MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 2nd April 2023, in the Francis Keep Room at Marston Moreteyne Community Centre, Great Linns, Marston Moreteyne, MK43 0DD commencing 8.00pm .

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

<table>
<tr><th>Minute Reference</th><th>Agenda Item</th><th>Power</th><th>Action</th></tr>
<tr><td>24/04/144</td><td>Apologies for absence
Apologies for absence were received and noted from Councillor Hugh Roberts.
Absent: Cllr Joanne Johnstone.</td><td>Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40</td><td>Clerk to keep on file</td></tr>
<tr><td>24/04/145</td><td>Disclosure of local and/or disclosable pecuniary interests
No declarations of interest were received.</td><td>Localism Act 2011, Sch 7, s31</td><td>N/A</td></tr>
<tr><td>24/04/146</td><td>Dispensation Requests
No dispensation requests were received.</td><td>Localism Act 2011, Sch 7, s33</td><td>N/A</td></tr>
<tr><td>24/04/147</td><td>Open Forum
Cllr Pilbeam advised members that Central Bedfordshire Council has re tarmacked the footpath/cycleway across Denton Drive green. The footpath has been made much wider and contractors have removed the barriers at each end. There is concern given the width, motorists could use for parking. It was agreed to report this to CBC Highways.</td><td>Public Bodies (Admissions to Meetings) Act 1960, s1 (1).</td><td>N/A</td></tr>
<tr><td>24/04/148</td><td>Minutes of meetings
It was resolved to approve as an accurate recording of proceedings the minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 5th March 2024.
Proposed Cllr Green, seconded Cllr Carter. Agreed.</td><td>Local Government Act 1972, Sch 12, Part VI, p41 (1)</td><td>Clerk to keep on file</td></tr>
<tr><td>24/04/149</td><td>Matters arising from the minutes – for information only.
The following written report was circulated prior to the meeting. It was received and accepted:

<table>
<tr><th>Minute Reference</th><th>Subject</th><th>Update</th></tr>
<tr><td>22/06/243.2</td><td>Cricket at Community Centre</td><td>Cricket outfield was cut on 26.03.24.
Meeting on 4th April with Sam Rose (Head of Participation & Growth) & Brad Matthews Cricket East. HR & clerk to attend. TP to attend if possible.</td></tr>
<tr><td>22/11/481.2</td><td>Play/Skate Park Area</td><td>Insurance form from CBC Insurance Team to be completed regarding tree roots lifting skate park surface and play area at Bedford Road. Parish Clerk to chase BATPC for clarification on which organisation should submit the claim.</td></tr>
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</td><td>N/A</td><td>N/A</td></tr>
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Chairman Signature ……

Date ……

	23/03/105.4	PAT Testing	Seeking costs.		
	23/03/105.3	Fire Risk Assessment	Emergency Bulkhead LED repaired 25.03.24. Fire Brigade undertook spot check of community centre on 18th March 2024. Advised that Fire Risk Assessment can be carried out by competent person.		
	23/03/109	Play Area/Skate Park: Bedford Road	Ongoing. Quotations need to be submitted to CBC in order to secure the Outdoor Sport & Informal Space Funding. The application can then be considered for approval. Resolution 22/11/443. However, until the issues of the safety surfacing have been discussed (see 22/11/481.2) then an application cannot be submitted.		
	23/04/143.2	Photovoltaic Panels	Grantscape and CBC have advised that grants are secure until April/May 2024.		
	23/06/206	British Gas Energy Costs	Alternative quotations required.		
	23/12/434b	Marston Moreteyne Community Centre Transfer	Ongoing.		
	24/01/006	Harrison Meadows Allotment site	No further update from DWH or Vistry.		
	24/01/008	Community Centre	Cllr Carter obtained passed info to parish clerk in regard to the sound monitoring equipment used at the village hall.		
	24/02/056	Community Centre	Three enquiries have been received for the keyholder vacancy. Application forms have been sent for completion. Interviews to take place after Easter.		
24/04/150	**Invoices for payment** A list of receipts and payments was circulated. Cllr Green proposed that the payments be approved for payment, seconded Cllr Morris. **It was resolved** to approve invoices for payment per Appendix 1 (attached). Agreed.			Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.	Clerk to arrange payments
24/04/151	**Community Centre** (a) <u>Defects Report</u> An up-to-date written report (up to 26.03.24) regarding defects reported to BDW and subsequent action taken, was circulated prior to the meeting, and received. (b) <u>Renewal of BMS Maintenance Contract.</u> The clerk had circulated information in regard to the renewal of the BMS Maintenance Contract. **It was resolved** to approve the renewal of the BMS Maintenance Contract at a cost of £1,225.00 + VAT subject to the amount including remote access. Proposed Cllr Green, seconded Cllr Morris. Agreed			Local Government (Miscellaneous Provisions) Act 1976, s19; Local Government Act 1972, s133.	Clerk to ascertain inclusion of remote access and keep info on file.

