MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held at Marston Moreteyne Community Centre, Great Linns, Marston Moreteyne on Tuesday 1st March 2021, commencing 8.00pm.

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

22/03/081 **Apologies for absence**
Apologies for absence were received from Councillor Richard Brunning & Robert Morris. Reasons for absence noted.

22/03/082 **Declarations of interest**
No declarations of interest were received.

22/03/083 **Dispensation Requests**
No requests had been submitted.

22/03/084 **Public Participation**
No matters were raised.

22/03/085 **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 February 2022. Proposed Cllr Green, seconded Cllr Carter. Agreed.

22/03/086 **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.

22/03/087 **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 Roberts.

22/03/088 **Effectiveness of Internal Audit**
The committee reviewed the Effectiveness of Internal Audit and Audit Plan and felt that both were effective. The appointed internal auditor 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 and Audit Plan is effective. Members raised a question of where in the accounting/auditing process would the costs for the use of the function room by the parish council for its meetings. Whilst a firm decision had not yet been made, it was felt that the parish council should be paying for the use of the room to ensure that the community centre's income and expenditure is properly accounted for.

Two members of public arrived at the meeting.

22/03/089 **Risk Assessment**
A copy of the document had been circulated and was reviewed. Amendments were agreed. **It was resolved** to submit the document for consideration by full council. Agreed.

Chairman Signature …….

Date …….

22/03/090 **Asset Register**

The asset register was reviewed. Amendments were agreed. **It was resolved** to submit the asset register to full council for approval. Agreed.

Following the transfer of the community centre to the parish council it was agreed that a separate asset register be created to clearly identify those assets within the building. Whilst there would be a separate list it was acknowledged that the register would form part of the parish council's overall assets and accounting records.

22/03/091 **CCTV – Cemetery**

Cllr Roberts advised that Cllr Banks had contacted him advising that he is installing CCTV cameras at his property and wanted to see if the parish council would be interested in purchasing a CCTV camera to overlook the cemetery and have it on his system in lieu of the annual charge he pays for access. Members acknowledged the kind offer but agreed not to pursue the matter.

22/03/092 **Finance Correspondence**

No matters raised.

There being no further business to transact, the meeting was closed at 8.25pm.

Chairman Signature …….

Date …….

Appendix 1.

Invoices approved for payment:

Payee	Invoice No.	Description	Net £	VAT £	Total £
Mrs H. Trustam		January net salary	**	0.00	**
HMRC		PAYE & NIC contributions for January	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for January	**	0.00	**
Warners of Bedford	15455	Litter picking, empty bins & empty dog bin	162.00	32.40	194.40
White Hart Press	25210	December & January newsletters	120.00	0.00	120.00
LJ, GS & DL Haynes	84	Annual hedge and ditch flail at allotment site	100.00	20.00	120.00
Eyelid Productions	2860	Annual website support	100.00	0.00	100.00
Peter Bushnell Associates Ltd	21/024	Professional fees in respect of site inspections, reviewing of drawings/manuals, professional advice, attending meetings in respect of new Community Centre.	2,295.00	459.00	2,754.00

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

Chairman Signature …….

Date …….