MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held by Zoom on Tuesday 2nd November 2021, commencing 8.00pm.

Present: Parish Councillors: Peter Neale (Chairman), Carol Carter, Janice Green, Robert Morris, Ted Pilbeam & Hugh Roberts.
Officer: Mrs Hazel Trustam – Parish Clerk

21/11/340 **Apologies for absence**
No apologies received.

21/11/341 **Declarations of interest**
No declarations of interest were received.

21/11/342 **Dispensation Requests**
No requests had been submitted.

21/11/343 **Public Participation**
No matters were raised.

21/11/344 **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 5th October 2021. Proposed Cllr Green, seconded Cllr Roberts. Agreed.

21/11/345 **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.
20/08/196.1 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.

21/11/346 **Invoices for payment**
To approve invoices for payment
A list of receipts and payments was circulated. **It was resolved** to approve invoices for payment per Appendix 1 (attached). Proposed Cllr Green, seconded Cllr Carter. Approved.

21/11/347 **Audit for 2020/21**
The Committee considered the three minor scope for improvement comments made by Mazars LLP and agreed to recommend the following course of action to full council:

1. When amending any previous figures for the previous year on the AGAR report, to ensure the words 'restated' are placed on the relevant column as well as initialling the amendment.
2. To ensure that the internal auditor correctly enters a 'not covered' or N/A answer and provides an explanation.
3. To ensure that the internal auditor ticks the 'not covered' box for internal control objective (K).

21/11/348 **Income & Expenditure Report**
Resolved to receive and approve Income & Expenditure report for all cost centres up to 31st October 2021.

21/11/349 **Budget 2022/23**
Members considered any new spending for the coming year. It was resolved:

- to wait to see what the Christmas column lights looked like before committing to further expansion in 2022.

Chairman Signature …….

Date …….

- To include a budget for the new allotment site on Moreteyne Farm which is expected to be transferred to the parish council in 2022.
- To include a budget for the Community Garden which is expected to be transferred to the parish council in 2022.

21/11/350 **Finance Correspondence**

No matters were discussed.

There being no further business to transact, the meeting was closed at 8.26pm.

Chairman Signature …….

Date …….

Appendix 1.

Invoices approved for payment:

Payee	**Invoice No.**	**Description**	**Net £**	**VAT £**	**Total £**
Mrs H. Trustam		October net salary	**	0.00	**
HMRC		PAYE & NIC contributions for October	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for October	**	0.00	**
Warners of Bedford	15229 15216	Grass cutting / litter pick / empty bins Grass cutting / litter pick / empty bins **Total**	1,117.00 1,016.00 **2,1133.00**	223.40 203.20 **426.60**	1,340.40 1,219.20 **2,559.60**
Andy Muskett Ltd	4987	Christmas column lights. Purchase, install power supplies and erect	2,020.00	404.00	2,424.00
Paul Riches Skips	Ticket 367039	8 yard skip hire for allotments	221.67	44.33	266.00
Viking Payments	7779422	Stationery	135.13	27.03	162.16
Cloud Next Ltd	167318	.gov.uk Domain renewal (marstonmoreteyne-pc.gov.uk)	110.00	22.00	132.00
Mrs H. Trustam		Reimbursement of expenses: Zoom, internet and telephone costs.			518.25
Income					
Haseldine Funeral Services		Burial fees			480.00

Approval was given for Clerk's mileage and utility service allowance for period 1st March to 31st October 2021

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

Chairman Signature …….

Date …….