

BRAMPTON PARISH COUNCIL

CHAIRMAN: J P Chitty OBE MA CEng



A Meeting of the Finance Committee was held on **Wed 6 May 2020 at 5.00 pm** Virtually by Means of the Microsoft TEAMS Platform.

Present: Mike Bainbridge, Chairman, (JMB), John Childs (JRC), Simon Jordan, (SJ), Nigel Maggs (NM), Alan Mellor, (AM), Liz Ruston (ER), Jon Chitty (JC), Tess Rogers, Clerk, Debbie Steele, Assistant Clerk.

1. To Receive Apologies.

Mike Shellens

2. Declarations of Interest

JMB re The Village Hub

3. To receive and approve the minutes of the meeting held on the 11 March 2020.

JMB pointed out a typing error made at agenda item 19 where his initials were referenced as JRB following which it was resolved to accept the minutes as being a true reflection of the meeting.

4. To receive an update about the progress of resolutions from the last meeting.

The clerk reported that there had been very few actions resulting from the previous meeting and these had received the necessary attention.

5. To receive and approve Feb payments and note receipts

5.1. Revenue Receipts: £3K

5.2. Capital Receipts: £5K

The receipts were noted.

5.3. Revenue Payments: £21K

Significant:

Pensions: £491

RGS Arboricultural £450

Pettit Sports £253

2 Commune £1,740

Everflow Water £296

British Gas £1,106

Bh digital £2,214

Salaries £8,375

Grounds Contractor £1,767

HMRC £2,017

5.4. Capital Payments: £0K

It was retrospectively resolved to approve the payments

6.0 To receive and approve March payments and note receipts

6.1 Revenue Receipts: £5K

6.2 Capital Receipts: £0

The receipts were noted.

6.3 Revenue Payments £25K

Significant

Pensions £548

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Everflow Water	£291
B&h Digital	£1,308
Huntree Fencing	£395
CB Property Services	£585
Elysian Associates	£1,800
JPR Fire	£288
J Germeney Electrical	£409
Prestige Services	£408
Ken Booth	£410
Team Building Systems	£2,280
Salaries	£9,151
Grounds Contractor	£2,711
6.4 Capital Payments	£0K

It was resolved to retrospectively approve the payments.

7. Bank balances as at 31 March 2020.

	% Interest	31 Jan 20 £
Cash Book 1: B of I Current Acc: 63,956.57	0.00	59,880.41
Cash Book 2: B of I Deposit Acc. 508,474.81	0.00	542,474.81
Total 572,431.38		602,355.22

Brampton Parish Council - Investment

	£	Est yield/ % Interest	<u>Liquidity</u> timescale	£
Cambridge Building Society 86,261.69		0.75	90 days	86,261.69
Cambridge and Counties Bank 85,947.55		1.40	60 days	85,947.55
Total 172,209.24				172,209.24

Overall 774,640.62		774,564.46
Remaining Precept Expenditure 0.00	0 of 6 mth	-41,947.00
Net 744,640.62		732,617.46

CIL Income to 31 Mar 2018 (started 14/15)	40,877.62	
CIL Income 16 Apr 2018	48,567.58	
Cil Expenditure to 31 Mar 2018	-14,617.42	
CIL Income Oct 2018	98,508.16	
CIL Income Apr 2019 (Oct 18 - Mar 19)	159,551.86	
Cil Expenditure to Apr 2019 to Mar 2020	-5,750.00	
CIL Expenditure Artificial Cricket (CIL not yet in)	-8,500.00	
CIL Income 22 Oct 2019	93,587.94	
CIL Expenditure 19.12.19 Fit out of LOC	-46,534.12	
CIL Expenditure 19.12.19 Deposit on Tractor	-2,737.50	
CIL Expenditure 15.01.20 Final tractor payment	-24,637.50	
Sub Total as at 31 Dec 2019	338,316.62	Included in bank balances above

