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 2nd August 2022, commencing 8.00pm.

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

22/08/320 **Apologies for absence**
Apologies for absence were received from Cllr Roberts. Reasons noted.

22/08/321 **Declarations of interest**
No declarations of interest made.

22/08/322 **Dispensation Requests**
No requests had been submitted.

22/08/323 **Public Participation**
No matters were raised.

22/08/324 **Minutes of meetings**
Resolved to approve as an accurate record of proceedings, the minutes of Marston Moreteyne Finance & General Purposes Committee held on Tuesday 5th July 2022. Proposed Cllr Green, seconded Cllr Pilbeam. Agreed.

22/08/325 **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.
22/06/242 Play/Skate Park Area: Caretaker has completed some minor repairs. Costs to be sought for the remaining repairs.
22/06/243.2 Cricket at Community Centre: An update had been given at the Full Council meeting on 19th July, following the meeting with Cricket East on 8th July.
22/07/290.2 Central Bedfordshire Council's Assets Grant Scheme: A grant was submitted to assist funding PV units on the community centre. A decision on its success will be taken in September.
22/07/290.2 Marston Moreteyne Scarecrow Competition: Ongoing.

22/08/326 **Invoices for payment**
A list of receipts and payments was circulated.
Resolved to approve invoices for payment per Appendix 1 (attached). Proposed Cllr Morris, seconded Cllr Green. Agreed.

Chairman Signature …….

Date …….

22/08/327 **Community Centre**

327.1 Christmas Event at the Community Centre

A report was circulated prior to the meeting detailing a proposal to hold a Christmas event at the Community Centre on Saturday 3rd December. The proposal included suggestions for craft stalls and a Santas Grotto inside the community centre, and hot food stalls and children's fair rides outside. Any alcohol sales must be covered by a TEN license.

Following discussion, **it was resolved** to hold the above event and that planning, and advertising should commence as soon as possible.

327.2 Latent Defect Report.

A report was circulated prior to the meeting detailing the latent defects reported to Barratts David Wilson Homes to date and subsequent action taken. Cllr Pilbeam asked the parish clerk to forward details of the issues of fallen path bollards. He agreed to contact the manufacturers to discuss our experience with the lighting.

22/08/328 **Christmas Lighting**

A report was circulated prior to the meeting detailing options and costs to expand the Christmas lighting in the village and install lights across the front of the new community centre.

Following discussion, it was agreed to accept Andy Muskett Ltd quotation. It was resolved:

- To supply and install/remove white string of lights with cabling to the front of the community centre. Cost £460.00 + VAT. To put up and take down in following years £260.00 + VAT.
- To put up and take down existing Christmas column lights £600.00 + VAT
- To expand on the column rope lighting evenly across Bedford Road, Beancroft Road, Woburn Road and Station Road. To supply and install/remove new lights. £3,380.00 + VAT. To put up and take down in following years £40/column.

It was agreed to review whether to fund a third year of new lights for 2023 when considering the 2023/24 budget.

Members discussed and agreed the purchase of a lit artificial Christmas tree in the foyer of the new community centre. Costs to be advised for approval.

22/08/328 **Finance Correspondence**

329.1 A letter was received from Keens Shay Keens advising that due to circumstances and to ensure the quality of service to clients, the Bedford Practice of KSK will be integrated into GKP Chartered Accountants at Ampthill. The transfer will take effect from 1st August 2022. The parish clerk advised that KSK provided both payroll services and an internal audit for the parish council.

The information was noted, and it was agreed to monitor the service received from GKP Chartered Accountants over the coming months.

There being no further business to transact, the meeting was closed at 9.02pm.

Chairman Signature …….

Date …….

Appendix 1.
Invoices approved for payment:

Payee	Invoice No.	Description	Net £	VAT £	Total £
HMRC		PAYE & NIC contributions for July	**	**	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for July	**	**	**
The Play Inspection Company	54193	Outdoor annual play area inspections	150.00	30.00	180.00
Rialtas Business Solutions Ltd	SM26043	Alpha Software annual support and maintenance license renewal	129.00	25.80	154.80
Bedford Borough Council	18839223	Commercial bin rental and emptying Charges from 13th June to 3rd July	58.06	11.59	69.65
Warners of Bedford	15851 15807 15820	Grounds maintenance to Community centre (incl grass cutting & bin emptying). Grass cutting, bin emptying & litter pick Grass cutting, bin emptying & litter pick **Total**	320.00 1,149.00 1,208.00 **2,677.00**	64.00 229.80 241.60 **535.40**	384.00 1,378.80 1,449.60 **3,212.40**
Central Bedfordshire Council	33230668	Business Rates for Community Centre - Aug	143.00	0.00	143.00
Alpha-One Security Services Ltd	AOSS 3562	Unlock/lock community centre during June	29.00	5.80	34.80
British Gas	987562524	Community Centre electricity	1,518.48	294.69	1,813.17
BT PLC		Telephone/Broadband at Community Centre June & July	138.44	0.00	138.44
Andy Muskett	5210	Street lighting maint 1st April to 30th June	40.50	8.10	48.60
Andrew Watson		Reimburse expenses	30.74	0.00	30.74
Hazel Trustam		Reimburse expenses	25.93	0.00	25.93
Bedfordshire Association of Town & Parish Councils	AFF060	Affiliation fees 2022-23	1,272.00	0.00	1,272.00
Payments made in between meetings					
Hazel Trustam		July salary	**	**	**
Lucy Fitzgerald-Shaw		July salary	**	**	**
Natalie Lunnon		July salary	**	**	**
Andrew Watson		June/July salary	**	**	**
Gammons		Hall deposit return	100.00	0.00	100.00

Chairman Signature …….

Date …….

Lawrence		Hall deposit return	100.00	0.00	100.00
Reeve		Hall deposit return	100.00	0.00	100.00
Hitchcock		Hall deposit return	100.00	0.00	100.00

INCOME (June)

Description/Payee	**Amount £**
Community Centre Hire income	475.00
Community Centre deposit payments	200.00

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

Chairman Signature …….

Date …….