

BRAMPTON PARISH COUNCIL

CHAIRMAN: J P Chitty OBE MA CEng



DRAFT MINUTES

A Meeting of the Finance Committee was held on **Wed 9 September 2020 at 7.00 pm** Virtually by Means of the Microsoft TEAMS Platform.

Present: Mike Bainbridge, Chairman, (JMB), Jon Chitty, (JC), Simon Jordan, (SJ), Nigel Maggs (NM), Alan Mellor, (AM), Elizabeth Ruston, (LR), Mike Shellens, (MS), Tess Rogers, Clerk.
Debbie Steel, Assistant Clerk

1. To Receive Apologies.

John Childs

2. Declarations of Interest

JMB – Village Hub. JC – agenda item 17

3. To receive and approve the minutes of the meeting held on the 8 July 2020.

JMB item 17, the word 'not' needs to be inserted thus 'but said not to purchase'
It was then resolved to accept the minutes as being a true record of the meeting.

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

12.0. JMB and TR are to meet early October to discuss the split of salaries.

6.4 TR explained why the grounds contractor uses his own tools.

8.0 TR explained why the accounting reports are in a slightly different format.

15. AG getting the ok to place as not all CB land.

MS had looked at accounts and queried the detail on the income DS explained this is how the accounts package produce the figures but she will check if there's an alternative way to produce individual detail.

5. To receive and approve June payments and note receipts

5.1. Revenue Receipts: £3.5

5.2. Capital Receipts: £0K

The receipts were noted.

5.3. Revenue Payments: £27K

Significant:

Pensions: £468

Croom concrete £3,500

Leeds Day £2,000

CCC £3,000

British Gas £784

Salaries £7,152

Grounds Contractor £4,626

HMRC £1,789

5.4 Capital Payments: £0

It was retrospectively resolved to approve the payments

Proposed SJ 2nd NM

6.0 To receive and approve July payments and note receipts

6.1 Revenue Receipts: £1K

6.2 Capital Receipts: £0

The receipts were noted.

6.3 Revenue Payments £22K

Significant

BRAMPTON PARISH COUNCIL

CHAIRMAN: J P Chitty OBE MA CEng

	Pensions	£515
	Safe.co	£968
	Huntree Fencing	£597
	Cambridge Crane Hire	£588
	Salaries	£7,743
	Grounds Contractor	£3,717
	HMRC	£1,991
6.4	Capital Payments	£3K
	It was retrospectively resolved to approve the payments	
	Proposed AM 2 nd SJ	

7 To receive and approve August payments and note receipts

7.1	Revenue Receipts	£3,604
7.2	Capital Receipts	£0
	The receipts were noted.	
7.3	Revenue Payments:	£26K
	Significant:	
	Pensions	£591
	Chesmetal Work	£1,000
	Croom concrete	£3,500
	Hall Home Improvement	£2,300
	Zurich Insurance	£1,380
	RBS software	£636
	Salaries	£8,074
	HMRC	£1,755
	It was retrospectively resolved to approve the payments	
	Proposed SJ, AM 2 nd	

8 Bank balances as at 31 August 2020.

		31-May-20	
Cash Book 1: B of I Current Acc:	71,507.00	£	
Cash Book 2: B of I Deposit Acc.	669,819.72	0.00	88,629.26
Total	741,326.72	0.00	720,513.57
			809,142.83

Brampton Parish Council - Investment

	£	Est yield/ % Interest	<u>Liquidity</u> <u>timescale</u>	£
Cambridge Building Society	86,261.69	0.10	90 days	86,261.69
Cambridge and Counties Bank	87,154.11	1.15	60 days	87,154.11
Total	173,415.80			173,415.80

Overall	914,742.52		982,558.63	
Remaining Precept Expenditure	-21,392.92	1 of 6 mth	-85,571.52	4 of 6 mth
Net	893,349.60		896,987.11	

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			

BRAMPTON PARISH COUNCIL

CHAIRMAN: J P Chitty OBE MA CEng

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 payment Tractor		24,637.50
CIL Income 9 Apr 2020	117,680.76	
CIL Expenditure 12.08.20 Dugouts		9,300.00
CIL Expenditure 10.06.20 Leeds Day re LOC		2000.00
Sub Total	558,773.92	114076.54
Total as at 31 Aug 2020	444,697.38	Included in bank balances above

The balances were accepted.

9. **Income and expenditure to 31 August 2020.**

This was noted and accepted

10. **Interest Rates and Capital Investment.**

Interest yield on Cambridge Building Society and Cambridge and Counties Bank have now been reduced. SJ mentioned if a National Savings account could be opened in which to deposit further monies but these can only be opened in the name of an individual.

11. **CIL Report**

TR explained the report saying that much of the amount is earmarked for present and future projects which leaves approximately £80K not yet committed. More CIL is expected from current planning in progress. JC queried the figures against the report he has recently updated and this will be clarified.

12. **Bank of Ireland Business Account Periodic Review –**

TR explained the two ways the review can be undertaken. It was agreed to leave this with TR to organise.

13. **Committee chairmen to present their budgets for the 2021/22 financial year.**

The Cemeteries and Churchyard committee and the Allotments committee chairs had responded. TR explained the procedure she is currently undertaking to calculate the 21/22 budget figures. The committee agreed that she continue along this route.

14. **To accept the internal auditors' final report received 10.08.2020**

JMB explained the slight changes made since the draft report had been circulated. The changes were few and the main area of concern has already been addressed.

15. **To clarify the wording at item 11.1.h of the Finance Regulations reviewed at the last meeting.**

TR raised her concern regarding the wording. JMB said this was correct excepting that the words 'in urgency' be included.

16. **To discuss the progress at The Lady Olivia Centre – additional costs required for the fit out of the centre**

TR said we are waiting on the solicitors to sort out the land transfers and she has once again contacted them to move this on. .
JMB mentioned the maintenance to the allotments to be carried out by the developer, this will be clarified for the parish council. MS said it's correct that Campbell Buchanan will maintain the structure. He queried the insurance of the building which the Parish Council is not undertaking until the building is handed over.

17. **To consider any costs due to the possible re opening of the community halls**

In view of the recent announcement it is unlikely the parish council will reopen the halls. But this will remain an agenda item.

18. **To consider the purchase of the updated version 12 of the Arnold Baker Local council Administration**

TR explained the requirement for having the latest version. The purchase was agreed.

19. **To clarify charges of commercial exercise classes being held on Parish Council land**

A discussion took place and it was agreed not to charge at the current time due to the Covid situation but to keep the matter under review. Any monies paid to date will be refunded.

20. **To review the date of the next meeting currently scheduled to be held on Wed 2 December 2020**

This will be held on the 11 November 2020

BRAMPTON PARISH COUNCIL

CHAIRMAN: J P Chitty OBE MA CEng

21 Matters for discussion at the next meeting to be held on the 4 November 2020

MS asked what stance is to be taken regarding the calculation of the precept for the 2021/22 financial year. JMB said he and TR will meet in October to discuss this issue.

The meeting was closed at 8.15 pm.

Signed:
Mike Bainbridge, Chairman

Date: