

**MINUTES BRANSTON PARISH COUNCIL FINANCE AND GENERAL PURPOSES
COMMITTEE MEETING, TUESDAY 15TH OCTOBER, 2024, COMMENCING 6.30 P.M. CLAYS
LANE SPORTS PAVILION**

Present: Cllrs J Riley (Chairman), A Riley and R Grosvenor

In attendance: Mrs K Lear (Clerk/RFO)

1/15-10-24 Apologies for absence

Apologies were noted and accepted for Cllrs P Ackroyd and M Dillon.

2/15-10-24 Minutes of the meetings 19th July and 17th September 2024

Cllr R Grosvenor wished to abstain on 17th September as he was not present.

It was resolved that the minutes of the meeting 19th July 2024 be accepted as a true record.

It was resolved that the minutes of the meeting 17th September 2024 be accepted as a true record.

3/15-10-24 Update on actions since the last meeting

The clerk was not present at the meeting on the 17th July. It was noted that quotations had been received for the introduction of a tarmac footpath, however, currently no permissions had been obtained for the council to introduce the footpath as currently the owner of the land was unknown.

Members agreed that it was important to meet up with the agent to establish the proposed lease agreement for Aviation Lane Park as well as other matters.

Thursday 24th October was suggested. Clerk to establish all parties availability to meet up with the agent to discuss the path, car park, 6.00 p.m. Update to be placed on the agenda for full council meeting in relation to the tarmac footpath introduction.

4/15-10-24 To consider submission of grant applications for warm spaces

Members felt that if the clerk could obtain a grant up to £3K to pay for transport and room hire costs for this initiative it would be advantageous.

It was resolved that the clerk explores £3K for grants for the warm spaces project.

5/15-10-24 To consider purchase of graphics for bus shelters, Main Street, cost up to £500

It was resolved that the graphics for the two bus shelters be purchased and installed in readiness for remembrance day, option 2. Was agreed, budget £460 plus VAT. These costs to be taken from the remembrance Sunday budget.

6/15-10-24 To consider purchase of 60 no waiting cones for remembrance parade and future events

The clerk had circulated tenders prior to the meeting.

It was resolved that the 60 cones be purchased for remembrance Sunday. Budget for these matters will come out of general reserves as capital expenditure.

7/15-10-24 To consider budget for staff training/staffing matters

The clerk advised that there was no budget for training for staff. Members confirmed that the clerks training costs would be included in the full councils budget.

Members confirmed the clerk could go ahead and book any training subject to usual delegated expenditure.

6/15-10-24 To review financial regulations prior to review by full council

The clerk advised members that there were some concerns in the proposed draft regulations. She suggested that members may wish to refer these matters to the internal auditor for their thoughts. She also advised members that the Financial regulations and Standing orders are key policy documents which under the delegation scheme only full council can change the content of these documents.

Cllr Grosvenor asked the clerk what particular points was she referring too.

The clerk advised that it is not usual protocol for a councillor to be given a debit card, nor members to source quotations or place orders. The clerk advised that members make the decisions and the clerk executes them.

The clerk asked what was an emergency spend that would require a councillor to require a debit card. Payments can be set up on line by two councillors and there is also the option of the cheque book.

Cllr Grosvenor suggested that the matters went to full council.

7/15-10-24 Budget setting 2025-2026

Members discussed potential capital projects, some being:-

- improvement of play equipment
- possible improvement of fencing
- further enhancement of Chairmans chain of office
- new bus shelters and possible adoption of other authorities bus shelters
- purchase of land for additional parking

It was noted that the billing authority would submit the tax base by early December which will enable the full council to establish what precept they wish to request from the billing authority.

Members felt that it was important that the budget was set to reflect the business needs, which would confirm what precept would be demanded from the billing authority.

Signed:

Date:

