



BRETTON PARISH COUNCIL

Chairperson

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Clerk to the Council

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Agenda for Parish Council Meeting to be held on Tuesday 28th November 2023 starting at

19.30 Please note that this will be held at Unit 3 Pyramid Shopping Centre

Public and Press are invited to attend and request them to be seated by 19.25 to ensure a prompt start to the meeting.

	Open Forum
66	Apologies for absence, acceptance of Apologies & noting of resignations received.
67	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
68	To Approve Minutes of the last meeting held on 24th October 2023 (23-04)
69	Matters to report – <i>restricted to items not listed elsewhere in the agenda</i>
70	Reports from Committees and Representatives
	70.1 Finance meeting held on 7 th November 2023
	70.2 Bretton Community Festival held on 8 th November 2023
	70.3 General Purpose meeting was cancelled due to insufficient agenda items
	70.4 Planning & Environmental Meeting held on 14 th November 2023
71	To Receive Written Reports from City Councillors – Discussion for questions only
72	To discuss Bulky Waste of 18th November 2023
	72.1 Evaluation of the session
73	To discuss Meet & Greet session on 11th November 2023
	73.1 Overall outcome and suggestions for the future
74	Update on the Remembrance Sunday on 12th November 2023
75	Review and approve December 2023 Bretton Gazette
76	To discuss and approve Parish Clerk authorisation limit for invoices etc payments– Standard Financial Instruction (SFI)
77	Procedural Document for Approvement
	77.1 Standing Orders – Slight amendment to the amount on page 14, from £25,000 to £30,000
	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
78	To review, discuss and approve 2024/2025 precept
79	To discuss Staff Matters
80	Bretton Parish Council Security Procedures Review
	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

81	To note current state of finances and agree the Bank Reconciliation /approve expenditure– 81.1 Category: Staffing Expenditure: (£5,541.42 salaries for October 2023 <i>monthly which represents payment for the Clerk, caretaker, and lengthsman</i>) (£1,393.84 Pensions Contributions – LGPS & B&CE-October /November 2023) (£1,999.77 -HMRC/PAYE NI -Month 7) Category: Services: Misc (£138.00-HR services – November 2023) (£60.00 -payroll services -September 2023) (£330.00 -repairs to electronic shutters) (£150.00 -repairs to the roof at unit 3) (£33.96 bank charges for 30/09/2023 to 03/11/2023) £965.00 -Swift Fire & Security -Fire alarm, and intruder annual monitoring, Fire alarm 6 monthly service, Fire Extinguisher servicing, CCTV annual service and Intruder alarm 6 monthly service and Emergency lighting annual servicing £67.75 -stationary £75.00 -Parish Council training -Feb 2023 £60.00 -payroll charges for October 2023 Category: Services: Utilities (169.53 - Haven Power /Drax – electricity for 1/010/2023 to 31/10/2023) (DD) 81.2 Community Centre Category: Services: Misc (£11.52 -Initial -personal Hygiene)- November 2023) (£220.00 -AK P Maintenance -including parts fixed toilets at community centre) £64.50 -Business Watch extension of monitoring service until transfer. £983.93 -October 2023 Easy Clean cleaning services £170.90 -work clothes for caretaker -Hi Vis hoodie pullover, Lengthsman -Hi Vis trousers/jacket and safety shoes and polo shirts, polo shirts and Hi Vis hoodie pullover for assistant. £948.00 -Swift Fire & Security -Fire alarm, Emergency lighting and intruder annual monitoring, Fire alarm 6 monthly service, Fire Extinguisher servicing, CCTV 6 monthly service and Intruder alarm 6 monthly service and Emergency lighting annual servicing. £41.33 -DIY supplies for centre /office £54.98 cleaning supplies -buffing floor pads/mops £7.50 light fitting bulbs. Category: Services: Utilities (£295.00 - Smartest Energy. Gas -from 1/10/2023 -31/10/2023) (£129.76-British Gas -Gas charges -14/10/23 to 14/11/2023) (DD) 81.3 Category: Services / Renewals and Subscriptions - Payments made by Direct Debit (£41.12 -O2 -Clerks Mobile phone) -October 2023 (£403.24 -Hiscox monthly Insurance / liability payment) – November 2023 (£616.00 business rates (office) – November 2023 (£449.00 Business Rates (community centre) – November 2023) <i>[]denotes those payments paid between meetings, which have been approved by the Chairperson and Vice Chairperson of the Parish Council or at a previous meeting but not listed</i> 81.4 Payments made by Government Preferment Card: Canva -£10.99, Asda /cleaning products= Total payment = £24.49
82	Correspondences
83	Agenda Items for next Meeting – Reminder – <i>by law no decision can be made under this item only information exchanged.</i>
84	The date of the next meeting – to be held on Tuesday 23rd January 2024 at 7.30 p.m. Unit 3 Pyramid Shopping Centre.