

BRAMPTON PARISH COUNCIL

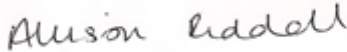
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5 September, 2024

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, 10th SEPTEMBER 2024** at **7.00 p.m.**

The meeting is open to the press and members of the public, but please do not attend if you have Covid symptoms.



Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE** – To receive apologies and approve reasons for absence.
2. **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.
3. **DECLARATIONS OF INTEREST** – To receive declarations by elected and co-opted members of interests in respect of items on this agenda.
4. **MINUTES**
To authorise the Chairman to sign, as a correct record, the minutes of the meeting held on 16th July 2024. (copy herewith)
5. **PUBLIC PARTICIPATION**
To receive comments and representations from members of the public in relation to any item on the Agenda.
6. **FINANCIAL MATTERS -**
 - 6.1 **BANK RECONCILIATIONS TO 31st AUGUST 2024** – To receive a Report by the Clerk. (copy herewith)
 - 6.2 **FINANCIAL TRANSACTIONS** - To receive a Report by the Clerk. (copy herewith)
 - 6.3 **EXPENDITURE TO APPROVE** – To approve the expenditure detailed. (Schedule of payments herewith)
 - 6.4 **FINANCIAL ASSISTANCE**
To consider any grant applications. (None at time of agenda publication)
7. **DISCOVER BRAMPTON**
To receive an update from the working group.

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

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

Brampton Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/08/2024			
	Cash in Hand 01/04/2024		300,448.01
	ADD		
	Receipts 01/04/2024 - 31/08/2024		209,861.56
			510,309.57
	SUBTRACT		
	Payments 01/04/2024 - 31/08/2024		82,623.54
A	Cash in Hand 31/08/2024 (per Cash Book)		427,686.03
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2024	0.00
	Barclays Current Account	31/08/2024	2,050.22
	Barclays Tracker Account	31/08/2024	209,676.37
	Allison Bequest Account	31/08/2024	112,026.05
	Redwood Bank 95 day deposit	31/08/2024	103,933.39
			427,686.03
	Less unrepresented payments		
			427,686.03
	Plus unrepresented receipts		
B	Adjusted Bank Balance		427,686.03
A = B Checks out OK			

FINANCIAL TRANSACTIONS

1. SUMMARY OF REPORT

This report details the expenditure incurred and the income received from 1st July to 31st August 2024.

2. RECOMMENDATIONS

2.1 that the undernoted expenditure of £39,464.06 is **NOTED**, and

2.2 the undernoted income of £11,573.35 is **NOTED**.

