MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 14th January 2025, in the Francis Keep Room at Marston Moreteyne Community Centre, Great Linns, Marston Moreteyne, MK43 0DD commencing 7.00pm .

Present: Councillors Ted Pilbeam(Chairman), Carol Carter, Bill Chandi, Janice Green & Joanna Johnson
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>25/01/009</td><td>Apologies for absence
Apologies for absence were received and noted from Cllr Morris,</td><td>Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40</td><td>Parish Clerk to keep on file</td></tr>
<tr><td>25/01/010</td><td>Disclosure of local and/or disclosable pecuniary interests
None</td><td>Localism Act 2011, Sch 7, s31</td><td>N/A</td></tr>
<tr><td>25/01/011</td><td>Dispensation Requests
None.</td><td>Localism Act 2011, Sch 7, s33</td><td>N/A</td></tr>
<tr><td>25/01/012</td><td>Open Forum
No matters were raised.</td><td>Public Bodies (Admissions to Meetings) Act 1960, s1 (1).</td><td>N/A</td></tr>
<tr><td>25/01/013</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 3rd December 2024. Proposed Cllr Green, seconded Cllr Johnson. Agreed.</td><td>Local Government Act 1972, Sch 12, Part VI, p41 (1)</td><td>Parish Clerk to keep on file</td></tr>
<tr><td>25/01/014</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>23/03/105.4</td><td>PAT Testing</td><td>Costs to be sought.</td></tr>
<tr><td>23/03/109</td><td>Play Area/Skate Park: Bedford Road</td><td>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.</td></tr>
<tr><td>23/12/434b</td><td>Marston Moreteyne Community Centre Transfer</td><td>Letter sent to BDW (Dec 2024).</td></tr>
<tr><td>24/01/006</td><td>Harrison Meadows Allotment site</td><td>CBCs Planning Officer has written to Vistry advising that it is in breach of Planning conditions in permission CB/11/04445/OUT and requested details within 21 days.</td></tr>
</table></td><td>N/A</td><td>N/A</td></tr>
</table>

Chairman Signature ……

Date ……

			The Planning Officer intends to write to DWH separately in regard to the allotment car park. The parish clerk has requested that a request for information on remedial works to the ditch adjacent to the new allotment land is also requested from DWH. No further update.		
	24/04/147	Footpath/Cycle way Denton Drive	Reported concern to CBC Highways & Ward Cllr Clark regarding the width of the footpath and removal of barriers at end of footpath following repairs. Cllr Clark agreed to follow up. No further information.		
	24/06/221(b)	Community Centre – resident's complaints	Investigate types and costs of potential surfacing for a more permanent surface which can be used year-round. (Action: Cllr Pilbeam).		
	24/06/222	Parish Council Insurance	Agree levels for Business Interruption.		
	24/06/224	Marston Moreteyne Cemetery	Report to be created for a draft plan and costs for a proper structured and mulched flower bed for both the Covid-19 and reflection gardens. Obtain costs for maintenance of the bench and gates.		
	24/06/225(b)	Correspondence – Water Plus	Investigate costs for alternative water companies. Sought costs from 001 Ltd. Clerk to chase.		
	24/11/383	Play & Skate Park Areas	The committee resolved to request the assistance of Ward Cllr Clark with the intention of liaising with Central Bedfordshire Council Insurance Team and Tree Officer(s) to address the skate park surfacing, potentially involving an insurance claim/consultation about the management of CBCs tree roots. Meeting with representatives from the Playing Field Management Committee to be arranged.		
	24/12/428	Community Centre	Repair of front door. Repair company attended site. New part needed to be ordered. Awaiting confirmation of cost and date to fit.		
25/01/015	**Invoices for payment** A list of receipts and payments was circulated. It was resolved to approve payments. Proposed Cllr Chandi, seconded Cllr Green. Agreed.			Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.	Parish Clerk to arrange payments
25/01/016	**Community Centre** (a) <u>Defects Report</u> An up-to-date written report (23.12.24) regarding defects reported to BDW and subsequent action taken, was circulated prior to the meeting, and received.			Local Government (Miscellaneous Provisions) Act 1976, s19; Local Government Act	Parish Clerk to action

Chairman Signature …….

Date ……

	The parish clerk provided a brief update in regard to remedial works detailed in the report. (b) <u>Feedback on community centre operations.</u> The parish clerk provided a verbal report. This included details of deep grooves in the grassed areas to the rear of the building; the reason for delays to the winter pruning in the wildflower meadows; gritting of the car park/footpaths during the recent frosty weather; booking enquiries have increased; external lights to two sides of the building are not working, contractor to investigate and report any action required. Members discussed the need for storage racking in the outside store where replacement parts for the building can be stored off the floor and an inventory can be made. It was resolved that costs be sought for storage racking and its assembly. Parish Clerk to action. (c) <u>To consider costs for a deep clean of the community centre and resolve a suitable course of action.</u> Three quotations had been sought for the deep clean (inside and outside) of the community centre. Copies of all quotations had been circulated to members prior to the meeting. **It was resolved** to accept the quotation from One Group Services at a cost of £2,120.00 + VAT. Parish Clerk to action. (d) <u>Repair of pipework in community centre corridor.</u> Costs had been sought from the council's heating contractor to repair the pipework leak in the first corridor. The proposal and costs was discussed. **It was agreed** that the parish clerk contact the company again to find a solution which did not involve the removal of the heat meter which had been installed as part of the original BREEAM requirements. Parish Clerk to action.	1972, s133.	Parish Clerk Parish Clerk Parish Clerk
25/01/017	**Skate Park** Ward Cllr Clark has requested guidance from CBCs Leisure Services Team in relation to the issues concern the skate park surface. No further update.	Local Government (Miscellaneous Provisions) Act 1976, s19(3)	Parish Clerk to chase.
25/01/018	**Completion of the audit for year ended 31st March 2024**. A letter was received from Mazars clarifying the level of general reserves following publication of the AGAR and to consider comments within. It was noted that Mazars had amended the sum held under unearmarked reserves from £502,981 to £241,912 as notified by the parish clerk. It was resolved to report this to full council and recommend that the letter is published on the council's website.	Localism Act 2011, Chr1, s1-8	Full council.
25/01/019	**Budget / Precept 2025/26** (a) <u>2025/26 Budget</u> A draft budget was circulated to members prior to the meeting which reflected the changes agreed at the previous meeting. **It was resolved** to recommend the draft budget with a revenue expenditure of £251,434.00 for consideration by full council at its	Local Government Finance Act 1992 s41 Financial Regulations	Full council.

Chairman Signature …….

Date …….

	meeting on 21st January 2025. **It was resolved** to recommend an allocation of £41,701.00 to earmarked reserves for additional projects be allocated during this financial year (2024/25). To be considered by full council at its meeting on 21st January 2025. (b) <u>2025/26 Precept</u> Precept calculations had been circulated prior to the meeting. Members discussed the level of unearmarked reserves held and were mindful of the 2023/24 audit report from Mazars. Budget calculations had been based on an expenditure budget of £2451,434.00 Options were considered which included the use of unearmarked reserves to offset the precept increase. **It was resolved** to recommend a draft precept of £206,091.00 for consideration by full council at its meeting on 21st January 2025.		
25/01/020	**Correspondence** No correspondence	N/A	
	There being no further business to transact, the meeting was closed at 8.10pm.		

Chairman Signature …….

Date …….

Appendix 1. Invoices for payment

Payee	Invoice No.	Description	Net £	VAT £	Total £
Warners of Bedford	17745	Grounds maintenance at community centre (November)	250.00	50.00	300.00
	17802	Grounds maintenance at community centre (December)	250.00	50.00	300.00
	17790	Litter pick / empty bins. Cut back cemetery hedge	481.00	96.20	577.20
	17858	Grounds maintenance at community centre (January)	250.00	50.00	300.00
Viking Payments	5179407	Community centre supplies	86.47	17.29	103.76
Forvis Mazars	2449348	External Audit year ending 31.03.24	670.00	134.00	804.00
Woodfines LLP	9857	Professional charges from 03.06.24 to 17.12.24	1,750.00	350.00	2,100.00
H. Trustam		Reimbursement of expenses	44.28	0.00	44.28
Ian Deavin	188	Tai Chi workshop instruction.	300.00	0.00	300.00
SLCC		Membership renewal	300.00	0.00	300.00
BGS Intelligent Door Solutions Ltd	SI1045744	Attendance of site engineer to establish reason for community centre front door not working on auto.	297.50	59.50	357.00
Bedford Borough Council	20380017	Bin hire 4th Nov to 1st Dec 2024	87.20	17.42	104.62
	20326871	Bin hire 30th Sept to 3rd Nov 2024	128.10	25.61	153.71
Anglian Water Business (National) Ltd	14322385	Water costs for Marston Moreteyne Allotments, period 17th Aug to 16th Nov 2024.	78.45	0.00	78.45
CPRE		Membership renewal	36.00	0.00	36.00
Sterling Installations	24111	Attend site to investigate leak from pipework.	135.00	27.00	162.00
Hall hirer		Hall deposit refund	100.00		100.00
Payments made in between meetings					
Staff salaries		December salaries	**		**
Crown Gas Power	3351938	Gas for community centre. (Direct Debit payment).	593.73	118.74	712.47
Crown Gas Power	15432	Electricity for community centre. (Direct Debit payment)	777.96	155.59	933.55
Hall hirer		Hire hall overpayment.	100.00		100.00
Hall hirers		Hall deposit refunds	500.00		500.00
HMRC		PAYE & NIC contributions for December	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for December	**	0.00	**
BT PLC	M033 KG	Telephone/Broadband at Community Centre (1-31 Dec)	66.30	13.26	79.56

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

Chairman Signature ……

Date ……