

**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, 12th NOVEMBER, 2024** at **7.00 p.m.**

**PRESENT**

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

Councillor S. Bown  
Councillor J. J. Harding  
Councillor T. Robinson

**IN ATTENDANCE** – Clerk

**183/24 APOLOGIES FOR ABSENCE**

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

**184/24 REQUESTS FOR DISPENSATION**

**RESOLVED** to note that no requests for dispensation were received.

**185/24 DECLARATIONS OF INTEREST**

**RESOLVED** to note there were no declarations of interest made.

**186/24 MINUTES**

**RESOLVED** to authorise the Chair to sign the minutes of the meeting held on 15th October 2024, confirmed as a true and accurate record.

**ACTION:** RL

**187/24 PUBLIC PARTICIPATION SESSION**

There were no members of the public in attendance.

**188/24 FINANCIAL MATTERS –**

**188/24.1 BANK RECONCILIATION TO 31ST OCTOBER 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 31st October 2024 of £372,178.06. Checked by Councillor Robinson.

**188/24.2 FINANCIAL TRANSACTIONS**

There was submitted a report by the Clerk detailing the expenditure incurred and the income received from 1<sup>st</sup> to 31<sup>st</sup> October 2024.

**188/24.2.1 RESOLVED** to note the expenditure of £49,105.67 detailed in the Appendix hereto.

**188/24.2.2 RESOLVED** to note the income of £2,516.45 detailed in the Appendix hereto.

(Signed) Chair.....  
Date

**188/24.3 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 £16,019.54. Invoices checked by Councillors Errington and Harding.

**ACTION:** Clerk

**188/24.4 GRANT APPLICATIONS –****188/24.4.1 BRAMPTON AND BEYOND COMMUNITY TRUST (BBCT)**

Consideration was given to a grant application from BBCT requesting funding in the sum of £500.00 towards a community Christmas lunch.

**RESOLVED** to contribute £500.00.

**ACTION:** Clerk

**189/24 ACCOUNT OPENING**

Consideration was given to a request from the gardener to open an account with Tarn Road Nurseries, for the purchase of plants required for the flowerbeds.

**RESOLVED** to open an account.

**ACTION:** Clerk

**190/24 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, (contract terms) it was advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw.

**191/24 STAFFING MATTERS –****191/24.2 CLERK AND CARETAKERS SALARY AWARD 2024/25**

A report was submitted advising the recent pay award which had been agreed at the National Joint Council for Local Government Services (NJC) for the financial year 1st April 2024 to 31st March 2025.

**RESOLVED** to note the report and agree to implementation of the new rates.

**191/42.2 STAFF PENSIONS**

Members further considered the historic breach of contract with the Clerk not being opted into the LGPS as per their contract.

**RESOLVED** that the Clerk would contact the LGPS to ascertain how to proceed being opted in to the LGPS as soon as possible.

**ACTION:** Clerk

Meeting closed 7.12pm.

(Signed) Chair.....  
Date

## Financial Transactions

## Expenditure -

| DESCRIPTION                   | SUPPLIER                    | NET              | VAT           | GROSS            |
|-------------------------------|-----------------------------|------------------|---------------|------------------|
| Rates                         | Cumberland Council          | 203.00           | 0.00          | 203.00           |
| Main grass contract           | Cut n Edge                  | 3,989.71         | 0.00          | 3,989.71         |
| Office rent etc               | BRHS                        | 379.37           | 0.00          | 379.37           |
| Goods for Elf Trail           | Christmas Imaginarium       | 15.80            | 3.15          | 18.95            |
| Garage rent                   | GA Estates                  | 55.00            | 0.00          | 55.00            |
| Garage rent                   | Melanie Slater              | 50.00            | 0.00          | 50.00            |
| Quarterly copier charge       | Grenkeleasing               | 66.66            | 13.33         | 79.99            |
| Quarterly office rent (DD)    | BRHS                        | 427.10           | 0.00          | 427.10           |
| cleaning materials            | ABW                         | 71.55            | 14.29         | 85.84            |
| Big Mag article               | A Findon                    | 250.00           | 0.00          | 250.00           |
| Wages/Pension/PAYE            | Staff x 3                   | 7,176.98         | 0.00          | 7,176.98         |
| CCTV Subscription             | Ring                        | 66.67            | 13.33         | 80.00            |
| Monthly bill - phone          | Daisy Communications        | 81.32            | 16.26         | 97.58            |
| Monthly bill - electric       | Scottish Power              | 70.58            | 3.53          | 74.11            |
| Monthly bill - gas            | Scottish Power              | 95.24            | 4.76          | 100.00           |
| Goods for Elf Trail           | Etsy                        | 22.60            | 0.00          | 22.60            |
| Soil box                      | Teleshore UK Ltd            | 1,711.00         | 342.20        | 2,053.20         |
| Water rates - Allotments      | Waterplus                   | 38.79            | 0.00          | 38.79            |
| Water rates - KGV             | Waterplus                   | 20.14            | 0.00          | 20.14            |
| Works to cemetery             | Bain Groundworks            | 32,500.00        | 0.00          | 32,500.00        |
| Copier monthly service charge | Sensible Choice             | 15.00            | 2.99          | 17.99            |
| Flowerbeds                    | Deathridges Garden Services | 152.50           | 0.00          | 152.50           |
| Wildflower seeds              | Cumbria Wildflowers         | 799.00           | 159.80        | 958.80           |
| Annual Fee                    | Information Commissioner    | 35.00            | 0.00          | 35.00            |
| Goods for Elf Trail           | Amazon                      | 10.99            | 0.00          | 10.99            |
| Crowd control banners         | Newton Press Ltd            | 63.45            | 12.69         | 76.14            |
| Table runner                  | 4imprint Direct Ltd         | 79.99            | 16.00         | 95.99            |
| Goods for Elf Trail           | Pageant Party               | 46.58            | 9.32          | 55.90            |
|                               |                             | <b>48,494.02</b> | <b>611.65</b> | <b>49,105.67</b> |

