



RESOURCES COMMITTEE MEETING
Held at 7.00pm on Wednesday 6th December 2023
at Desford Library, Main Street, Desford, LE9 9JP

MINUTES

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

1. Apologies

Cllr Cosgrove and Cllr Eldridge
 Apologies accepted.

2. Declarations of Interest

There were no declarations of interest.

3. To approve the minutes of the Resources Committee meeting held on Wednesday 8th November 2023.

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

4. To receive bank statements for November 2023

The bank statements were received and noted.

5 To receive and approve the Cashbook statement up to the end of November 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.

Payments for approval in December

Direct Debits that will be paid from account ...515 in December				
Zoom	£12.99	£2.60	£15.59	4
Terrain - H&S advisors	£8.32	£1.66	£9.98	35
	£21.31	£4.26	£25.57	
DPC Accounts Payable (from Account ..087)	Invoice exc vat	VAT	Invoice total	Budget Line
Staff Salaries - November	£3,745.34	£0.00	£3,745.34	28
Payment to HMRC for Tax and NI relating to November salaries	£977.49	£0.00	£977.49	29
NEST Pensions (Employer and Employee contributions) November	£154.81	£0.00	£154.81	31
Waterplus - Allotments Water	£31.85	£6.37	£38.22	19B
Waterplus - Cemetery Water			£0.00	19A
GoCardless Wemtech - Monthly Office 365 Fees	£42.90	£8.58	£51.48	5
Npower Street Lighting				21
R&CA Advisory (Book-keeper) November 2023 Invoice 230	£91.85	£0.00	£91.85	33
M&BG Ltd (Grounds Maintenance monthly invoice 97900)	£2,009.67	£401.93	£2,411.60	11A
LRALC - Inv 19/3561 2023 AGM Delegate Fee x3	£30.00	£0.00	£30.00	39
Steve Hopkinson - Handyman	£30.00	£0.00	£30.00	32
Arboreco - Inv 5885 Reduce Ash Tree on Forrest Rise	£300.00	£60.00	£360.00	16
Npower Street Lighting 1st-30th November	246.83	12.34	259.17	21
CFS Computers Call out to update third computer and load new antivirus	65.00	0.00	65.00	3
	£7,725.74	£489.22	£8,214.96	
Debit Card Transactions				
Amazon - Line Marking Paint - Cemetery	-£6.27	-£1.25	-£7.52	13
Amazon - Office Heater	-£39.99	-£8.00	-£47.99	8
Amazon - 2024 Wall Planner A1	-£6.62	-£1.33	-£7.95	8
Amazon -Purple Staff Lanyard	-£2.56	-£0.51	-£3.07	8
Amazon - Various Stationery (Paper, diary for library, Computer mice, pens)	-£53.56	-£10.73	-£64.29	8
	-£109.00	-£21.82	-£130.82	

Desford Parish Council - 06 December 2023

Cashbook

Accounts and Invoices for Recommendation to Council

Opening Balances 01st November 2023	Projects & Grants Reserve Account ... 25	£7,964.19
	Current Account ... 087	£51,911.92
	Debit Card Account ... 515	£154.32
	Precept Reserve Account ... 072	£117,962.40
	TOTAL DPC=	£177,992.83
	Desford in Bloom Account ... 064	£54,576.01
	DiB Petty Cash	£53.48
	TOTAL =	£232,622.32

Transactions in Current Account ..087 in November		Budget Line
Payment to BT (Direct Debit)	-£64.46	9
Payment to Waterplus - Cemetery Water (Direct Debit)	-£9.16	19A
Waterplus - Allotments Water	-£24.61	19B
NEST Pension Payments Covering October 2023	-£95.99	31
Payment to Npower for Street Lighting(Direct Debit)	-£226.81	21
Payment to Go Cardless Wem Tech	-£51.48	5
Payments in the form of 12 BACS Payments (refer to Bank Statement)	-£8,411.84	
Payment by Cheque 104762 - Royal British Legion Wreaths	-£82.50	44
HMRC PAYE/NIC Payment covering October	-£225.01	29
HSBC Bank Account Fees	-£8.00	6
Good Neighbours Insurance	-£142.94	45
HMRC VAT Refund	£7,824.09	62
Cemetery Income	£475.00	60
Transfer to Debit Card Account ...515	-£200.00	
	Total =	-£1,243.71

Transactions of ..515 (Debit Card Account) November	Transaction exc vat	VAT	Transaction total	
Zoom Monthly Subscription	-£12.99	-£2.60	-£15.59	4
Terrain - H&S advisors	-£8.33	-£1.66	-£9.99	35
HSBC Bank Account Fees	-£8.00	£0.00	-£8.00	6
Amazon - Line Marking Paint - Cemetery	-£6.27	-£1.25	-£7.52	13
Amazon - Office Heater	-£39.99	-£8.00	-£47.99	8
Amazon - 2024 Wall Planner A1	-£6.62	-£1.33	-£7.95	8
Amazon -Purple Staff Lanyard	-£2.56	-£0.51	-£3.07	8
Amazon - Various Stationery (Paper, diary for library, Computer mice, pens)	-£53.56	-£10.73	-£64.29	8
HBBC Non Domestic Rates -Kirkby Road (01st December)	-£92.00	£0.00	-£92.00	25
Transfers from Current Account ...087			£200.00	
	Total	-£230.32	-£26.08	-£56.40

Transactions for Projects & Grants Reserve Account ...253 November

Nil			
	Account Balance =	£7,964.19	

Transactions for Precept Reserve Account ..072 November

Gross Interest Received		£190.03	58
	Account Balance =	£118,152.43	

Transactions DiB Account ...064 November

	Transaction exc vat	VAT	Transaction total
DiB Donations & Grants			£10.00
Heritage Donations & Income			£90.00
Undefined Donations & Grants			
Heritage Christmas Stall Receipts			
HSBC Bank Account Fees			-£10.75
Thornton Nurseries - Plants Inv 424	-£493.85	-£98.77	-£592.62
Amberol - Inv23266	-£668.39		-£668.39
Mrs KH Twitchen - Heritage Exepenses	-£64.50		-£64.50
Mrs S Richardson - Heritage Expenses	-£787.39		-£787.39
Crystal Workwear - Ref Kate T	-£39.00		-£39.00
Digital Wordcrafts - Inv 19188	-£234.00		-£234.00
JG Hollier - Heritage	-£78.30		-£78.30
Mrs KH Twitchen - Heritage Expenses	-£145.97		-£145.97
Mrs RA Treadwell - Heritage Expenses	-£56.93		-£56.93
Mrs KH Twitchen - Heritage Expenses	-£211.59		-£211.59
Mrs KH Twitchen - Heritage Expenses	-£142.96		-£142.96
Mrs RA Treadwell - Heritage Expenses	-£62.20		-£62.20
	Account Balance =		£51,581.41

Council Funds at 30th November 2023

	Projects & Grants Reserve Account ... 253	£7,964.19
	Current Account ... 087	£50,668.21
	Debit Card Account ... 515	£97.92
	Precept Reserve Account ... 072	£118,152.43
	TOTAL DPC=	£176,882.75
	Desford in Bloom & Heritage ... 064	£51,581.41
	Petty Cash DiB	£53.48
	TOTAL =	£228,517.64

6. To receive and note the Parish Council Income & Expenditure and financial summary of budgetary analysis up to the end of November 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 make Recommendations regarding the proposed budget for 2024/25

The Clerk presented the proposed budget, and it was noted that no further recommendations or amendments had been highlighted by Councillors.

Desford Parish Council	
DRAFT EXPENCES/ REVENUE BUDGET FOR 2024/25	
	Proposed Budgets for 2024/2025
G & A - Administration	
Audit Fees (Internal & AGAR)	£1,000.00
Computer Equipment	£1,000.00
Computer & Printer maintenance inc ink	£300.00
Computer Software	£1,000.00
Scribe Software (was Book keeper)	£1,500.00
Website 2 Commune/Email Costs 365	£1,230.00
Banking Charges	£500.00
Insurance	£16,800.00
SLCC (Society of Local Council Clerks)	£220.00
LRALC	£450.00
National Association of Local Councils	£320.00
G & A Office Costs	
Postage	£50.00
Stationery & Office Supplies	£800.00
Telephone and Internet	£1,000.00
HBBC Non Domestic Rates - KRRG/SiD	£1,250.00
Election/Referendum Costs	£3,000.00
Payroll - TP Jones	£300.00
Desford Library use of Office	£6,500.00
G & A Staff Costs	
Staff Salaries NET	£43,800.00
HMRC Payment for Tax & NI	£6,000.00
Staff Pensions	£2,200.00
Staff Expenses	£500.00
Staff Training/Health and Safety	£1,500.00
Staff Recruitment Expenses	£500.00
Councillor Training and Expenses	£500.00
Grounds Maintenance	
Grounds Maintenance Contract	£29,000.00
Additional to Ground Maintenance Contract charges	£5,000.00
General Open Space Maintenance	£4,400.00
General Parish Maintenance	£5,000.00
Buildings Maintenance	£5,000.00
Tree Maintenance	£6,000.00
Handyman	£2,000.00
Pest Control	£1,500.00
Inspection/Surveys (inc Buildings)	£1,000.00
Planters ongoing maintenance	£500.00
Annual Playground Inspections & Maintenance	£5,000.00
General Litter Bins collection	£3,500.00
Street Light Maintenance	£1,000.00
Street Light Electricity	£3,000.00
Cemetery Costs	
Cemetery Water Rates	£300.00
Cemetery Maintenance	£2,000.00
Allotment Costs	
Allotment Water Rates	£780.00
Allotments Maintenance	£2,000.00
Miscellaneous Costs	
Neighbourhood Plan	£2,500.00
Community Support Fund	£2,000.00
RBL Poppy appeal and Remembrance Wreaths	£400.00
Misc funding	£2,000.00
Project & Ear Marked Funds	
Planning Advocate/Consultants/Locum Staff EM	£10,000.00
Parish contribution to Projects	£6,000.00
Total Expenditure	£192,100.00
INCOME/Receipts	
Bank Interest	£1,230.00
Allotment Income	£1,470.00
Cemetery fees	£4,000.00
Total Receipts	£6,700.00
Expenditure less Income	£185,400.00

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

8. Quotes for playground equipment

8.1 Bungee Bridge Pickard's Park

The quote from Wickstead for £1307.26 (excluding VAT) was **Recommended** to Full Council.

8.2 Spring for Gate Pickard's Park

The quote from on-line playgrounds.co.uk for £30.00 (excluding VAT) was **Recommended** to Full Council.

9. Staffing Working Group Recommendations

- To create a new role of Deputy Clerk to better support the Clerk's Office and the needs of the Parish. This would initially be on a 6-month Fixed Term Contract extending to a further 6 months if both parties agree. Also, with a view to making the role permanent at the end of the twelve-month period. The paygrade would be Grade 24 and the hours would be 6 hours per week with an additional 60 hours per year to cover in the Clerks absence.
- To propose an increase in the employer's pension contribution to 5% in April 24-25 and then to 8% in April 25-26
- To increase the Admin and Burial Officer monthly hours from 65 to 70 in line with the new responsibilities associated with the role.

The Resources Committee **Recommended** the proposals to Full Council.

10. Clerks Report

10.1 Botcheston Village Hall Gable

Bricks have started to slip and pose a Health & Safety issue.



To complete both left- and right-hand side utilising the same scaffold: Alexander Construction Ltd quoted £1240 plus VAT

This is a Health & Safety issue but over the Clerks limit of £1000 (Financial Regulations 4.6) and therefore asked the Committee for their approval to proceed with completion of both sides of the gable (Financial Regulations 19.2 Delegated Powers). The Committee agreed to the expenditure and works are to commence next week. The area is currently cordoned off to protect the public and vehicle access has been restricted in this area.

There is also a requirement to repoint the bricks beneath the Gable. The Clerk agreed to gain a quote for the works as it may be more economically sound to have the work completed at the same time to avoid additional scaffold charges.

10.2 Cemetery Compost Bins

Due to continuing issues with the compost waste at the cemetery and people utilising the main bin for compostable waste. The Clerk has obtained a quote from M & BG to empty the compost bins at Hunts Lane cemetery at £50 per empty (including removing the waste).

The Resources Committee **Recommended** this to Full Council

10.3 Moles at the Cemetery

There is a continuing issue with moles at the cemetery. The Parish pest controller had declined the additional work due to being reported to the police as a grave robber by a parishioner last time he was working at the cemetery.

Cllr Crane has agreed to contact the Parish pest controller to see if he can persuade him to resume his works.

10.4 Precept

The Clerk was asked by the Chair of Resources to provide an early indication of possible precept percentage increases.

The figures do not yet include any new build increases (affecting the Tax Base figure) as these have not yet been released by HBBC.

Last year 23-24 there were 101 new properties of which 7 were in Band D

		Increase to Precept in £	Tax Base	Band D Council Tax	Difference in Annual Costs 22-23 to 23-24	Difference in Monthly Band D CT Costs	New Builds increase
Precept for 2023-2024	£154,153.06		£1,753.20	£87.93			
Precept for 2024-25 with no increase in DPC Council Tax	£154,153.06	£0.00	£1,753.20	£87.93	0		£0.00
Precept for 2024-25 with 2% increase	£157,236.12	£3,083.06	£1,753.20	£89.69	£1.76	£0.15	
Precept for 2024-25 with 4% increase	£160,380.84	£6,227.78	£1,753.20	£91.48	£3.55	£0.30	
Precept for 2024-25 with 6% increase	£163,588.46	£9,435.40	£1,753.20	£93.31	£5.38	£0.45	
Precept for 2024-25 with 8% increase	£166,860.23	£12,707.17	£1,753.20	£95.17	£7.25	£0.60	
Precept for 2024-25 with 10% increase	£170,197.43	£16,044.37	£1,753.20	£97.08	£9.15	£0.76	
Precept for 2024-25 with 12% increase	£173,601.38	£19,448.32	£1,753.20	£99.02	£9.33	£0.78	
Precept for 2024-25 with 14% increase	£177,073.41	£19,837.29	£1,753.20	£101.00	£9.52	£0.79	
Precept for 2024-25 with 16% increase	£180,614.88	£20,234.04	£1,753.20	£103.02	£9.71	£0.81	
Precept for 2024-25 with 18% increase	£184,227.18	£20,638.72	£1,753.20	£105.08	£9.91	£0.83	
Precept for 2024-25 with 20% increase	£187,911.72	£21,051.49	£1,753.20	£107.18	£10.10	£0.84	

10.5 Clerks Laptop

Prior to the start of the meeting when plugging into the library overhead projector to the Clerks laptop the screen image fragmented, and the laptop would not function. The Clerk contacted the IT support who will assess the machine, but it was agreed that if the computer was not able to be mended the Clerk would require a new computer.

The Resources Committee agreed to **recommend** the purchase of a new computer, if necessary, to Full Council.

The meeting closed at 7.45pm

Chairman

Date