# 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 November 2019, commencing 7.45pm.**

**Present:** Parish Councillors: Peter Neale (Chairperson), Hugh Roberts, Mrs Janice Green, Ted Pilbeam, Robert Morris, Mrs Carole Yates & Terry Hyde.
**In attendance:** Officer: Mrs Hazel Trustam – Parish Clerk

19/11/399 **Apologies for absence**
No apologies for absence were received.

19/11/400 **Declarations of interest**
No matters of interest were declared.

19/11/401 **Dispensation Requests**
No requests had been submitted.

19/11/402 **Public Participation**
No matters were raised.

19/11/403 **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 1st October 2019. Proposed Cllr Mrs Green, seconded Cllr Pilbeam. Agreed.

19/11/404 **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.
18/10/426 Play/Skate Park Areas: Collate a list of repairs and obtain costs from CPM Playgrounds for consideration.
19/09/326 Christmas Tree: The clerk confirmed that the Christmas tree is schedule to be

19/11/405 **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 Roberts. Approved.

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| Andrew Lawrence | Nov edition diary delivery | £ 403.20 |
| Copykatz Ltd | Oct/Nov diary & Remembrance Day Service | £ 482.00 |
| Bedford Borough Council | Oct payroll incl payroll provision charge | £ ** DD |
| Warners of Bedford | Litter pick & bin emptying & grass-cutting | £ 1359.60 |
| Bootsies Nursery | Winter planting planters/war memorial | £ 2542.00 |
| SLCC Enterprises Ltd | Effective Supervision/Performance Management And Website Accessibility guidelines training | £ 246.00 |
| Mazars LLP | Audit fee for accounts y/e 31.3.2019 | £ 480.00 |
| Andy Muskett Ltd | 2nd quarter streetlight maintenance | £ 43.20 |
| Marston Moreteyne School | Hall hire 11.2.19 to 21.5.19 | £ 143.00 |
| Marston Moreteyne Village Hall | Grant | £ 3000.00 |
| Viking Payments | Stationery | £ 294.62 |

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

19/11/406 **Audit 2018/19**
The committee reviewed comments provided by the auditor Mazars LLP and resolved to assess reserve levels during preparation of the 2020/21 budget. It was agreed to create a draft Reserves Policy and present to full council for consideration.

19/11/407 **Budget 2020/21**
Members reviewed budget headings for the coming financial year. Cllr Morris stated that the parish council needs to find a new provider for its website following the announcement by its current website service, Project Involve/Beds Parishes, run by Cambridge Open Services to terminate its service at the end of March 2020. The clerk advised that several Bedfordshire parishes were affected and agreed to find out more information and if any possible solutions had been identified.

Members expressed concern relating to the continued repair of safety surfacing at Bedford Road play area. The surfacing was subject to shrinkage each year due to ground conditions. It was agreed that the clerk contact Lisa White at Central Bedfordshire Council for advice. Members also discussed the possibility of moving the play equipment closer to the MUGA. There was an acknowledgement that this could be costly and that there might not be sufficient room due to the committee seeking funding for a new, larger MUGA. However, Cllr Hyde agreed to discuss it with the Playing Field Management Committee at their next meeting.

The clerk advised that the tax base for 2020/21 was 2397. An increase of 56 from 2019/20. Members felt that the Band D charge should remain at £67.76 pa if possible but would consider an increase if figures proved that it was required.

19/11/408 **Allotments**

A request to keep ducks on an allotment plot had been received by a tenant. After a brief discussion, it was agreed to approve the request. The plot holder will be required to keep any ducks in line with RSPCA standards.

19/11/409 **Draft risk assessment for the Remembrance Parade on 10th November 2019**.

The clerk had prepared a risk assessment for the Remembrance Parade. Following one amendment, the risk assessment was approved.

19/11/410 **Finance correspondence**

No matters were raised.

There being no further business to transact, the meeting was closed at 9.20pm.