

BRAMPTON PARISH COUNCIL

Clerk: Allison Riddell
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10 June, 2021

Dear Councillor,

You are summoned to a Meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** of **BRAMPTON PARISH COUNCIL** which will be held in the **MOOT HALL, MARKET PLACE, BRAMPTON** on **TUESDAY, 17th JUNE 2021** at **7.00 p.m.**

The meeting is open to the press and members of the public, however, social distancing measures will be in place (masks must be worn) and seats are limited to a maximum of 18. Please contact the Clerk if you wish to attend.

If you would rather not attend the meeting but have a matter to raise, please email the Clerk before mid-day on 17th June.

Please do not attend the meeting if you have Covid-19 symptoms.

Face to face meeting protocols and risk assessment are available on the website.

Allison Riddell

Clerk

AGENDA

1. **ELECTION OF OFFICE BEARERS –**
 - 1.1 **CHAIRMAN** – To receive and consider nominations.
 - 1.2 **VICE CHAIRMAN** – To receive and consider nominations.
2. **APOLOGIES FOR ABSENCE** – To receive apologies and approve reasons for absence.
3. **REQUESTS FOR DISPENSATIONS** - The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
4. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
5. **MINUTES**
 - 5.1 **MINUTES OF THE MEETING HELD ON 12th NOVEMBER 2019** - To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 12th November 2019. (copy herewith)
6. **PUBLIC PARTICIPATION** – To receive comments and representations from members of the public in relation to any item on the Agenda. (Members of the public are permitted to speak on any Agenda item for up to 15 minutes. Members of the public are not permitted to speak at any other time during the meeting unless invited to do so by the Chairman).

7. **WORKING GROUP STRUCTURE** – To agree membership of the Events and Publicity Working Group.
8. **FINANCIAL MATTERS -**
 - 8.1 **BANK RECONCILIATION TO 31st MAY 2021** – To receive a Report by the Clerk. (copy herewith)
 - 8.2 **FINANCIAL TRANSACTIONS** - To receive a Report by the Clerk. (copy herewith)
 - 8.3 **EXPENDITURE TO APPROVE** – That the Committee approve the expenditure detailed. (schedule of payments herewith)
9. **BANKING REVIEW** – To consider a report by the Clerk. (To follow)
10. **REVIEW OF MARKET CHARGES** – To consider a report by the Clerk. (To follow)

MINUTES of the **FINANCE AND GENERAL PURPOSES COMMITTEE** of **BRAMPTON PARISH COUNCIL** held in the **MOOT HALL, MARKET PLACE, BRAMPTON** on **TUESDAY 12th NOVEMBER 2019** at 7.00pm.

PRESENT

Councillor Mrs J. Errington (Chairman, in the chair)
Councillor J. J. Harding
Councillor R. Wood

Councillor Mrs C. Bell
Councillor D. Moorat

IN ATTENDANCE – Clerk

ALSO ATTENDING – Councillors Read-Bone, Tankard and Thompson

Action

191/19	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED to note that no apologies for absence were received.</p>	
192/19	<p>REQUESTS FOR DISPENSATION</p> <p>RESOLVED to note that no requests for dispensation were received.</p>	
193/19	<p>DECLARATIONS OF INTEREST</p> <p>RESOLVED to note that no declarations of interest were made.</p>	
194/19	<p>MINUTES -</p> <p>Minutes of the Meeting held on 15th October 2019 were submitted.</p> <p>RESOLVED to authorise the Committee Chairman to sign the minutes of the meeting held on 15th October 2019, confirmed as a true and accurate record.</p>	<p>JE</p>
195/19	<p>PUBLIC PARTICIPATION</p> <p>RESOLVED to note there were no members of the public present.</p>	
196/19	<p>FINANCIAL MATTERS -</p> <p>196/19.1 BANK RECONCILIATION TO 31st OCTOBER 2019</p> <p>There was submitted a report by the Clerk on the reconciliation of the Council's financial records with its bank and Building Society accounts statements.</p> <p>RESOLVED to receive and note the bank reconciliations and balances to 31st October 2019 of £220,049.67.</p> <p>196/19.2 IMPREST</p> <p>There was submitted a report by the Clerk advising of the income received and the expenditure incurred since the last meeting through the imprest system.</p> <p>RESOLVED to receive and note the imprest balance to the 8th November 2019 of £38.69.</p>	

(Signed) Committee Chairman

196/19.3 FINANCIAL TRANSACTIONS

There was submitted a report by the Clerk detailing the expenditure incurred and the income received since the last report to this Committee.

196/19.3.1 RESOLVED to note the expenditure of £9,834.11 detailed in the Appendix hereto.

196/19.3.2 RESOLVED to note the income of £1,670.36 detailed in the Appendix hereto.

196/19.4 EXPENDITURE TO APPROVE

There was submitted a report by the Clerk detailing expenditure to approve.

RESOLVED to authorise payment of the accounts listed in the Appendix hereto amounting to £8,699.56.

197/19 FINANCIAL ASSISTANCE –**197/19.1 TANZANIAN LINK**

A request for financial assistance from a pupil at William Howard School taking part in the Tanzanian Link was submitted to the meeting.

RESOLVED, after consideration, that rather than give funding to an individual, the parish council would give financial assistance in the sum of £500.00 (subject to the Allison Bequest balance being over £1,000.00, otherwise £250.00) to the school itself for the project.

Clerk

Meeting closed at 7.10pm

Expenditure

£	Supplier	Cost Centre
160.00	City Council	Rates
50.00	J. Morris	Storage rent
20.00	Bounce it around	website
21.55	Vodafone	Office
1.84	Barclays Bank	Charges
32.40	Plusnet	Visitor Centre
57.91	Daisy Comms	Office
302.40	Maxxia	Office
44.45	SSE	Moot Hall
427.10	Brampton Rural Housing	Office
2665.00	Cut n' Edge	Grounds Mnce
2021.70	A Riddell	Staff
186.53	NEST	Staff – Pension
2453.63	HMR&C	Staff - PAYE
134.62	ABW	Moot Hall/Parks/Flowerbeds
100.30	Winged Heart	Visitor Centre
424.47	Rural Housing	Office
54.60	Murrays Printers	Christmas lights
655.61	Playdale	Parks
20.00	E Hutchinson	Cemetery
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£9,834.11		

Income

£	Detail	Cost Centre
65.00	Rent	Market
120.36	Sales	Visitor Centre
15.00	Fairtrade Group	Moot Hall
30.00	League of Friends	Moot Hall
470.00	Ian Blair	Cemetery
970.00	Ian Blair	Cemetery
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£1,670.36		

Expenditure To Approve

Amount £	Payee	Detail	Chq number/FP
160.00	Business Rates *	Properties	DD
20.00	Interfire *	Office	DD
50.00	Jeremy Morris *	Logistics	DD
2625.00	Cut n' Edge *	Grounds Maintenance	FP
1.84	Barclays Bank *	Charges	DD
57.91	Daisy Comms	Office	DD
2021.70	A Riddell	Staff	FP
180.40	S Hillary	Staff	FP
186.53	NEST	Staff – pension	DD
21.55	Vodafone	Office	DD
53.61	SSE	Moot Hall	DD
33.23	Plusnet	Visitor Centre	DD
2380.50	Josephs Amazing Camels*	Christmas lights	FP
68.00	The Poppy Appeal	S137	705245
158.40	Jon Stynes Designs	Bus shelter repairs	705246
180.00	Carlisle City Council	Play area inspections	705247
150.00	Petty Cash	Office	705248
300.00	Pear Technology	Office	705249
50.89	ABW	Moot Hall/Parks	705250
<u>£8,699.56</u>			

(Signed) Committee Chairman

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BRAMPTON PARISH COUNCIL
BANK RECONCILIATION AT 31st MAY 2021

Community Account - 60200905

Balance b/f	13,323.50		
Income	3,520.00	Expenditure	14,387.64
Transfer from tracker	10,000.00		
		Balance c/f	12,455.86
	<u>26,843.50</u>		<u>26,843.50</u>

Bank Reconciliation

Balance per statement @ 31.05.21 12,455.86

Less o/s cheques

None

0.00

12,455.86

Base Tracker Account - 80777692

Balance b/f	130,288.29		
Income	180,093.00	Tfr to Comm. A/C	10,000.00
Interest		Balance c/f	300,381.29
	<u>310,381.29</u>		<u>310,381.29</u>

Allison Bequest Account - 51707596

Balance b/f	104,512.15	To tracker a/c	
Interest received	713.97	Balance c/f	105,226.12
	<u>105,226.12</u>		<u>105,226.12</u>

No petty cash currently being operated

	<u>Balance B/F</u>	<u>Balance C/F</u>
Petty Cash	3.63	3.63
Community Account	13,323.50	12,455.86
Base Tracker Account	130,288.29	300,381.29
Allison Bequest Account	104,512.15	105,226.12
	<u>£ 248,123.94</u>	<u>£ 418,063.27</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the end of the month indicated.

