential increase of £2.00 per hour. • Executives - business being charged a different rate. • Taking cash payments. – potential security issues around this method. • Making card payments using the Sumup card reader. The SumUp Air card reader appears to be one of the top credit card machines for small businesses in the UK. It offers low fees of just 1.69% per transactions (equates to 36p), with no fixed costs or complicated pricing structures. SumUp Air Card Reader is one of several innovative new mobile credit card machines available to UK businesses. • Unit 3 –will be increased by an extra £1.00 per hour <p>There were discussions on adding an advert in the gazette advertising the Community Centre and unit 3 for hire. Also, the committee discussed the alcohol licensing rules permitted. The hirers cannot sell alcohol on the premises. Only hirers who have a license can bring alcohol onto the premises.</p> <p>As a course of action, the Cllrs agreed that the Clerk should:</p> <ul style="list-style-type: none"> • Review the contracts in place for existing users of the community centre. • Review the hire forms to ascertain if any changes are needed. - like charging for extra security / cleaning. No items can be placed on the walls only on notice boards etc • Check out the opening & closing times permitted for Community Centres. • Review the PRS licencing - costing and permissions etc • An additional cleaner maybe required once the Community Centre is reopened. Look into the logistics and add on next GP meeting agenda to discuss. • Look into the logistics of taking card payments using Sum Up Machine. • Review what is the best cards payment system available?

118	Summary of Financial Summary as at 31st January 2021	
	118.1	<p>The Cllrs reviewed the monthly reconciliation data which the Clerk prepared. It illustrated the Parish Council's financial position as of the end of February 2021, and against the budget allocation. All payments were crossed referenced against the bank account.</p> <p>The monthly reconciliation report highlighted some payments receipts against the community centre whilst it was closed due to the COVID-19 pandemic. The Clerk advised that they were historical payments. Cheques that had been received from groups had not been cashed. This was an oversight on behalf of staff at the Parish Council.</p> <p>Cllrs also received a copy of the bank reconciliation as of 31st January 2021 and as of 28th February 2021. Both confirmed that the reconciliation had been completed on the specific dates.</p>
119	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.	
120	Any Other Business – <u>Reminder by Law – information exchange only no decisions can be made</u>	
	120.1	<p>The committee raised the following points:</p> <ul style="list-style-type: none"> • Potential training courses for Parish Councillors. – Clerk advised that all training courses available from CAPALC were emailed to the Parish Councillors to review and advise if they wish to attend. Cllr Merrill advised that the times were not suitable as they were all in the day when the Councillors are working. Cllr Aldridge also advise that she need at least three weeks' notice. • Committee acceptance for nonattendance of meetings. • Add rent review for community centre to the GP agenda for meeting on 8th March 2021. • Discussed if bulky waste will be allowed soon. Not until the local authority's agrees to resume the service. <p>The meeting was formally closed at 20.55.</p>
121	The date of the next meeting – to be held on Tuesday 4th May 2021 at 19.30 p.m. venue to be confirmed.	