

# BRAMPTON PARISH COUNCIL

CHAIRMAN: Alan Mellor



Draft Minutes of the **Finance Meeting** held on  
**Wed 19<sup>th</sup> July at 7pm** at the Memorial Centre, Thrapston Road, Brampton.

**Present:** Jon Chitty, Chair (JC), Billy Blissett (BB), John Childs (JRC), Alan Mellor (AM),  
Liz Rusden (LR), Mike Shellens (from 7.30pm) MS.

**In attendance:** Tess Rogers, Clerk

**1. To receive apologies.**

Nigel Maggs, annual leave, Mike Bainbridge, unwell.

**2. Declarations of Interest.**

None.

**3. To receive and approve the minutes of the meeting held on the 13<sup>th</sup> of June 2023.**

JC proposed acceptance of the minutes as being a true record of the meeting, seconded by AM and agreed by all those present at that meeting.

**4. To receive and approve the June payments and note receipts.**

The Clerk was asked to check the indirect expenditure figure showing under Brampton Park allotments.

The receipts were noted.

JRC suggested that all committees should receive a copy of their year spend to date at each of their meetings, this was agreed.

JRC proposed acceptance of the reports seconded by LR and agreed by all.

**Action: Clerk to clarify the Allotment**

**Expenditure figures and to provide budgetary figures to sub committee chairs at each meeting.**

**5. Bank balances to the 30<sup>th</sup> of June 2023.**

BB proposed moving £100,000 from the general reserves to the CCLA – Public Sector Deposit Fund. Seconded by JC and agreed by all.

The bank balances were accepted.

**Action: Clerk to brief at next PC meeting.**

**6. CIL**

The spreadsheet updated to the 30<sup>th</sup> of June 2023 had been circulated prior to the meeting. This showed a balance of £284,584.15. LR proposed acceptance of the figures, seconded by BB.

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MS joined the meeting at this point.

**7. To consider quotes received to outsource the Brampton Magazine.**

Three quotes had been received for the editing and printing along with an offer of help from a volunteer to undertake the editing work. It was agreed to investigate the volunteer route before deciding on making any recommendation to the Parish Council.

**Action: Clerk**

***(post meeting note: the volunteer option is not viable so the quotes have to be assessed for appropriate recommendation to the full parish Council).***

**8. To consider the purchase of the purchase ledger accounting software through Rialtas.**

The fee to include the Purchase Ledger into the accounting suite is £700.00 in the first year then an annual support and maintenance fee of £200.00 per annum. AM proposed proceeding with this, seconded by JRC and agreed by all present. Therefore, the recommendation will be made to the full Parish Council.

**Action: Clerk to brief the full parish**

**Council.**

**9. To consider quotes received for new doors at the Memorial Centre and the Lady Olivia Centre.**

Quotes had been received and that from MGS for a total of £7,227.45 had previously been agreed to be that of preference. However, this quote was dated the 24<sup>th</sup> May 23 and valid only for 30 days. Therefore, an up to date quote will be requested to include clearer detailing that the quote is for both the Lady Olivia Centre and the Memorial Centre along with the inclusion of the cost (if not already included) for inserting the security locking system into the centre locking mechanism.

**Action: JRC to provide updated quotes**

**for the next Parish council meeting.**

**10. Lady Olivia Centre – further fit out expenditure to be discussed.**

JRC reported, that following the agreement made by the Parish Council to allow a spend of up to £500.00 for further equipment and specialist time to enable the lighting and sound system to work, he had purchased a small sound desk for a cost of £309.00 plus cabling and this should be enable the sound system to be working within a few days.

**Action: JRC**

**11. To review item 11 of the Finance Regulations with a view to increasing the procurement threshold from £25,000 to £30,000 inclusive of VAT.**

This having been recommended by CAPALC following advice from their advisory body. JC proposed acceptance of the advice, seconded by JRC and agreed by all present. Therefore, the Finance Regulations will be amended to reflect this.

**Action: Clerk to amend the financial**

**Regulations.**

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## **12. To review the Terms of Reference for the committee.**

The document was confirmed with no changes. The next review date will be in July 2025.

The meeting was closed at 8.05pm.

Signed:  
Chair

Date: