

Bretton Parish Council

**Minutes of the Finance Committee Meeting held on the Tuesday 7th July 2026 at Parish
Offices, Unit 2, Pyramid Shopping Centre at 6pm.**

Present: Councillors, C Lee (presiding), M Clements, M Lee,

Others: S Radouani (Clerk)

Public: Non present

Not present:

	Open Forum
	No Members of the public present. The meeting was formally opened at 6pm
1	Apologies for absence
	1.1 No apologies recorded
2	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
	2.1 No Declaration of Interest raised
3	To appoint Chair
	3.1 Parish Councillor M Clements was appointed Chair of Finance
4	To appoint Vice Chair
	4.1 Parish Councillor M Lee was appointed Vice Chair of Finance
5	To Approve Minutes of the meeting held on Tuesday 5th May 2026 (Fin 25-05)
	5.1 Resolved: The minutes of the meeting on Tuesday 5 th May 2026 was approved and recorded as an accurate record.
6	Matters to report - restricted to items not listed elsewhere in the agenda
	6.1 There were no matters to report.
7	Items deferred from the previous meeting
	7.1 There were no matters deferred from the previous meeting
8	Items deferred from Full Council
	8.1 There were no items deferred from Full Council

9	To discuss the possibility of reallocating an in-house cleaner -standing agenda item	
	9.1	The Parish Clerk is currently reviewing the subsequent steps in this process to ensure that all relevant aspects are thoroughly addressed.
10	To discuss the use of CIL funds to purchase a swing designed for children with disabilities -standing agenda item	
	10.1	The finance committee discussed how to utilise a portion of Community Infrastructure Levy (CIL) funding, emphasising the significance of stakeholder contributions in shaping the project. One of the proposals was to use some of the funds to purchase and install an accessible swing in Bretton Park, demonstrating a commitment to ongoing inclusive improvements. The committee are still considering various locations for the accessible swing, with the Parish Clerk collaborating with Peterborough City Council to assess feasibility and address security concerns. The Parish Clerk is still gathering references from the City Council regarding other companies, along with feedback and potential costs for a maintenance plan. Additionally, gather information from other Parish Councils regarding the advantages and disadvantages experienced on this type of projects. To Resolve: The Parish Clerk will review the points raised in the meeting and assess their feasibility.
11	To discuss and implement Maintenance Schedule Log for Pyramid Community Centre - standing agenda item	
	11.1	The log is being created – no further update on this agenda item
	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.	
12	To discuss all aspects of the finances for Pyramid Community Centre	
	12.1	The finance committee held an in-depth discussion about the financial breakdown for the Pyramid Community Centre. The Parish Clerk clarified that detailed information is already available, including the relevant cost centres and cost codes used in Scribe, our financial tool. Utilities for both the community centre and the Parish office are categorised under the appropriate cost centres and codes. However, further analysis is necessary for personnel costs and other related expenses. To Resolve: The Clerk will review the points raised in the meeting and assess Scribe for the information requested.

13	To discuss the Parish Council initiative for Primary Schools in Bretton	
	13.1	The Parish Clerk presented an update regarding the Bretton Primary Schools initiative, indicating that comprehensive data has been compiled from four schools: Nova, Eyrescroft, Sacred Heart, and Lime Trust Academy Watergall. This dataset includes a detailed breakdown of coaching costs for each academic year and aims to assist the finance committee in making well-informed decisions. The Clerk stressed the significant responsibility of the committee in overseeing this project. Furthermore, the Clerk delineated the procedure that schools undertake to secure transportation for each trip, which is essential for the effective planning and logistics of the Parish Council. Armed with this information, the finance committee is positioned to review and further advance the project. Information concerning the project will be published on the Parish Council's website and disseminated through its social media channels to promote a collective sense of purpose and garner the Parish Council ongoing community support. To Resolve: The Parish Clerk to action the points raised.
14	To discuss Staff Matters - <i>standing agenda item</i>	
	14.1	The Finance Committee discussed staff matters and any potential changes which can be explored and implemented later.
	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.	
15	Correspondence	
	15.1	Nothing to report
16	Agenda Items for Next Meeting – <u>Reminder by Law – information exchange only no decisions can be made</u> No agenda items raised	
	16.1	Meeting finished at 6.55pm
17	The date of the next meeting – to be held on Tuesday 1st September 2026 at 6pm. Unit 2, Parish Office, Pyramid Shopping Centre	