MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held at Church End Lower School, Church Walk, Marston Moreteyne on Tuesday 5th March 2019, commencing 7.45pm.

Present: Parish Councillors: Peter Neale (Chairperson), Mrs Janice Green, Ted Pilbeam & Mrs Carole Yates
In attendance: Officer: Mrs Hazel Trustam – Parish Clerk

19/03/091 **Apologies for absence**
Apology for absence was received from Councillors Hugh Roberts, Robert Morris & Terry Hyde. Reasons given accepted.

19/03/092 **Declarations of interest**
No matters of interest were declared.

19/03/093 **Dispensation Requests**
No requests had been submitted.

19/03/094 **Public Participation**
No matters were raised.

19/03/095 **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 12th February 2019. Proposed Cllr Mrs Green, seconded Cllr Mrs Yates. Agreed.

19/03/096 **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.
18/07/314 Finance Correspondence: The clerk advised that she has contacted three audit companies for a quotation to undertake an internal audit. It was agreed that this was the best course of action, owing to future increase in activities, income and expenditure due to the new community building.
18/10/426 Play/Skate Park Areas: Collate a list of repairs and obtain costs from CPM Playgrounds for consideration.

19/03/097 **Income & Expenditure report for all cost centres for 2018-19, to date**
Resolved to receive and approve Income & Expenditure report for all cost centres for 2018/19 to date. No further comments received.

19/03/098 **Invoices for payment**
A list of receipts and payments was circulated. **It was resolved** to approve the following invoices for payment. Proposed Cllr Mrs Green, seconded Cllr Pilbeam. Approved.

VSI Media Ltd	March edition diary delivery	£ 403.20
Copykatz Ltd	March edition diary printing	£ 192.00
Bedford Borough Council	Feb payroll incl payroll provision charge	£ ** DD
Viking Payments	Stationery	£ 117.80
Anglian Water Business Ltd (National)	Allotment water supply	£ 109.57
Anglian Water Business Ltd (National)	Cemetery water supply	£ 12.10
LJ, GS & DL Haynes	Allotment hedge/ditch, cemetery ditch strimming	£120.00
CPM Playgrounds Ltd	Operational inspection – 28.02.19	£ 110.40
Royal British Legion	Poppy wreath and donation	£ 100.00
Mr. P. Neale	Reimbursement for purchase and cutting of 7 x allotment gate keys	£ 35.00

Income

AL & G Abbott	Burial (Denton)	£480.00
Various	Allotment rent and keys	£ 50.00

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

19/03/099 **Play/Skate Park Areas**
Reports of inspections carried out by CPM Playgrounds on 28th February 2019 were duly accepted.

19/03/100 **Asset register**
A draft copy of the asset register was reviewed by the committee and adjustments were agreed by the committee to reflect the transactions of the council since the last review. **It was resolved** to submit the amended asset register to full council for approval.

19/03/101 **Effectiveness of Internal Audit**

The committee reviewed the effectiveness of internal audit and felt that the internal procedure and auditor was effective. The appointed internal auditor for 2017/18 had been independent, competent and a presented good report to the parish council. **It was resolved** that it be recommended to full council that the internal audit procedure is effective.

19/03/102 **Risk Assessment**

A copy of the document had been circulated with the agenda. The committee reviewed the Parish Council's Risk Assessment document and agreed amendments prior to submission to full council for consideration.

19/03/103 **Finance correspondence**

A letter received from Bedford Borough Council advised that there will be no increase in the cost of payroll provision this year and shall remain at £150.00. Due to the council's corporate digital enhancement programme a number of changes come into place from April 19. The changes were highlighted to members.

Following discussion, it was agreed that further information was required to assess the implications to the parish council of holding its own PAYE tax reference and Collection Reference Number with HMRC. It was agreed that the clerk should contact Bedford Borough Council to obtain this information.

There being no further business to transact, the meeting was closed at 8.40pm.