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 6th March 2018, commencing 8.00pm.

Present: Parish Councillors: Peter Neale (Chairman), Mrs Janice Green, Terry Hyde & Mrs Carole Yates.
Officer: Mrs Hazel Trustam – Parish Clerk

18/03/101 Apologies for absence
Apologies for absence were received from Cllrs H. Roberts & R. Morris. Reasons given were noted.

18/03/102 Declarations of interest
No declarations were made.

18/03/103 Dispensation Requests
No requests had been submitted.

18/03/104 Public Participation
No matters were raised.

18/03/105 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 2nd January 2018. Proposed Cllr Hyde, seconded Cllr Green.

18/03/106 Matters arising from the minutes
17/03/117 Millennium Floodlighting: A. Muskett will quote for a meter in the New Year.
17/04/167 Community Emergency Plan: Cllr Neale and parish clerk to collate a list of community buildings and contacts.
17/11/490 Grass-cutting contract 2018-2021: On the agenda to be discussed.
18/01/019.2 Overhanging branches/vegetation – Footpath to Shelton Play area: The clerk advised that this work has been completed.

18/03/107 Invoices for payment
A list of receipts and payments was circulated. **It was resolved** to approve the following invoices for payment

3CD Group	March edition diary delivery	£ 403.20
Bedford Borough Council	February payroll	£ ** DD
CPM Playgrounds Ltd	Inspection & play equipment repairs	£ 548.40
Bedford-Bletchley Rail Users Assn	membership renewal	£ 5.00
Anglian Water Business Ltd (National)	Cemetery supply	£ 10.52
Andy Muskett Ltd	Street lamp maintenance	£ 183.60
Church End Lower School	Hall hire 3.10.17 to 20.2.18	£ 182.00
FJ Beddoe	Litter Picking	£ 154.00

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

18/03/108 **Play/Skate Park Areas**

108.1 Inspection reports
Reports of inspections carried out by CPM Playgrounds on 20th February 2018 were duly accepted. No new matters had arisen.

108.2 Consideration of Annual & Operational Inspections
Members considered the following timetable for inspections of the skate park and play areas that the parish council is responsible for, and agreed that it be recommended for approval by full council at its meeting on 20th March 2018.

Weekly inspections to be carried out by the Parish Council.
Operational inspections – 3 per annum. To be carried out in the months of August, November and February.
Annual inspection – 1 per annum. To be carried out in the month of May.

Members received quotations for the annual inspection and operational inspections.
It was resolved to recommend that the Parish Council appoints The Play Inspection Company to undertake the annual inspections at a cost of £150.00 + VAT.
It was resolved to recommend that the Parish Council re-appoints CPM Playgrounds Ltd to undertake the operational inspections at a cost of £92.00 + VAT per visit.

18/03/109 Grass cutting Contract 1.4.18 to 31.3.21

109.1 Service Level Agreement

Copies of the renewable Service Level Agreement between the parish council and Central Bedfordshire Council for the devolvement of grass-cutting for period 1st April 2018 to 31st March 2021 had been circulated to all members prior to the meeting. Areas in red highlighted any changes from the previous SLA. Following discussion, it was resolved to recommend that full council accepts the contract at its meeting on 20th March 2018.

109.2 Appointment of grass cutting contractor for the period 1st April 2015 - 31st March 2018.

The clerk advised that she had sought four quotations for the contract. Two of the four companies had submitted quotations. The clerk tabled the costs received from both contractors.

Following discussion, **it was resolved** to recommend to full council that it appoints Warners of Bedford Ltd (Contractor A) as its grass cutting contractor for the period 1.4.18 to 3.3.21 at its meeting on 20th March 2018.

18/03/110 **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.

18/03/111 **Finance correspondence**

Nothing was raised.

There being no further business to transact, the meeting was closed at 8.55pm.