## Income –

| DESCRIPTION          | SUPPLIER             | NET             | VAT         | GROSS           |
|----------------------|----------------------|-----------------|-------------|-----------------|
| Interment Fee        | Ian Blair            | 600.00          | 0.00        | 600.00          |
| Market Rent          | Various              | 510.00          | 0.00        | 510.00          |
| Interment Fee        | Stewart              | 320.00          | 0.00        | 320.00          |
| Memorial inscription | Carlisle Headstones  | 220.00          | 0.00        | 220.00          |
| Memorial inscription | Cumbria Memorials    | 110.00          | 0.00        | 110.00          |
| Memorial inscription | Cumbria Memorials    | 110.00          | 0.00        | 110.00          |
| Interment Fee        | Kennedy and Ferguson | 320.00          | 0.00        | 320.00          |
| Interest Received    | Redwood Bank         | 326.45          | 0.00        | 326.45          |
|                      |                      | <b>2,516.45</b> | <b>0.00</b> | <b>2,516.45</b> |

(Signed) Chair.....  
Date

## Expenditure To Approve

| DETAIL                        | SUPPLIER             | NET               | VAT            | TOTAL             |
|-------------------------------|----------------------|-------------------|----------------|-------------------|
| Rates                         | Cumberland Council   | 203.00            | 0.00           | 203.00            |
| Main grass contract           | Cut n' Edge          | 1080.00           | 0.00           | 1080.00           |
| Grounds maintenance           | Cut n' Edge          | 2842.00           | 0.00           | 2842.00           |
| Burial charges                | Cut n' Edge          | 1290.00           | 0.00           | 1290.00           |
| 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/PAYE & pension          | Staff/NEST           | 4275.50           | 0.00           | 4275.50           |
| 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             |
| Monthly services – copier     | Sensible Choice Ltd  | 15.00             | 3.00           | 18.00             |
| Goods for elf trail*          | Pageant Party        | 46.58             | 9.32           | 55.90             |
| Table runner*                 | 4imprint             | 79.99             | 16.00          | 95.99             |
| Crowd control barrier covers* | Newton Mesh          | 63.45             | 12.69          | 76.14             |
| Goods for elf trail*          | Amazon               | 10.99             | 0.00           | 10.99             |
| Wildflower seeds*             | Cumbria Wildflowers  | 799.00            | 159.80         | 958.80            |
| Barrier hire                  | Border Group         | 105.00            | 21.00          | 126.00            |
| Gate installation             | Bain Groundworks     | 800.00            | 0.00           | 800.00            |
| Camel hire                    | Joseph's Camels      | 2156.25           | 431.25         | 2587.50           |
| Various                       | ABW                  | 12.82             | 2.56           | 15.38             |
| Poppy wreaths                 | Poppy Appeal         | 23.00             | 0.00           | 23.00             |
| Goods for Elf Trail           | Munchkin Mail        | 15.85             | 0.00           | 15.85             |
| Goods for Elf Trail           | Helen Buchan         | 44.28             | 0.00           | 44.28             |
| Goods for Elf Trail           | Nancy & Betty        | 18.85             | 0.00           | 18.85             |
| Goods for Elf Trail           | Temptation Gifts     | 60.96             | 0.00           | 60.96             |
|                               |                      | <b>£15,339.37</b> | <b>£680.17</b> | <b>£16,019.54</b> |

(Signed) Chair.....  
Date