3. REPORT

3.1 The following expenditure transactions require to be noted:-

DESCRIPTION	SUPPLIER	NET	VAT	TOTAL
Rates (Jul/Aug)	Cumberland Council	406.00	0.00	406.00
PAT testing - Moot Hall	EITS	49.00	0.00	49.00
Annual clock service	Cumbria Clock Company	185.00	37.00	222.00
slatwall hooks	Display Stands Ltd	16.22	3.25	19.47
Main grass contract Jul/Aug)	Cut n' Edge	2,160.00	0.00	2,160.00
Nails	ABW	12.25	2.45	14.70
Grounds maintenance (Jul/Aug)	Cut n' Edge	4,395.00	0.00	4,395.00
Burial Charges (Jul/Aug)	Cut n' Edge	630.00	0.00	630.00
Small grass contract (Jul/Aug)	Cut n' Edge	2,089.42	0.00	2,089.42
Garage rent (Jul/Aug)	GA Estates	110.00	0.00	110.00
Garage rent (Jul/Aug)	Melanie Slater	100.00	0.00	100.00
Title deeds (copy)	Land Registry	6.00	0.00	6.00
Bell	Black country metal works	53.33	10.67	64.00
Quarterly copier charge	Grenkeleasing	66.66	13.33	79.99
Flowerbeds - gardener	MJ Services	645.00	0.00	645.00
Office rent etc	BRHS	1,591.99	0.00	1,591.99
Wages, pension, PAYE	Staff/NEST/HMRC	17,734.12	0.00	17,734.12
Grant	Brampton Football Club	1,500.00	0.00	1,500.00
Monthly bill - electric (Jul/Aug)	Scottish Power	141.16	7.06	148.22
Monthly bill - gas (Jul/Aug)	Scottish Power	778.64	38.94	817.58
Window cleaning (Jul/Aug)	Enterprize Windows	100.00	0.00	100.00
Flowerbeds - flowers	Cochranes Nurseries	110.00	22.00	132.00
Mole catcher	Emma Hutchinson	75.00	0.00	75.00
Stationery	Carlisle Business Supplies	112.44	22.49	134.93
Postage	Post Office	17.60	0.00	17.60
LGPS additional payment	Westmorland & Furness Cncl	900.00	0.00	900.00
Domain Service	Only Domains	19.98	4.00	23.98
Discover Brampton (Jul/Aug)	MUV	1,500.00	300.00	1,800.00
Big Mag article	A Findon	300.00	0.00	300.00
Water rates - Clay Dubbs	Waterplus	12.55	0.00	12.55
Water rates - KGV field	Waterplus	19.92	0.00	19.92
Contribution to Howard Arms Lane	Howard Court Care Home	500.00	0.00	500.00
Copier monthly service charge	Sensible Choice (Jul/Aug)	34.24	6.85	41.09
Stationery	Amazon	4.65	0.93	5.58
External audit fee	Moore East Midlands	630.00	126.00	756.00
Misc. Repairs - Moot Hall	ABW	27.23	5.44	32.67
Goods for Elf Trail	Etsy	121.86	0.00	121.86
Grant (Mentalk)	Sanitas Hub Ltd	325.00	65.00	390.00

Gas bill	SSE (final bill)	826.78	41.34	868.12
Monthly bill - phone	Daisy Communications	3.26	0.65	3.91
Stationery	Amazon EU	8.49	1.70	10.19
Stationery	Post Office	3.32	0.67	3.99
Goods for Elf Trail	A&K Hosiery	85.19	1.39	86.58
Goods for Elf Trail	Cutprice Wholesaler	288.00	57.60	345.60
		38,695.30	768.76	39,464.06

3.2 The following income receipts require to be noted:-

DESCRIPTION	SUPPLIER	NET	VAT	TOTAL
Market Rent	Various	300.00	0.00	300.00
Event rent	Slaters Funfair	300.00	0.00	300.00
Memorial Erection	Reflections Memorials	200.00	0.00	200.00
Interment	Shipley	600.00	0.00	600.00
Memorial inscription	Reflections Memorials	100.00	0.00	100.00
Interment	Ian Blair	1,200.00	0.00	1,200.00
Burial plot fee	Ian Blair	700.00	0.00	700.00
Interment	Ian Blair	320.00	0.00	320.00
Refund	SSE - electric	239.58	11.98	251.56
Room Hire	Brampton & District Red Squirrel Group	20.00	0.00	20.00
Market Rent	Various	275.00	0.00	275.00
Interest Received	Redwood Bank (July)	323.44	0.00	323.44
Interment	Kennedy and Ferguson	320.00	0.00	320.00
Memorial Erection	Reflections Memorials	220.00	0.00	220.00
Memorial Erection	Co-operative Funeralcare	110.00	0.00	110.00
Office contribution	Farlam PC	54.97	0.00	54.97
Memorial Erection	Beattie Memorials	10.00	0.00	10.00
Room Hire	BID Cumbria	180.00	0.00	180.00
Interment	Ian Blair	600.00	0.00	600.00
Burial plot fee	Ian Blair	700.00	0.00	700.00
Market Rent	Various	170.00	0.00	170.00
Room Hire	Cumberland Council	100.00	0.00	100.00
Interment	Jill Glencross	320.00	0.00	320.00
Room Hire	Old Peoples Association	80.00	0.00	80.00
Memorial inscription	Reflections Memorials	110.00	0.00	110.00
Room Hire	Socialist Health Association	40.00	0.00	40.00
VAT received	HMR&C (To 30.6.24)	0.00	3,643.93	3,643.93
Interest Received	Redwood Bank (August)	324.45	0.00	324.45
		7,917.44	3,655.91	11,573.35

EXPENDITURE TO APPROVE

1. SUMMARY OF REPORT

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

2. RECOMMENDATIONS

2.1 that the undernoted total expenditure of £16,667.90 is **RATIFIED**

2.2 that the undernoted total expenditure of £8,981.13 is **APPROVED**

3. REPORT

3.1 The following expenditure transactions require to be ratified:-

DETAIL	SUPPLIER	NET	VAT	TOTAL
Rates	Cumberland Council	203.00	0.00	203.00
Repairs	ABW	27.23	5.44	32.67
Main grass contract	Cut n' Edge	1,080.00	0.00	1,080.00
Grounds maintenance	Cut n' Edge	1,687.50	0.00	1,687.50
Burial charges	Cut n' Edge	430.00	0.00	430.00
Small grass contract	Cut n' Edge	1,044.71	0.00	1,044.71
Garage rent	Melanie Slater	50.00	0.00	50.00
Garage rent	GA Estates	55.00	0.00	55.00
Wages, pension, PAYE	Staff/NEST/HMR&C	8,813.87	0.00	8,813.87
Moot Hall windows	Enterprize Windows	40.00	0.00	40.00
Goods for Elf Trail	Etsy	121.86	0.00	121.86
Grant (Mentalk)	Sanitas Hub Ltd	325.00	65.00	390.00
Final gas bill	SSE	826.78	41.34	868.12
Monthly bill - electric	Scottish Power	70.58	3.53	74.11
Monthly bill - gas	Scottish Power	389.32	19.47	408.79
Monthly bill - phone	Daisy Communications	3.26	0.65	3.91
Discover Brampton website	MUV	750.00	150.00	900.00
Stationery	Amazon EU	8.49	1.70	10.19
Stationery	Post Office	3.32	0.67	3.99
Goods for Elf Trail	Cutprice Wholesaler	288.00	57.60	345.60
Goods for Elf Trail	A&K Hosiery	85.19	1.39	86.58
Copier monthly service chg	Sensible Choice	15.00	3.00	18.00
		£16,318.11	£349.79	£16,667.90

3.2 The following expenditure transactions require to be approved:-

DETAIL	SUPPLIER	NET	VAT	TOTAL
Rates	Cumberland Council	203.00	0.00	203.00
Main grass contract	Cut n' Edge	1,080.00	0.00	1,080.00
Grounds maintenance	Cut n' Edge	1,867.50	0.00	1,867.50
Burial charges	Cut n' Edge	430.00	0.00	430.00
Small grass contract	Cut n' Edge	1,044.71	0.00	1,044.71
Garage rent	M. Slater	50.00	0.00	50.00
Garage rent	GA Estates	55.00	0.00	55.00
Wages & pension contribution	Staff/NEST	3,547.28	0.00	3,547.28
Moot Hall windows	Enterprize Windows	60.00	0.00	60.00
Monthly bill - electric	Scottish Power	70.58	3.53	74.11
Monthly bill - gas	Scottish Power	95.24	4.76	100.00
Monthly bill - phone	Daisy Communications	81.32	16.26	97.58
Goods for elf trail	Playwrite	62.59	12.52	75.11
Goods for elf trail	Lord Wholesale	132.75	1.59	134.34
Flowerbeds - gardener	Deathridge Services	132.50	0.00	132.50
.gov.uk domain set up fee	Netwise	10.00	2.00	12.00
Copier monthly service chg	Sensible Choice	15.00	3.00	18.00
		£8,937.47	£43.66	£8,981.13

Councillor signature.....

Councillor signature.....