

BRAMPTON PARISH COUNCIL

CHAIRMAN: John Michael Bainbridge



Draft minutes of the Finance Committee meeting held on Tuesday the 14th of March at 7 pm in the Memorial Centre, Thrapston Road, Brampton.

Present: Alan Mellor, Chair (AM), John Childs (JRC). Nigel Maggs (NM), Liz Ruston (LR).

In attendance: Tess Rogers, Clerk

1. To receive apologies.

Jon Chitty, annual leave, Mike Bainbridge, Mike Shellens, unwell.

2. Declarations of Interest.

None.

3. To receive and approve the minutes of the meeting held on the 18th of January.

These had been noted and approved at the January Parish Council meeting therefore taken as read. AM signed the minutes.

4. To receive and approve the January payments and note receipts.

These had been circulated prior to the meeting. There were no queries therefore retrospective approval was granted.

5. To receive and approve the February payments and note receipts.

The reports were taken page by page. The servicing of the passivent system at the Lady Olivia Centre was expensive due to the system being so specialised. AM asked if training to carry out this servicing was available and if so at what cost. The Clerk said she would look into this. NM then proposed retrospective approval of the payments, seconded by LR, all agreed. The receipts were noted.

6. Bank balances to the 28th of February 2023.

A query was raised regarding the budget figure set against cost code 4053 centre 101, legal fees, as there was no expenditure reported although legal fees had been paid in the year. The Clerk responded that the fees were paid from earmarked reserves. However, she will clarify this. NM then proposed approval of the payments, seconded by LR, all agreed. The receipts were noted.

7. CIL

The clerk reported an error in previous reported figures as some expenditure had been reported twice. This will be rectified and the carry forward figure will be adjusted to reflect this.

8. To review the asset register.

The Clerk reported that work is currently ongoing to produce a new, updated register. A stock take of all centres and the workshop has been undertaken and the cost of all the items will be added to the register. This will be brought to the next meeting.

9. To consider quotes received for new doors at all centres to include windows at the Community Centre.

JRC handed out a handwritten draft of estimated prices received, which included prices from five companies but not all information for all centres was necessarily available. JRC proposed that MGS was invited to do a site visit based on their estimated costing of the Memorial Centre front door. Following which it will be decided on whether to invite them to undertake the work required at both the Lady Olivia Centre and the Community Centre. The Community Centre windows and doors will, again, be discussed at the next Village Facilities meeting. This was seconded by LR and all agreed. JRC will attempt to find a third quote to replace the Community Centre windows.

10. To consider charges for the shredding of archived confidential documentation.

There is a vast amount of old documentation in the loft above the office. Most of which is never accessed. Therefore, it was agreed to shred all that is no longer of use or required to be kept by law. This will not include the disposal of documentation of historical interest or 'as built' planning documentation. The Clerk had circulated a spreadsheet of costings received from three companies. It was agreed to use the company that would shred the documentation on site and produce a waste disposal certificate at the same time.

11. To consider a request received from AR events for a donation toward the Huntingdon Riverside Gala taking place on Saturday 10th June 2023.

The request was turned down.

12. With the end of the financial year approaching will Brampton Parish Council be offering donations to local charities.

This will be discussed at the next Parish Council meeting.

13. To review the Internal Controls document.

The amended document had been circulated prior to the meeting. A number of changes had been made which included the use of card machines to take payments and return deposits paid, changes to the petty cash procedure and the use of a debit card. It was also agreed to delete 7.4 as this procedure is no longer carried out since the implementation of the sales ledger. The document was then approved.

There being no further business the meeting was closed at 8.30pm.

Signed:
Chairman

Date:

