



**RESOURCES COMMITTEE MEETING**  
**Held at 7.00pm on Wednesday 8<sup>th</sup> November 2023**  
**at Desford Library, Main Street, Desford, LE9 9JP**

**DRAFT MINUTES**

Present – Cllr C Oakes (Acting chair), Cllr S McMillan, Cllr Eldridge, Cllr C Crane, and Cllr P Treadwell  
Also, present Pip Gould (Clerk) and Julie Frost (Admin Assistant)

**1. Apologies**

Cllr Cosgrove

Apologies accepted.

Cllr Cosgrove resigned as Chair of Resources on 1<sup>st</sup> November 2023. Cllr Crane proposed Cllr Oakes as acting chair and seconded by Cllr McMillan.

**2. Declarations of Interest**

There were no declarations of interest.

**3. To approve the minutes of the Resources Committee meeting held on Wednesday 11<sup>th</sup> October 2023.**

The minutes were accepted as a true record and signed by the Chair.

**4. To receive bank statements for October 2023**

The bank statements were received and noted.

**5. To receive and approve the Cashbook statement up to the end of October 2023 and recommend payment of invoices.**

The cashbook statement was received and noted.

The invoices were considered and are to be **Recommended** to Council for payment.

**6. To receive and note the Parish Council Income & Expenditure and financial summary of budgetary analysis up to the end of October 2023**

There was an in-depth budgetary analysis discussion.

The Committee considered and noted the income and expenditure for the month and compared month and year to date figures against the budget.

They will be **Recommended** to full Council for approval.

**7. Budget Discussions**

**7.1 To view and discuss the predicted final expenditure at 31.03.24 and proposed budget for 2024/25**

The Clerk ran through budget lines and indications of the budgets required for 24-25. The Clerk highlighted predicted expenditure to year end and proposed changes including consolidation of some of the budget lines and improved formatting.

The first draft was **Recommended** to Full Council.

**8. Grounds Maintenance Contract Tender process discussions**

Clerk reported that the maps have now been updated and the current contract reviewed with Cllr Cosgrove.

The new tender document was reviewed, and it was **Recommended** that it should be send to Full Council for comment.

**9. Quotes for Desford Good Neighbours Insurance.**

Desford Good Neighbours requested that the Parish Council continue to support them with their insurance costs of £142.94 and this will be **Recommended** to Full Council.

## 10. Quote for Scribe Accounting Software

The Clerk advised the Committee that the Auditors, Moores have informed the Parish Council that 22/23 is the 2nd year that the council has had income and/or expenditure in excess of £200,000. If this is also the case in 23/24 the council will need to prepare its accounts and Annual Governance and Accountability Return on an income and expenditure basis. This will require moving to an accounting software package. The Clerk presented a quote and supporting documents from Scribe, specialists in Parish Council accounting solutions, this software would ensure compliance with regulations and includes a Cemetery package.

The proposed quote for 12 months of **£1008** and a **£479** onboarding fee was **Recommended** to Full Council, noting that there may be an additional charge required to transfer the data.

## 11. Heritage events and history Group Budgets for approval.

The Clerk presented a detailed events budget spreadsheet from the Heritage Working Group detailing expenditure and revenue to April 2024, event by event, for review by the Committee.

Project	Budget income	Budget expenditure
Heritage trail boards		-£4,326.40
Heritage trail map		-£1,170.00
Heritage walks	£600.00	-£990.00
Christmas Market and Santa's Workshop	£4,450.00	-£4,350.00
Desford Heritage Family History Group	£4,557.11	-£3,830.00
<b>Overall Totals for approval</b>	<b>£9,607.11</b>	<b>-£14,666.40</b>

The budget expenditure was **Recommended** to Full Council.

## 12. Clerks Report

### Defibrillator electricity enquiry

The Clerk was contacted by the Post Office regarding an agreement made in 2019 relating to the reimbursement of running costs for the defibrillator installed at their site. The agreed fee of £25 per year has not been paid for 2 years. Following an investigation into the electrical costs required to run a defibrillator it was agreed that the electrical running costs agreed at £25 still fully covered all associated expenses.

The back payment of £50 and continuation of the £25 per year agreement would be **Recommended** to Full Council.

### Forest Rise Track Hedge – Info Only

Following a resident complaint, the Clerk informed the Resources Committee that the grounds maintenance contractor had agreed to revisit the site and remove the overgrowth from the alleyway behind the properties. The Clerk will arrange a letter drop to inform residents. But the Committee wished the Clerk to also inform residents that this land does not belong to the Parish Council and therefore the works are a good will gesture and does not represent a precedent. The Clerk will include a land registry document in the letter drop.

### Local Government Pay

An agreement has been reached on local government pay which is backdated to 1<sup>st</sup> April 2023 and equates to a £1 per hour increase for hours worked since this date.

It was agreed to **Recommended** this increase to be included in November's payroll, as per NALC guidelines to implement the pay award as swiftly as possible.

### Meeting with Dr Luke Evans.

A meeting has been arranged between Desford Neighbourhood Plan and Dr Luke Evans regarding the Ongoing Neighbourhood plan delays.

The quote of **£250** was **Recommended** to Full Council as Gary Kirk is an essential party in this matter.

The meeting closed at 8.50pm

Chairman .....

Date .....