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 3rd May 2021, commencing 8.00pm.

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

22/05/182 **Apologies for absence**
Apologies for absence were received from Councillor Robert Morris. Reason for absence noted.

22/05/183 **Declarations of interest**
No declarations of interest were received.

22/05/184 **Dispensation Requests**
No requests had been submitted.

22/05/185 **Public Participation**
No matters were raised.

22/05/186 **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 April 2022. Proposed Cllr Roberts, seconded Cllr Neale. Agreed.

22/05/187 **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.

22/05/188 **Invoices for payment**
A list of receipts and payments was circulated.
The clerk advised members that the hall was unlocked approx. 30 minutes late for a party over the weekend. **It was resolved** that the hirer be refunded the total of their hire charge for the event.
It was resolved to approve invoices for payment per Appendix 1 (attached). Proposed Cllr Roberts, seconded Cllr Carter.

22/05/189 **Parish Council's Insurance**
The parish council's insurance is due for renewal on 1st June 2022. The parish clerk had circulated a report detailing assets held at the community centre on 14th April 2022. The insurance costs reflected these increase of assets.
Members considered the 1-year, 3-year and 5-year costs (the latter being a Long-Term Agreement (LTA) with Zurich Insurance). After discussion **it was resolved** to enter into a 5-year LTA at a renewal cost of £2,711.65. This provides the parish council with some certainty of future costs and insurance cover.

Chairman Signature …….

Date …….

22/05/190 **Finance Correspondence**

A letter was read out from Marston Moreteyne Allotment Society following the change of security arrangements to the allotment gate, namely a combination padlock replacing the key padlock. The Society pointed out that whilst the keys held by tenants no longer had any value or relevance, there remained the fat that the parish council had received a deposit in respect of each of these keys. The question posed by the Society was how the council intended to repay the deposits to tenants.

Following discussion, **it was resolved** that the plot rents are reduced in September 2022, to reflect the return of each tenant's key deposit.

There being no further business to transact, the meeting was closed at 8.30pm.

Chairman Signature ……..

Date ……..

Appendix 1.
Invoices approved for payment:

Payee	Invoice No.	Description	Net £	VAT £	Total £
HMRC		PAYE & NIC contributions for March	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for March	**	0.00	**
Hazel Trustam		Reimbursement for refreshments for Function Room hirers (tea/coffee etc) Second hand office furniture for Reception Office Total:	8.65 30.00 **38.65**	0.00 0.00 **0.00**	8.65 30.00 **38.65**
Jeanette Little		Reimbursement for kitchen supplies for community centre.	36.04	0.00	36.04
AES Control Systems	RI1672/R12619 MI6352	Supply & fit 4G router Maintenance Contract 1.2.22 to 31.1.23	912.00 475.00 **1,387.00**	182.40 95.00 **277.40**	1,094.40 570.00 **1,664.40**
British Gas	717631276 717631275 717631274 717631273	01.03.22 to 31.03.22 01.02.22 to 28.02.22 01.01.22 to 31.01.22 09.12.21 to 31.12.21 Gas use for Community Centre – Total due	890.54 479.23 612.72 521.68 **2,504.17**	178.10 95.84 122.54 104.33 **500.81**	1,068.64 575.07 735.26 626.01 **3,004.98**
British Gas	717676578 717676579 717676580 717676581	09.12.21 to 31.12.21 01.01.22 to 31.01.22 01.02.22 to 28.02.22 01.03.22 to 31.03.22 Electricity used for Community Centre - Total	541.06 764.92 641.89 1,621.87 **3,569.74**	108.21 152.98 128.37 324.37 **713.93**	649.27 917.90 770.26 1,946.24 **4,283.67**
Npower Commercial Gas Ltd	INO3159461	Street & column lighting – Community Centre 01.12.21 to 31.03.22	313.39	15.67	329.06
Warners of Bedford	15614 15667	Grass cutting, litter picking & bin emptying Grass cutting, litter picking & bin emptying	1,264.00 1,239.00 **2,503.00**	252.80 247.80 **500.60**	1,516.80 1,486.80 **3,003.60**
Tony Wright	02222192	Assisting and providing transport for collection and delivery of tables/chairs from St. Mary's Church to new community centre.	44.00	8.80	52.80
Zurich Insurance		Insurance Policy renewal	2,711.65	0.00	2,711.65

Chairman Signature …….

Date …….

Concorde Blinds	2175	Final payment for community centre blinds. 50% already paid.	838.30	167.66	1005.96
Dean		Community Centre deposit refund	40.00	0.00	40.00
Kuriakose		Community Centre deposit refund	100.00	0.00	100.00
Kendall		Community Centre deposit & hire refund	190.00	0.00	190.00
Payments made in between meetings					
Hazel Trustam		April net salary plus back pay to 1.4.21	**	0.00	**
Lucy Fitzgerald-Shaw		April net salary	**	0.00	**
Craig Doyle		Easy Clean Window Cleaning. Cleaning windows and soffits in advance of Open Day on 2nd April	250.00	0.00	250.00
McLelland		Community Centre deposit refund	100.00	0.00	100.00
21CC Group Ltd	413885	Platinum Jubilee Beacon	490.00	98.00	588.00
Nisbets	51219653	100 x Banquet Chairs plus chair trolley	3968.99	793.79	4762.78

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

Chairman Signature …….

Date …….