MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held by Zoom on Tuesday 6th October 2020, commencing 8.00pm.

Present: Parish Councillors: Peter Neale (Chairman), Hugh Roberts, Janice Green, Ted Pilbeam & Carole Yates
In attendance: Officer: Mrs Hazel Trustam – Parish Clerk

20/10/245 **Apologies for absence**
Apologies were received from Cllr Robert Morris. Reason for absence noted.

20/10/246 **Declarations of interest**
Cllr Peter Neale declared an interest in agenda item 10 – Skip Provision at Station Road Allotments. Cllr Neale hold a tenancy for an allotment plot on this site.

20/10/247 **Dispensation Requests**
No requests had been submitted.

20/10/248 **Public Participation**
No matters were raised.

20/10/249 **Minutes of meetings**
It was resolved to approve as an accurate record of proceedings, the minutes of Marston Moreteyne Finance & General Purposes Committee held on Tuesday 1st September 2020. Proposed Cllr Green seconded Cllr Roberts. Agreed. (Minutes to be signed in person by the chairman when Covid-19 restrictions have been lifted).

20/10/250 **Matters arising from the minutes**
17/04/167 Community Emergency Plan: Cllr Neale and parish clerk to collate a list of community buildings and contacts.
20/01/019 Cemetery pedestrian notice: It was agreed to ask Cllr Banks if he might be able to replace it the backing board for the notice.
20/08/196.1 Play/Skate Park Area: Cllr Pilbeam had circulated a suggested approach to the shrinkage issue of the safety surfacing at Bedford Road. The main problem is down clay heave which cannot be prevented, therefore a solution to try to mitigate it is all that can be done. The suggested approach is to dig out the surrounds of the safety surfacing and overlap the join with topsoil. It was suggested that Lisa White be contacted to discuss possible solutions.
20/09/216.2 Christmas Tree: The clerk advised that the quotation from Badger Hill Christmas Tree Farm for provision and delivery of a 19ft-20ft (580-610cm) Norway Spruce Christmas tree would be £370.00 incl VAT. This was within the tolerance afforded to the clerk. The hire of lights from Lamps & Tubes Illuminations would be £352.00 + VAT. This was within the tolerance afforded to the clerk.

20/10/251 **Invoices for payment**
A list of receipts and payments was circulated. **It was resolved** to approve the following invoices for payment. Proposed Cllr Roberts, seconded Cllr Green. Approved. See appendix 1.

20/10/252 **Income & Expenditure report**
A report was circulated to all members prior to the meeting. **It was resolved** to receive and approve Income & Expenditure report for all cost centres for 2019/20 to date.

20/10/253 **Effectiveness of Internal Audit**
The clerk produced a suggested process to prevent future double payments of invoices.

- Add invoice numbers to payment list circulated to councillors to enable members to check
- Check invoices submitted for payment against supplier list of payments detailed on accounts programme.

This process to be added to the council's Risk Assessment document. Members accepted the proposals.

The committee reviewed the Effectiveness of Internal Audit and Audit Plan and felt that the internal procedure and auditor was effective subject to the above changes. The appointed internal auditor for 2019/20 had been independent, competent and a presented good report to the parish council. **It was resolved** that it be recommended to full council that the internal audit procedure is effective.

20/10/254 **Skip provision at Station Road allotments**.

Following the successful use of a skip last year to help tenants clear their plots at the end of the season, consideration was given to providing another skip this year. The clerk advised the cost of an 8yd skip from Paul Riches Skips would be £217.00 + VAT. The skip would be delivered to site on a Friday afternoon and collected the following Monday morning. Members of Marston Moreteyne Allotment Society would 'police' the use of the skip to ensure no unsuitable materials are placed in it.

Members felt that this was a very worthwhile exercise and resolved that an 8-yard skip be hired from Paul Riches Skips for £217.00 + VAT.

20/10/255 **Finance Correspondence**

No matters arose.

There being no further business to transact, the meeting was closed at 8.22pm.

Appendix 1.

Invoices approved for payment (06.10.20)

Payee	Invoice No.	Description	Net £	VAT £	Total £
Bedford Borough Council	17875701	September Payroll & payroll provision	**	**	**
Warners of Bedford	14413	Grass cutting & Litter picking	1,151.00	230.20	1,381.20
Viking Payments	994701	Stationery & postage stamps	102.96	7.59	110.55
Rialtas Business Solutions	SM22082	Software support for Alpha accounts package	124.00	24.80	148.80
Mrs H. Trustam	7689530	Reimbursement of water charges for Station Road allotments. (Anglian Water).	470.57	0.00	470.57

*(** Note: Salary/expense payments are excluded from publication due to protection by the Data Protection Act).*