FINANCIAL TRANSACTIONS

1. SUMMARY OF REPORT

This report details the expenditure incurred and the income received since the last meeting of the Council.

2. RECOMMENDATIONS

- 2.1 that the undernoted expenditure of £14,387.64 is **NOTED**, and
- 2.2 the undernoted income of £184,326.97 is **NOTED**.

3. REPORT

- 3.1 The following expenditure transactions require to be noted:-

<u>£</u>	<u>Supplier</u>	<u>Detail</u>
202.00	Carlisle City Council	Business Rates
20.00	Sensible IT Solutions	Website
50.00	GA Estates	Garage rent
1.84	Barclays Bank	Charges
142.33	Waterplus	Market
51.00	Plusnet	Visitor Centre
215.37	Nest	Pension Contribution
35.92	Daisy Communications	Office phone/BB
27.85	Vodafone	Caretakers phone
30.96	Southern Electric	Moot Hall - electric
2350.00	Cut n Edge	Grounds Maintenance
253.00	Gelt Art	Visitor Centre
175.35	ABW	M Hall/Parks/Cemetery
228.00	Creative Joinery	Moot Hall
405.00	Helen Graham	Moot Hall - cleaner
2937.60	Teleshore UK Ltd	Cemetery
102.00	Gelt Art	Visitor Centre
121.82	Southern Electric	Moot Hall - gas
2717.77	Staff	Wages x 3
561.60	Scribe Accounts	Office
2632.96	BHiB	Insurance
187.64	Amazon/badge store/Spar	Visitor Centre/Moot Hall
	Above reimbursed to Clerk	
937.63	Amazon/Slatwall/Shopshields	Visitor Centre/Moot Hall
	Above reimbursed to Clerk	
<u>14,387.64</u>		

- 3.2 The following income receipts require to be noted:-

<u>£</u>	<u>Detail</u>	<u>Cost Centre</u>
610.00	Rents	Market
970.00	Ian Blair	Cemetery
970.00	Ian Blair	Cemetery
470.00	Ian Blair	Cemetery
500.00	Mr & Mrs Suniga	Cemetery
300.00	Brampton Acting Together	Covid-19 funding
179,793.00	Carlisle City Council	Precept
713.97	Allison Bequest - CBS	Interest received
<u>184,326.97</u>		

EXPENDITURE TO APPROVE

1. SUMMARY OF REPORT

This report details the expenditure to approve since the last full meeting of the Council.

2. RECOMMENDATIONS

2.1 that the undernoted expenditure of £7,632.94 is **APPROVED**.

3. REPORT

3.1 The following expenditure transactions require to be approved:-

<u>£</u>	<u>Payee</u>	<u>Detail</u>	<u>D/D - Chq - FP</u>
202.00	Carlisle City Council	Business Rates	D/D
20.00	Sensible IT Solutions	Website	D/D
50.00	GA Estates	Garage rent	FP
1.84	Barclays Bank	Charges	D/D
29.15	Southern Electric	Moot Hall	D/D
82.24	United Utilities	Moot Hall	D/D
52.51	Daisy Communications	Office – phone/BB	D/D
120.00	Andrew Riddell	Moot Hall repairs	FP
2,535.00	Cut n Edge	Grounds Maintenance	FP
215.37	Nest	Pension contribution	FP
21.26	ABW	Moot Hall	FP
200.00	BIG - A Findon	Misc Services	FP
306.00	Fenland Leisure	Irthing Park-surface reps	FP
51.23	Plusnet	Visitor Centre	D/D
20.00	CALC	Training	FP
910.00	T Ayre	Flowerbeds	FP
132.00	Rural Services P'ship	Subscription	FP
2,669.95	Staff	Wages x 3	FP
14.39	Zoom (Clerk)	Office	FP
<u>7,632.94</u>			

Councillor signature.....

Councillor signature.....