MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 4th August 2026, in the Francis Keep Room at Marston Moreteyne Community Centre, Great Linns, Marston Moreteyne, MK43 0DD commencing 7.30pm.

Present: Councillors Robert Morris (Chairman), Hugh Roberts & Simon Thomas
In attendance: Officer: Mrs Hazel Trustam – Parish Clerk
Officer: Mrs. L. Clarke – Facilities Officer.

Minute Reference	Agenda Item	Power	Action
26/08/259	**Apologies for absence** Apologies for absence were received and noted from Cllrs Carter & Pilbeam. Apologies for absence were received from Ward Cllr Sue Clarke.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40	Parish Clerk to keep on file
26/08/260	**Disclosure of local and/or disclosable pecuniary interests** None declared.	Localism Act 2011, Sch 7, s31	N/A
26/08/261	**Dispensation Requests** None.	Localism Act 2011, Sch 7, s33	N/A
26/08/262	**Open Forum** No matters raised.	Public Bodies (Admissions to Meetings) Act 1960, s1 (1).	N/A
26/08/263	**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 2nd June 2026. Proposed Cllr Roberts, seconded Cllr Morris. Agreed.	Local Government Act 1972, Sch 12, Part VI, p41 (1)	Parish Clerk to keep on file
26/08/264	**Matters arising from the minutes – for information only.** A written report was circulated prior to the meeting. It was received and accepted. See Appendix 1. Comments in addition to Appendix 1: • Earmarked Reserves budget to be scrutinised during 2027/28 budget preparation to ensure that all sums were earmarked to agreed projects. • Several residents had reported overhanging bushes adjacent to public rights of way. Question asked if the parish council has a list of footpaths. Cllr Roberts advised that CBC were open to conversations with town & parish council in regard to devolving services such as grass/hedge cutting. **It was resolved** that the matter be placed on the September Full Council agenda to ascertain the council's appetite for taking on further devolved services from Central Bedfordshire Council. *7.55pm. Ward Cllr Saverio Bongo arrives at the meeting.*	N/A	
26/08/265	**Parish Council insurance** PAT Testing: The council's insurance company had responded that a council employee would be covered by its policy under the following conditions: • Only Council-owned equipment is tested	Financial Regulations	

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	• Testing to take place a council-owned premises • Training course undertaken (part of the PAT Testing equipment purchase price) • Simple risk assessment created for PAT Testing **It was resolved** to purchase the PAT Testing equipment as agreed in Minute Reference 26/05/168c at a cost of £415.00 + VAT. <u>Business Interruption cover</u>: The clerk had prepared a report outlining the options under this cover and what steps are needed to determine the appropriate level. **It was resolved** that the parish clerk prepares a draft assessment setting out the council's anticipated exposure under each of the Business Interruption cover headings and propose appropriate indemnity limits for consideration and approval by the Council.		
26/08/266	**Financial Reports** The Income and Expenditure reports month ending 31.07.26, for all cost centres had been circulated prior to the meeting and were received and accepted.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2025.	
26/08/267	**Invoices for payment** A list of receipts and payments was circulated for July & August. It was noted that the meeting in July had not gone ahead due to being inquorate. Payments on the July sheet had already been made due to contractors and suppliers needing to be paid. See Appendix 2. **It was resolved to** approve payments for: • July. Proposed Cllr Roberts, seconded Cllr Thomas • Augus. Proposed Cllr Roberts, seconded Cllr Morris	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.	Parish Clerk to arrange payments
26/08/268	**Community Centre** (a) <u>Defects report</u> No defects reported. (b) Written reports of repairs completed, and annual inspections carried out/due were received for the months of June and July. Members requested costs for installing a post and hook on the main front door to allow it to remain open during hot weather, improving airflow. This would reduce the need for the motor to continuously hold the door open and, in turn, minimise unnecessary strain on the mechanism. (c) Legionella and Water safety remedial costs. Following inspection, it has emerged that there are a number of remedials required to comply with Legionella and water safety. These include installation of isolation valves for TMV's where not present; service and clean break tank and booster set and top up inhibitor levels. Quotations were received and considered. **It was resolved** to appoint LCA Maintenance Services Ltd to undertake the remedial works at a cost of £1,700.00 + VAT. (d) Plant Room Costs to repair leak on the hot water cylinder and install 2x expansion vessels were received and considered.	Local Government (Miscellaneous Provisions) Act 1976, s19. Local Government Act 1972, s133.	

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	It was resolved to appoint LCA Maintenance Services Ltd to undertake the remedial works at a cost of £1,305.00 + VAT. Costs to descale the heat exchanger were received at £1,235.00 + VAT which was felt to be high. It was resolved to obtain a further quotation and if significantly lower, **it was resolved** that the lower quotation be accepted without the need to re-discuss at the next meeting. (e) Booking System. A written report was provided to members outlining that the current booking system has not performed to the standard anticipated and did not have the capacity for other functions which would help both the running and promotion of the community centre going forward. Costs had been sought from the original second highest scoring programme from the original tender evaluation. This programme has been improved and enhanced with new features recently and was felt to offer a better service. Costs were presented to the committee for consideration. **It was resolved** that further information be obtained on the proposed software to enable members to fully consider its function and to ascertain if other systems can provide similar. (f) Cleanliness. **It was resolved** that staff should check and sweep the hall in between hirers to ensure no items are left on the floor which could cause slip or injury.		
26/08/269	**Cemetery** The cemetery interceptor had been installed as a requirement by the Environment Agency to filter surface water from the car park. A report in relating to the service and maintenance of Interceptor had been circulated prior to the meeting and was considered. **It was resolved** to appoint Cleaning Service Group to undertake the work at a cost of £1,190.00 + VAT. **It was resolved** that following the clean and service, the council would agree on the frequency of future cleaning and servicing.	Local Authorities Cemeteries Order 1977. Local Government Act 1972, s214.	
26/08/270	**Bedford Road Play Area & Skate Park** Members were advised that two reports alluding to the safety use of the skate park surface had been received. The clerk reminded members that Ward Cllr Bongo is currently working alongside the Playing Field Committee in relation to remedial works to the skate surface. Members were asked to consider for safety reasons the fencing off of the skate park until remedial works have been completed. It was noted that the annual play area inspection was due to be carried out in August. **It was resolved** to wait until the report was received to enable a professional opinion to be received.	Local Government Act 1972, Sch14 para 27; Public Health Act 1875, s164; Open Spaces Act 1906, ss9 & 10.	PFMC
26/08/271	**Correspondence**	N/A	
	There being no further business to transact, the meeting was closed at 9.20pm.		

Chairman Signature …….

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Appendix 1. Matters Arising Report

Minute Ref.	Subject	Update	Action
24/01/006	Harrison Meadows Allotment Site	Multiple updates from Dec 2024–Jul 2025. Planning Officer has involved new Team Leader and may seek legal team approval due to cost implications.	Vistry has responded to CBC advising that they will be carrying out further investigations by mid-April, including drainage investigations now that clearance of the ditch area has been undertaken by the IDB. Anticipate further works will be carried out after the end of bird-breeding season in Sept. CBC has requested that Vistry provide updates with results of surveys/investigations early May. The PC will be updated at this point. 16.06.26: Vistry has advised CBC that they will clear the site in September at end of bird nesting season. Surveys have been undertaken (drainage + others). CBC has requested copies of surveys and will forward to MMPC upon receipt. Agreement of design/site layout to be agreed. 04.08.26: Clerk advised that CBC Planning has been chased for an update.
24/04/147	Footpath / Cycleway – Denton Drive	Concern raised over footpath width and barrier removal. Cracking observed; photos taken.	CBC has responded to Cllr Pilbeam's letter outlining concerns to the work undertaken to the R51. It was felt that the response did not address any of the questions posed, therefore Cllr Pilbeam agreed to draft a further replying letter.
24/06/221(b)	Community Centre – Residents' Complaints	Exploring options for improved surfacing in car park extension.	Cllr Pilbeam to research surfacing types and costs. 04.08.26: Agreed to defer this until community centre has been transferred to parish council. Remove from MA. Look at EMR funding during 2027/28 budget discussions.
24/06/224	Marston Moreteyne Cemetery	Report to be prepared on structured flower beds and costs. Costs for bench and gate maintenance to be obtained.	Prepare draft plan and cost estimates; obtain maintenance quotes. 04.08/26: Facilities officer to action.
24/06/225(b)	Correspondence – Water Plus	Costs being sought from alternative suppliers.	Clerk to chase quotation from 001 Ltd. Obtain costs in Sept when renewal of utility contract is due.
25/03/094	Open Forum – Station Road Allotments	Meeting held 03.04.25 to discuss drainage issues. One quotation received; two more being sought.	Obtain two further drainage quotations and report findings. 04.08.26: Front entrance 'apron' in need of repair – ahead of remining drainage works if budgets are contrained.
25/03/098(c)	Community Centre Sports Equipment	CBC confirmed £4,079.78 available under S106, spend by 02.05.28.	Confirm equipment costs and submit application to release funds.
25/10/388	Grass Cutting Contract 2026–2028	Review grass cutting mapping area for accuracy.	**Action:** TP, Parish Clerk & Facilities Officer. 04.08.26: Obtaining details of mapping & asset control programmes.
25/10/392	Correspondence	Cllr Elefterescu reminded members to obtain costs for replacement defibrillator at the sports pavilion and a new unit at the community centre.	**Action:** Cllr Elefterescu to pursue defibrillator costs.
26/03/086(b)	Community Centre bollard lighting	Investigate alternative lighting solutions.	Clerk contacted Andy Muskett for alternative lighting suggestions and costs. Costs and options being sought. Indicative timescale for discussion – F&GPC August. 04.08.26: Clerk discussing with Cllr Pilbeam before bringing options to F&GPC.
26/03/091	Data Protection	Clarification on matters raised.	Parish Clerk raised queries with BATPC. Awaiting response.
26/06/203j	Investment Policy	Parish clerk to draft Investment Policy & provide details of investment accounts available.	Ongoing.

Chairman Signature ……

Date ……

Appendix 2. Invoices for consideration (July 2026)

Payee	Invoice No.	Description	Net £	VAT £	Total £
HMRC		PAYE & NIC contributions for June	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for June	**	0.00	**
Bed Borough Cncl	21334780	Bin Hire charges 040526-310526	88.92	17.77	106.69
Edge IT Systems	39491	Booking System 10.07.26 to 09.08.26	48.40	9.68	58.08
Warners of Bedford	18768	Grass cutting Service Level Agreement – June	3,514.00	702.90	4,217.40
Ian Deavin	209	Tai Chi sessions – 5 x June 2026	350.00	0.00	350.00
Techies Ltd	9433	Microsoft Business (12) July	57.96	11.59	69.55
	9432	Microsoft Business (3) July	53.25	10.65	63.90
	9442	Microsoft 365 backup (3) July	5.70	1.14	6.84
	9278	Vodaphone equipment (Qtrly)	105.00	21.00	126.00
	9275	Microsoft Business (12) June	57.96	11.59	69.55
	9274	Microsoft 365 backup (3) June	5.70	1.14	6.84
	9273	Microsoft Business (3) June	53.25	10.65	63.90
	8871	SIP Line April-June	90.00	18.00	108.00
Sterling Installations	SI-104727	Boiler fault – engineer site attendance.	195.00	39.00	234.00
Fire Response UK	37015	Community centre – emergency light replacements	456.13	91.23	547.36
Switched-on Electrical Services	2318	Replace light – Community centre kitchenette	95.00	19.00	114.00
CPM Playgrounds Ltd	5766	Installation of new litter bin – Lower Play Area	185.00	37.00	222.00
	5765	Play Area & Skate Park inspection (29.06.26)	260.00	52.00	312.00
Andy Muskett Ltd	6235	Street Light Maintenance – 1st Quarter	40.50	8.10	48.60
LCA Maintenance Services Ltd	29367	Supply & fit new non-concussive tap in cemetery	140.00	28.00	168.00
	29048	Legionella Control – Community Service	2,150.00	430.00	2,580.00
AES Control Systems	927914	Supply & Replace lamps for BMS Panel (Community Centre)	384.00	76.80	460.80
Bedfordshire Assn of Town & Parish Cncls	2026/27 AFF061	Affiliation Fees for 2026/27	1,528.00	0.00	1,528.00
Lane Electrical Services	3802	Supply & fit replacement PIR motion sensor in hall (Community Centre)	78.28	15.66	93.94
Water Plus	wp-INV12666538	Water charges (Community Centre).	35.90	7.18	43.08
Mr S. Long		Tai Chi refreshments Feb-May 2026	23.66	0.00	23.66
Glasdon UK Ltd	SI937872	Metal Chieftan Bin – Shelton Play Area	634.40	126.88	761.28
Bootsies Nursery	0637	Plants for war memorial	96.00	19.20	115.20
	0651	Marston In Bloom planting	414.04	82.81	496.85
	0652	Marston In bloom planting	119.85	23.96	143.81
Mrs. LA Clarke		Expenses	64.25	0.00	64.25
HW Bedford Ltd	49614	Internal Audit y/e 31.03.26	1550.00	310.00	1,860.00
Hall hirers		Hall deposit refund	300.00	0.00	300.00
GKP (Ampthill) Ltd	262610	Payroll Apr-Jun	225.00	45.00	270.00
	238097	Payroll Admin	110.00	22.00	138.00
Payments between meetings					
Staff salaries		June salaries	**	0.00	**
Crown Gas Power	3986597	Gas for community centre. May (Direct Debit payment).	387.04	19.35	406.39
Crown Gas Power	247511	Electricity for community centre. May (Direct Debit payment)	1,050.17	210.04	1,260.21
Hall hirers		Hall deposit refund	400.00	0.00	400.00
Income					
HMRC		VAT Refund (May)	11,375.95	0.00	11,375.95
Neville Funeral Serv		Cemetery fees	200.00	0.00	200.00
HW Masons		Interment – Cemetery	240.00	0.00	240.00

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

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HMRC		PAYE & NIC contributions for July	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for July	**	0.00	**
Bedford Borough Council	21364818	Bin Hire charges 010626 to 280626	88.92	17.77	106.69
Edge IT Systems	39538	Booking System 100826 to 090926	48.40	9.68	58.08
Warners of Bedford	18821	Grass cutting Service Level Agreement – July	3,680.50	736.10	4,416.60
Ian Deavin	211	Tai Chi sessions – 4 x July 2026	280.00	0.00	280.00
Techies Ltd		Microsoft Business (12) Aug Microsoft 365 backup (3) Aug Microsoft Business (3) Aug	57.96 5.70 53.25	11.59 1.14 10.65	69.55 6.84 63.90
AES Control Systems	928236	BMS Panel Service	1,340.00	268.00	1,608.00
Sterling Installations	SI-104680 SI-104631	Site visit – Hot water temperature Site visit – Remedy sticky 3-port valve actuator	195.00 260.00	39.00 52.00	234.00 312.00
Water Plus	wp-INV12908436	Water charges (Community Centre).	32.78	6.56	39.34
Bootsies Nursery	0657	Marston In bloom planting	62.63	12.52	75.15
Advance Security	137106	Intruder alarm fault detection	140.00	28.00	168.00
Hall hirer		Hall deposit refund	59.50	0.00	59.50
Mrs. L. Clarke		August expenses	182.89	0.00	182.89
Mr S. Long		Tai chi refreshments June & July 2026	14.06	0.00	14.06
NR Services	01/2026	Marston In Bloom watering w/c 24.07.26	85.00	0.00	85.00
Payments between meetings					
Staff salaries		July salaries	**	0.00	**
Crown Gas Power	4009181	Gas for community centre. June (Direct Debit payment).	219.05	10.95	230.00
Crown Gas Power	271669	Electricity for community centre. June (Direct Debit payment)	1,024.18	204.84	1,229.02
Hall hirers		Hall deposit refund	568.00	0.00	568.00
Income					
Community Centre hirers		Hall hire - July Hall deposits – July Hall hire – June Hall deposits – June	2,660.20 500.00 2,593.20 900.00	0.00 0.00 0.00 0.00	2,660.20 500.00 2,593.20 900.00
Neville Funerals		Cemetery – June	200.00	0.00	200.00

Approval of Facilities Officer mileage for period 01.05.26 to 02.07.26.

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