

**BRANSTON PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE  
MEETING, TUESDAY 17<sup>TH</sup> SEPTEMBER, 2024, COMMENCING 6.30 P.M. CLAYS LANE  
SPORTS PAVILION**

**Summons**

Members are summoned to attend the next parish council meeting scheduled to take place on Tuesday, 17<sup>th</sup> September, 2024, commencing at 6.30 p.m. at Clays Lane Sports Pavilion for the transaction of the business shown on the agenda below.

**Public Participation**

Members of the public and press are entitled to attend parish council meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings

Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. If possible prior notice to speak needs to be given to the Clerk by 12 noon on the day of the meeting: [clerk@branstonparishcouncil.gov.uk](mailto:clerk@branstonparishcouncil.gov.uk) or 07359747141

Any issues raised during public participation, no resolution for action can be taken unless already identified on the agenda.

A record of attendees during public participation shall be recorded.

The public question time shall not exceed 15 minutes unless by resolution or at the discretion of the chairman. If a member of the public wishes to share a document with council, these documents must be submitted to [clerk@branstonparishcouncil.gov.uk](mailto:clerk@branstonparishcouncil.gov.uk) by noon on the day of the meeting.

**The 7 principles of public life**

Selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Members are reminded of their duty under the Code of Conduct.

*Kay Lear*

Mrs Kay Lear, Clerk/Proper Officer



**AGENDA – BRANSTON PARISH COUNCIL FINANCE AND GENERAL PURPOSES  
COMMITTEE MEETING  
TUESDAY 17<sup>TH</sup> SEPTEMBER, 2024, COMMENCING 6.30 P.M. CLAYS LANE SPORTS  
PAVILION**

**Public participation** - A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

1. Apologies for absence
2. Approve minutes of the last meeting
3. Review of Grant Applications received and make decisions on way forward
4. Annual Review of Risk Management Plan
  - a. Approve
  - b. Recommendation to Full Council
5. Review of current budget positions
  - a. Income
  - b. Expenditure to budget
  - c. Make any variations required
  - d. Projected forecast
6. Committee to consider to issue Chair of Finance a Debit Card
  - a. Reasoning, with only the Clerk having a debit card means that if at any point the Clerk falls ill the Council is left with no to limited ways of making purchases. The card would be issued as a secondary card and used in an emergency situation that the clerk is unable to make the purchase as requested by the Council. At any point the Chair changes, the card would be changed. This is to support our risk management and not to leave one point of fail.
7. Members to consider upgrade of CCTV System
  - a. Current system at the Pavilion is out dated.
    - i. Tender 1 has submitted a quote net figure £2,458.33
    - ii. Tender 2 has submitted a quote net figure £1,880.00
8. Members to consider an upgrade of the Barrier System
  - a. At council's request, the current manual barrier system to the park is now open and closed. For previous months the chairman of the full council and chairman of Finance and General Purposes committee have been doing this with support from the local security company. The current system is not sustainable. Members to consider a long term solution.
  - b. Members to consider the introducing a new electric barrier system.

Proposal:-

The current barrier would remain in place. A new barrier would be installed at the junction of the two car parks. This would be an electric system which could be programmed to automatically open and close at



set times. There is opportunity that the CCTV upgrade and this system could be linked together. An intercom would be installed which if a member of the public did get locked onto the car park, the intercom would call the camera app allow a member or officer to speak with the person and then open the barrier from the app. This would mean no physical presence is required and no one is required to give up time. Tender one - NET £7,416.66

c. Tender 2 do not offer barrier systems.

9. NALC Regulations

- a. Consider proposals to ensure good governance
- b. Recommendation for Finance Committee to approve and recommend to Full Council to adopt

*Kay Lear*

Kay Lear – Clerk/Proper Officer

12 September 2024