Chairman Signature ……

Date ……

Cllr Morris left the meeting.	(c) <u>Condition of hall</u> The clerk provided a report following a late-night hire of the community centre. The report advised the condition of the community centre and what had been needed from staff to ensure it was ready for the next hirer. It was resolved to withhold the hirers deposit and to invoice for staff time. It was resolved to reimburse members of staff for time worked. Members discussed the option of contacting an on-call cleaning company should this situation arise again. It was agreed to identify three companies that offer this type of service and obtain costs. It was agreed to maintain a record of larger events and identify issues arising from.		Clerk to action.
24/04/152	**Removal of Marston in Bloom planters.** To receive costs for the removal of unused and old planters from the container at the Sport Pavilion site. The parish clerk advised that arranging for a grab lorry to remove the planters from the container would prove very costly. A more cost-effective way would be to use a skip. Costs advised. The parish clerk advised that no response had been received from the Playing Field Committee in regard to access to remove the planters. Following discussion, it was resolved to award a grant of £210.00 to the Playing Field Management Committee to enable a skip to be hired by the committee to dispose of the old planters, subject to confirmation that there was still a need to dispose of them.	Local Government Act 1972, s137.	Clerk to action.
24/04/153	**Correspondence** British Gas had advised that the cost of supplying the parish council's energy was changing. Whilst the day and night units were reducing, the Standing and Capacity charges were increasing. Following discussion, it was resolved that 001 Ltd be appointed to undertake an energy audit and provide suitable alternatives which may save costs.	Local Government (Miscellaneous Provisions) Act 1976, s19; Local Government Act 1972.	Clerk to action.
	There being no further business to transact, the meeting was closed at 9.34pm.		

Chairman Signature …….

Date …….

Appendix 1. Invoices 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	**
Warners of Bedford	17248 17157	Grounds maintenance to Community centre (incl grass cutting & bin emptying) March Litter pick, bin empty: Play/skate park areas	320.00 222.00	64.00 44.40	384.00 266.40
BT PLC		Telephone/Broadband at Community Centre (1-31 March)	58.66	11.73	70.39
British Gas	820903766	Community centre elec (1-29 Feb)	1,068.64	213.72	1,282.36
White Hart Press	29883	March newsletter	140.00	0.00	140.00
Viking Payments	3870112	Wall clock, files & milk	43.67	7.28	50.66
Bedford Borough Council	19892993	Refuse bin hire & empty (29/01/24 – 03/03/24)	68.48	13.69	82.17
Eyelid Productions	3510	Annual website support	100.00	0.00	100.00
Central Bedfordshire Council	33197903	Business rates 05/04/24 to 05/03/25 Cemetery.	633.99	0.00	633.99
Fire Response UK Ltd	33915	Replacement LED Bulkhead – Community Centre	83.04	16.61	99.65
PPL PRS Ltd	SIN2659520	Music License. Community Centre	444.54	88.91	533.45
Andy Muskett Ltd	5713	Street lighting maint – 1st Jan – 31st March 24	40.50	8.10	48.60
Central Bedfordshire Council		Premises License 2023 & 2024	140.00	0.00	140.00
Payments made in between meetings					
Members of Staff		March salaries	**		**
Various		Hall deposit refunds	585.00		585.00

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

Chairman Signature …….

Date ……