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 7th February 2023, commencing 7.30pm.

Present: Parish Councillors: Peter Neale (Chairman), Carol Carter, Janice Green, Robert Morris & Ted Pilbeam.

Officer: Mrs Hazel Trustam – Parish Clerk

23/02/051 **Apologies for absence**
Apologies for absence were received from Cllr Hugh Roberts.

23/02/052 **Declarations of interest**
No declarations of interest made.

23/02/053 **Dispensation Requests**
No requests had been submitted.

23/02/054 **Public Participation**
No matters were raised.

23/02/055 **Minutes of meetings**
Resolved to approve as an accurate record of proceedings, the minutes of Marston Moreteyne Finance & General Purposes Committee held on Tuesday 3rd January 2023. Proposed Cllr Pilbeam seconded Cllr Carter. Agreed.

23/02/056 **Matters arising from the minutes.**
17/04/167 Community Emergency Plan: It was agreed that the list of community buildings & contacts is still relevant and required in the event of an emergency. Cllr Neale and parish clerk to action.
22/06/243.2 Cricket at Community Centre: Ongoing.
Queen's Jubilee Garden sign: Ongoing.
22/10/393.3 New allotment site: The Planning Officer dealing with the application submitted by Bovis Homes to discharge the condition relating to the allotment layout is to liaise with CBC Head of Leisure to discuss the flooding issues raised by the parish council.
22/11/442.2 Cricket Pitch: Rabbit netting not erected yet by BDW to protect cricket area. No further correspondence received from BDW.
22/11/442.3: Queen Elisabeth II Roses: The roses have been planted in the Jubilee garden.
22/11/443 Play/Skate Park Area: IDB and costs for soil analysis to be obtained.
22/12/481.2 Community Centre Land Transfer: Still awaiting a response from the solicitor with regard to questions raised at the last meeting. Parish clerk has chased for a response.
23/01/019 Community Centre bollards: Andy Muskett is scheduled to replace the two fallen bollards early February. There are two other bollards which need investigation and potential repair. These will be looked at when repairing the other two. It is anticipated that following repairs, the column lighting will resume working.
23/01/020 Coronation of King Charles III: The matter was discussed at full council in January, and it was resolved that a meeting be scheduled with other village organisations to discuss organising a similar event to the Platinum Jubilee in 2022.

Chairman Signature …….

Date …….

23/02/057 **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 Morris, seconded Cllr Green. Agreed.

23/02/058 **Community Centre**

58.1 Latent Defects

An up-to-date written report regarding all latent defects reported to BDW and subsequent action taken was circulated prior to the meeting and received. The parish clerk advised of recent updates to the report.

58.2 Renewal of BMS maintenance contract.

A quotation of £500.00 + VAT had been received from AES Control Systems to renew the maintenance contract for the BMS system.

It was resolved to accept the quotation of £500.00+VAT and renew the maintenance contract for a further year.

58.3 Boiler service

A quotation of £450.00 + VAT and materials had been received from Sterling Installations to carry out the annual service of the 2 x boilers and visually check other vessels, pumps, and ancillary equipment.

It was resolved to accept the quotation of £450.00 + VAT + Materials subject to clarification that a gas safe certificate would be issued for the building and all areas of gas installation would be checked. Proposed Cllr Morris, seconded Cllr Pilbeam.

58.4 Photovoltaic Panel Project

The parish clerk provided a verbal report updating members on the photovoltaic panel project to date. The report included matters relating to but not limited to quotations received, planning permission, grant funding available and insurance. Following discussion, next steps were agreed.

22/02/059 **Audit Plan & Effectiveness of Audit**

The committee reviewed the Effectiveness of Internal Audit and felt that it was effective. No amendments were suggested. The appointed internal auditor had been independent, competent and a report had been sent to the parish council.

The parish clerk advised that the updated Audit Plan reflected the amendments made in March 2022 to the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide. The committee agreed that it was effective and current following an increase in activity by the parish council over the past 12 months.

The parish clerk advised that the current appointed internal auditor - Keens Shay Keens – have ceased trading and therefore a new internal auditor needed appointing. Quotations would be sought and considered by the committee at its March meeting where a recommendation would be agreed and placed before the full council on 21st March for a decision to be made. The new auditor would be appointed from 1st April 2023.

It was resolved that it be recommended to full council that both the Internal Audit and Audit Plan is effective.

23/02/060 **Finance Correspondence**

No correspondence received.

There being no further business to transact, the meeting was closed at 8.33pm.

Chairman Signature …….

Date …….

Appendix 1.
Invoices approved for payment:

Payee	Invoice No.	Description	Net £	VAT £	Total £
HMRC		PAYE & NIC contributions for Jan	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for Jan	**	0.00	**
Bedford Borough Council	18948622 & 19161997	Commercial bin rental and emptying Charges from 01.08.22 – 28.08.22 and 28.11.22 – 01.01.23 Credit Total:	60.62 88.37 **148.99**	12.10 17.67 00.02 **29.75**	72.72 106.04 **178.74**
Warners of Bedford	16244 16170	Grounds maintenance to Community centre (incl grass cutting & bin emptying). Nov. Refuse & dog bin emptying, litter pick, nature reserve cut. **Total**	320.00 377.00 **697.00**	64.00 75.40 **139.40**	384.00 452.40 **836.40**
BT PLC		Telephone/Broadband at Community Centre January	57.00	11.40	68.40
Viking Payments	9814738 9814739	Community centre supplies Stationery supplies & postage stamps **Total:**	88.34 206.38 **294.72**	17.67 34.48 **52.15**	106.01 240.86 **346.87**
CPM Playgrounds Ltd	5205	Play & skate park inspections Nov 2022	92.00	18.40	110.40
Andy Muskett Ltd	5363	Removal of Christmas lights from street columns and community centre	750.00	150.00	900.00
Acton Security Ltd	1721	Annual service for intruder alarm at community centre plus one year app support	210.00	42.00	252.00
North Hertfordshire Centre for Voluntary Service	5502	DBS Checks for Youth Council volunteers	54.00	0.00	54.00
British Gas	959945173	Community centre electricity (1 Nov-31Jan)	1,670.81	316.17	1,986.98
British Gas	310949208	Community centre gas (11 Nov – 31 Dec)	1,581.97	307.39	1,889.36
Cooksley		Hall deposit refund	100.00	0.00	100.00
Kayum		Hall deposit refund	100.00	0.00	100.00
Sigward-Harris		Hall deposit refund	100.00	0.00	100.00
MJ Petty Ltd	1801	Gritting community centre – January	150.00	30.00	180.00
Ace Fire & Security	174510	CCTV Maintenance agreement	320.00	64.00	384.00

Chairman Signature …….

Date …….

Payments made in between meetings					
Hazel Trustam		Jan salary	**	0.00	**
Lucy Fitzgerald-Shaw		Jan salary	**	0.00	**
Natalie Lunnon		Jan salary	**	0.00	**
Brian Ormston		Jan salary	**	0.00	**
Swinburne		Hall deposit refund	100.00	0.00	100.00
Cafferty		Hall deposit refund	100.00	0.00	100.00
L. Fitzgerald-Shaw		Expenses refund	231.19	0.00	231.19
Food Etc CIC		Hall deposit refund	100.00	0.00	100.00
ProMed Ltd	MP230001	First aid cover for Xmas Event (Dec 2022)	276.00	55.20	331.20
Smith		Hall deposit refund	56.00	0.00	56.00

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

Chairman Signature …….

Date …….