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8. **Income and expenditure to 31 March 2020.**
Income and expenditure – Balances were accepted.
9. **Interest Rates and Capital Investment.**
A discussion was held regarding splitting the parish council's capital across a number of financial institutions. The Clerk had investigated both the Utility Trust Bank and the CCLA Public Sector Deposit Fund. JMB proposed that £85k be deposited in each and this recommendation to be made at the parish council meeting. LR seconded the proposal. Prior to the parish council meeting the Clerk will approach the big 4 banks to see if they had a deposit account suitable for parish councils.
SJ said that previously he had thought the idea of investing in property worth investigating. Although other members agreed it was thought that at the present time this would prove too much of a risk but might be worth considering in six months time.
10. **CIL Report**
The Clerk advised that the full amount of CIL held will be moved to Earmarked Reserves within the accounts software. As at 31 March 20 this amounts to £338,316.62, projects to which much of this has been allocated amount to £292,129.00. As at the end of April a further £117,680.00 has been received.
11. **To note the total donated to various groups through the reduction/free use of room hire at the Memorial and Community centres**
The Clerk reminded the meeting that through the allocation of reduced/free room hire to various groups the parish council is making a donation to these groups. During the financial year ending 31 March 20 this amounted to £9,171.00.
12. **To agree to accept Leeds Day Client Care Letter and Terms of Business.**
The documents had been circulated to members prior to the meeting. Estimated costs related to the land transfer fees for the Lady Olivia Centre. The clerk pointed out that a sum of £2000.00 was required on account. NM said there was no choice as Adlams are unable to undertake this project and that Leeds Day were a reputable firm. All were in agreement and JMB said this would be recommended at the next full parish council meeting.
13. **To consider the full cost of a fireproof safe for the safe keeping of burial books.**
The Clerk reported that since speaking with JPR Fire when they did the extinguisher swop out, a suggestion had been made that the burial books are scanned and subsequently stored in the cloud. It was agreed that this was a sensible suggestion. The Assistant Clerk said that she would begin to undertake this task during her 'Bookings' hours whilst the centres are closed. JC said if necessary he would recommend overtime if required.
14. **To agree to support the costing of obtaining an Arborist report on the trees and shrubs contained within the area of the car park project in progress at the shops on the High Street.**
A quotation has been received for £400.00 plus VAT. The report has been requested by Huntingdonshire District Council before the project can be progressed. NM strongly urged the parish council to move forward with this and said the fee was quite reasonable. The company offering this was used to provide a report on the Ash trees on the playing field. JMB proposed the recommendation, seconded by JC.
15. **To review the Project Spend Working Group listing in order to list earmarked reserves for the 2019/20 Annual governance and Accountability Return (AGAR)**
A discussion was held and it was agreed to wait until the Prime Minister next addressed the country regarding the Government's decisions relating to the Covid19 lockdown before suggesting a date be made for another Project Spend Working Group meeting to decide upon

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projects from the listing to be considered for ear marked reserves. The listing will be circulated to members.

16. To agree arrangements for the completion of the 2019/20 AGAR

The clerk explained the date changes prior to submission of the 19/20 AGAR, due to the Covid19 crisis. It was agreed that the period for the public to be able to view the accounts will commence on the 1st September. The AGAR will be approved at the July parish council meeting following the internal audit and will be submitted to the external auditors in August.

17. To consider additional accounts budget heading

The Clerk reported that from time to time it is difficult to allocate certain types of expenditure to account codes already in existence. It was agreed that the office staff should decide on new codings and agree these with JMB. Any movement in budgets from one code to another or additional expenditure required from the general reserves will be discussed at parish council level.

18. To discuss the progress at The Lady Olivia Centre.

Following a call for a locked gate and fencing to be placed at the entrance to and along the street side boundary of the car park, the clerk had spoken with Andy Girvan of Campbell Buchanan, who said he would send through a plan and measurements of what would be needed, from which the parish council would be able to apply for planning permission

19. Matters for discussion at the next meeting to be held on Wed 22 July 2020

The meeting was closed at 6.40 pm.

Signed:
Mike Bainbridge, Chairman

Date: