

Bretton Parish Council

**Minutes of the Finance Committee Meeting held on the Tuesday 7th January 2025 at
Parish Offices, Unit 2, Pyramid Shopping Centre at 7.30 p.m.**

Present: Councillors, C Lee (presiding), M Clements, L Aldrige and M Lee, P Gatward

Others: S Radouani (Clerk)

Public: Non present

Not present:

	Open Forum
	No Members of the public present. The meeting was formally opened at 6.30pm
46	Apologies for absence
	46.1 No apologies submitted
47	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
48	To Approve Minutes of the meeting held on Thursday 14th November 2024 (Fin 24-04)
	48.1 Resolved: The minutes of the meeting on Tuesday 14 th November 2024 was approved and recorded as an accurate record.
49	Matters to report - restricted to items not listed elsewhere in the agenda
	49.1 There were no matters to report.
50	Items deferred from the previous meeting
	50.1 There were no matters deferred from the previous meeting
51	Items deferred from Full Council
	51.1 There were no items deferred from Full Council
	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.

52	To discuss purchasing a card reader for financial transactions	
	52.1	The finance committee explored the potential advantages of acquiring a card reader, weighing them against the possible drawbacks. The goal was to determine if it could be a valuable asset throughout the year. Following Cllr Aldridge's advice, the committee made a decision. They chose Cllr Aldridge to delve into the potential of a SUM-Up card reader and work closely with the Clerk on this matter. To resolve: Cllr Aldridge will investigate purchasing a SUMUP card reader
53	To discuss proposal for the lease review for units 2&3 Pyramid Shopping Centre - <i>standing agenda</i>	
	53.1	Things are still progressing. There were no further updates.
54	To review rental for Pyramid Community Centre & Unit 2&3	
	54.1	The finance committee engaged in extensive deliberations on the crucial matter of the pricing structure for the facilities at the Pyramid Community Centre and Units 2 and 3, Pyramid Shopping Centre. The committee, in a collaborative effort, discussed each room, and various costing structures were investigated until the Finance committee reached an agreement. The Clerk will draft the proposed changes, which the finance committee will present for ratification at the upcoming Full Council meeting. The Parish Council will implement any changes in April 2025. To resolve: The clerk will draft the proposed changes in the costing structure for the finance committee to present to the Full Council for ratification.
55	To discuss ideas for utilizing CIL funds	
	55.1	The finance committee deliberated on ideas to utilize a proportion of CIL funding. Additional bins with recycling functionality were highlighted as one potential spend; however, it would depend on whether Peterborough City Council (PCC) would add them to their schedule for emptying them. Or would there be a cost for this service? If so, what would it be? The location of the additional bins was also discussed. It was suggested that they be placed in the parks in Bretton; however, the Parish Council will liaise and work with the PCC to ascertain the best locations. To resolve: The Clerk will contact PCC to ascertain the best way forward in purchasing, location of any new bins.

56	To discuss eliminating payment summary sheets for all transactions	
	56.1	The Clerk explained to the Finance Committee the process and time required to prepare the summary sheets for all transactions. According to the internal auditor's advice, these sheets are not essential, as transaction receipts and bank payment receipts were verified. After discussing the matter, the committee decided that the summary sheets for all transactions were unnecessary and agreed to discontinue this process from then on. To resolve: The Clerk will refrain from preparing the summary sheet for all transactions
57	To discuss Staff Matters	
	57.1	The Finance committee discussed and implemented what was agreed at the extraordinary meeting held on January 6, 2025.
	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.	
58	Correspondence	
	58.1	Nothing to report
59	Agenda Items for Next Meeting – <u>Reminder by Law – information exchange only no decisions can be made</u>	
	59.1	Meeting finished at 8.47pm
60	The date of the next meeting – to be held on Tuesday 4th March 2025 at 7.30 p.m. Unit 3 Pyramid Shopping Centre.	