

BRAMPTON PARISH COUNCIL

MINUTES of the **FINANCE AND GENERAL PURPOSES COMMITTEE** of **BRAMPTON PARISH COUNCIL** held in the **MOOT HALL, MARKET PLACE, BRAMPTON** on **TUESDAY, 16th JULY, 2024** at **7.00 p.m.**

PRESENT

Councillor R. Logie (Chairman, in the chair)
Councillor R. Grebby
Councillor J. Spears

Councillor J. Errington
Councillor T. Robinson

IN ATTENDANCE – Clerk
1 member of the public

073/24 APOLOGIES FOR ABSENCE

RESOLVED to note apologies for absence were received and agreed from Councillors Harding and Peart.

074/24 REQUESTS FOR DISPENSATION

RESOLVED to note that no requests for dispensation were received.

075/24 DECLARATIONS OF INTEREST

RESOLVED to note that Councillor J. Spears declared an interest in any item relating to MJ Services.

076/24 MINUTES

RESOLVED to authorise the Chair to sign the minutes of the meeting held on 11th June 2024, confirmed as a true and accurate record.

ACTION: RL

077/24 PUBLIC PARTICIPATION SESSION

The member of the public in attendance was observing only.

078/24 FINANCIAL MATTERS –

078/24.1 BANK RECONCILIATION TO 30TH JUNE 2024

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.

RESOLVED to receive and note the bank reconciliation and balances to 30th June 2024 of £455,576.74. Checked by Councillor Robinson.

078/24.2 FINANCIAL TRANSACTIONS

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

078/24.2.1 RESOLVED to note the expenditure of £10,986.62 detailed in the Appendix hereto.

078/24.2.2 RESOLVED to note the income of £1,109.31 detailed in the Appendix hereto.

(Signed) Chair.....
Date

078/24.3 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 £19,390.86. Invoices checked by Councillors Errington and Spears.

RESOLVED to note that the Clerk reported on the billing issues with Daisy Communications and that the matter was now settled and the account had been duly credited. Also, the final SSE gas invoice showed a credit of £1,014.96 which would be refunded to the parish council's bank account in due course.

ACTION: Clerk

078/24.4 MONITORING REPORT

RESOLVED to note the Scribe Report detailing the income and expenditure against the budget to 30th June 2024.

078/24.5 GRANT APPLICATIONS

A request for financial assistance was submitted from Mentalk Brampton in the sum of £325.00 for the provision of mental health first aid training for the group's facilitator.

RESOLVED to agree a grant of £325.00, however, as the group had no bank account of its own, the funds would be paid direct to the first aid training service provider.

ACTION: Clerk

079/24 INTERVIEWS

RESOLVED that Councillors Errington, Spears and the Clerk would conduct the interviews for the position of self-employed gardener.

080/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED, in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted, (staffing matters) it was advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

081/24 NEST PENSION

Information was circulated on the discrepancy to the NEST pension payments made through HMRC Basic PAYE Tools software.

RESOLVED to authorise payment of the amount owing to HMRC/staff backdated to 2020/21 detailed in the confidential report and to authorise any further payments due backdated to the commencement of the scheme in 2017.

Meeting closed 7.10pm.

(Signed) Chair.....
Date

Appendix 1

Financial Transactions

Expenditure -

Description	Supplier	Net	Vat	Total
Rates	Cumberland Cncl	60.00		60.00
Water rates	United utilities	101.39		101.39
Rates	Cumberland Cncl	89.00		89.00
Main grass contract	Cut n' Edge	1,080.00		1,080.00
Rates	Cumberland Cncl	54.00		54.00
Main contract	Cut n' Edge	2,047.50		2,047.50
Burial charges	Cut n' Edge	300.00		300.00
Small grass contract	Cut n' Edge	1,044.71		1,044.71
Garage rent	GA Estates	55.00		55.00
Garage rent	Melanie Slater	50.00		50.00
Pension contribution	NEST	157.90		157.90
Moot Hall windows	Enterprize Window	40.00		40.00
paper towels	Instock	133.03	26.61	159.64
padlock for rec	ABW	8.33	1.67	10.00
Tree work - Dandy	R&M Lowther	100.00	20.00	120.00
Compactor sacks	Instock	51.00	10.20	61.20
Discover Brampton	MUV	750.00	150.00	900.00
Electric Moot Hall	Scottish Power	74.11		74.11
Gas - Moot Hall	Scottish Power	408.79		408.79
Phone/BB -Moot Hall	Daisy Comm's	85.36	21.21	106.57
Phone/BB - office	Daisy Comm's	85.36	21.21	106.57
Monthly - Mobile phone	Daisy Comm's	17.70	3.54	21.24
2nd hand iphone	M. Robertson	190.00		190.00
Annual service/domain	NetWise Ltd	460.00	92.00	552.00
Wages	Staff x 3	3,139.24		3,139.24
Copier service charge	Sensible Choice	48.13	9.63	57.76
	Total	10,630.55	356.07	10,986.62

Income –

Description	Supplier	Net	VAT	Total
Moot Hall lets	Cumberland Council	80.00	0.00	80.00
Memorial fees	Beattie Memorials	100.00	0.00	100.00
Interest Received - quarterly	Barclays Bank	617.25	0.00	617.25
Interest Received - monthly	Redwood Bank	312.06	0.00	312.06
		1,109.31	0.00	1,109.31

(Signed) Chair.....
Date

Appendix 2

Expenditure To Approve

DETAIL	SUPPLIER	NET £	VAT £	GROSS £
Business Rates	Cumberland Council	203.00		203.00
Garage rent	GA Estates	55.00		55.00
Garage rent	M Slater	50.00		50.00
Grounds maintenance/grass cutting/burials	Cut n Edge	5,032.21		5,032.21
Quarterly DD & June invoice re office	BRHS	1,591.99		1,591.99
Pension contribution	Nest	247.33		247.33
Wages x 3	Staff	3,313.41		3,313.41
Discover Brampton (website & socials)	Make us Visible	750.00	150.00	900.00
Moot Hall windows	Enterprize Windows	60.00		60.00
Gardener & flowerbeds	MJ Services	495.00		495.00
Photocopier quarterly charge	Grenkeleasing	66.66	13.33	79.99
Annual clock service	Cumbria Clock Co	185.00	37.00	222.00
TBC	ABW	14.70		14.70
Bell	Black country metalwork	53.33	10.67	64.00
Slatwall hooks	Amazon	16.22	3.25	19.47
Copy of title deeds	Land registry (reimburse)	6.00		6.00
Domain renewal for Discover Brampton	Only Domains	19.98	4.00	23.98
Mole control	E Hutchinson	75.00		75.00
LGPS pension contribution	Westmorland & Furness	900.00		900.00
Phone & Broadband	Daisy Communications	117.78	23.56	141.34
Copier charges	Sensible Choice	19.24	3.85	23.09
Newsletter (Aug/Sept)	BIG Mag	300.00		300.00
Stationery	Carlisle Bus. Supplies	112.44	22.49	134.93
Flowers	Cochranes Nurseries	110.00	22.00	132.00
Wage amendments re NEST 20/21 to 24/25	HMRC/Staff	5,293.87		5,293.87
Water rates for trough at Gelt Road	Waterplus	12.55		12.55
		19,100.71	290.15	19,390.86

(Signed) Chair.....
Date