



**RESOURCES COMMITTEE MEETING**  
Held at 7.00pm on Wednesday 10<sup>th</sup> January 2024  
at Desford Library, Main Street, Desford, LE9 9JP

**MINUTES**

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

**1. Apologies**

Cllr Cosgrove and Cllr P Treadwell  
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 6<sup>th</sup> December 2023.**

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

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

The bank statements were received and noted.

It was **Recommended** that Adobe be purchased, which has a redaction facility for GDPR purposes when presenting statements and other documents.

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

<b>Desford Parish Council - 10 January 2024</b>		<b>Cashbook</b>		
<b>Accounts and Invoices for Recommendation to Council</b>				
<b>Opening Balances 01st December 2023</b>	<b>Projects &amp; Grants Reserve Account ... 253</b>			<b>£7,964.19</b>
	<b>Current Account ... 087</b>			<b>£50,668.21</b>
	<b>Debit Card Account ... 515</b>			<b>£97.92</b>
	<b>Precept Reserve Account ... 072</b>			<b>£118,152.43</b>
			<b>TOTAL DPC=</b>	<b>£176,882.75</b>
	<b>Desford in Bloom Account ... 064</b>			<b>£51,581.41</b>
	<b>DiB Petty Cash</b>			<b>£53.48</b>
			<b>TOTAL =</b>	<b>£228,517.64</b>
<b>Transactions in Current Account ..087 in December</b>				<b>Budget Line</b>
Payment to BT (Direct Debit)			-£64.46	9
Payment to Waterplus - Cemetery Water (Direct Debit)			-£9.16	19A
Waterplus - Allotments Water			-£38.22	19B
NEST Pension Payments Covering November 2023			-£154.81	31
Payment to Npower for Street Lighting( Direct Debit)			£0.00	21
Payment to Go Cardless Wem Tech			£0.00	5
Payments in the form of 11 BACS Payments (refer to Bank Statement)			-£7,721.34	
NM Daughters Ltd - Charges for Defibrillator at Post Office			-£75.00	12
HMRC PAYE/NIC Payment covering November			-£977.49	29
HSBC Bank Account Fees			-£11.00	6
Allotment Income			£1,001.00	59
Cemetery Income			£435.00	60
Transfer to Debit Card Account ...515			-£1,000.00	
			<b>Total =</b>	<b>-£8,615.48</b>
<b>Transactions of ..515 (Debit Card Account) December</b>	<b>Transaction exc vat</b>	<b>VAT</b>	<b>Transaction total</b>	
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
Furniture@Work Ltd - Meeting Desk Desk	-£107.00	-£21.40	-£128.40	8
Transfers from Current Account ...087			£1,000.00	
	<b>Total</b>	<b>-£136.32</b>	<b>-£25.66</b>	<b>£838.02</b>
<b>Transactions for Projects &amp; Grants Reserve Account ..253 December</b>				
Gross Interest Received			£38.41	58
			<b>Account Balance =</b>	<b>£8,002.60</b>
<b>Transactions for Precept Reserve Account ..072 December</b>				
Gross Interest Received			£196.68	58
			<b>Account Balance =</b>	<b>£118,349.11</b>
<b>Transactions DiB Account ...064 December</b>	<b>Transaction exc vat</b>	<b>VAT</b>	<b>Transaction total</b>	
DiB Donations & Grants			£10.00	
Heritage Donations & Income			£4,149.53	
Undefined Donations & Grants				
Heritage Christmas Stall Receipts				
HSBC Bank Account Fees	-£8.00	£0.00	-£8.00	
Karen Wakefield - Expenses	-£242.77		-£242.77	
Mrs CA Hutton - Heritage Expenses	-£145.46		-£145.46	
Relentless Events - Heritage Inv 105	-£150.00		-£150.00	
Mrs KH Twitchen - Heritage Expenses	-£41.98		-£41.98	
R G Distribution - Heritage Inv 014200	-£311.04		-£311.04	
Benji Williams - Heritage Inv 1022	-£400.00		-£400.00	
			<b>Account Balance =</b>	
<b>Council Funds at 31st December 2023</b>	<b>Projects &amp; Grants Reserve Account ... 253</b>			<b>£8,002.60</b>
	<b>Current Account ... 087</b>			<b>£42,052.73</b>
	<b>Debit Card Account ... 515</b>			<b>£935.94</b>
	<b>Precept Reserve Account ... 072</b>			<b>£118,349.11</b>
			<b>TOTAL DPC=</b>	<b>£169,340.38</b>
<b>DiB Funds total = £32,811.96 plus PC of £108.48</b>	<b>Desford in Bloom &amp; Heritage ... 064</b>			<b>£54,431.69</b>
<b>Heritage Funds total = £21,619.73</b>	<b>Petty Cash DiB</b>			<b>£108.48</b>
			<b>TOTAL =</b>	<b>£223,880.55</b>

## Payments for approval in January 2024

<b>Debits that will be paid from account ...515 in January</b>				
Zoom	£12.99	£2.60	£15.59	4
Terrain - H&S advisors	£8.32	£1.66	£9.98	35
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6
Furniture@Work Ltd - Meeting Desk Desk	£107.00	£21.40	£128.40	8
	£136.31	£25.66	£161.97	
<b>DPC Accounts Payable (from Account ..087)</b>	<b>Invoice exc vat</b>	<b>VAT</b>	<b>Invoice total</b>	<b>Budget Line</b>
Staff Salaries - December	£2,474.52	£0.00	£2,474.52	28
Payment to HMRC for Tax and NI relating to December salaries	£395.58	£0.00	£395.58	29
NEST Pensions (Employer and Employee contributions) December	£93.23	£0.00	£93.23	31
Waterplus - Allotments Water	£0.00	£0.00	£0.00	19B
Waterplus - Cemetery Water	£15.14	£3.03	£18.17	19A
GoCardless Wemtech - Monthly Office 365 Fees	£42.90	£8.58	£51.48	5
Npower Street Lighting - Inv 09358133 01 to 31 Dec 2023	£258.52	£12.93	£271.45	21
R&CA Advisory (Book-keeper) December 2023 Invoice 23022	£96.25	£0.00	£96.25	33
M&BG Ltd (Grounds Maintenance monthly invoice 9)	£2,009.67	£401.93	£2,411.60	11A
TP Jones & Co LLP - Payroll Inv TPJ/P1584	£54.50	£10.90	£65.40	34
HBBC - May 2023 Election Costs Inv 4003084337	£155.94	£0.00	£155.94	10
HBBC - Trade Waste Collections Inv 40030686833	£234.00	£0.00	£234.00	20
Viking - Table/Desk Inv 3501777 Deputy Clerk	£62.40	£12.48	£74.88	8
<b>Your Locale YL/DPCR/06 - meeting with Luke Evans MP</b>	<b>250.00</b>	<b>50.00</b>	<b>300.00</b>	<b>41</b>
<b>Burial Officer Dec/Jan Mileage</b>	<b>22.05</b>	<b>0.00</b>	<b>22.05</b>	<b>30</b>
<b>Clerk Expenses Dec-Jan Mileage</b>	<b>12.60</b>	<b>0.00</b>	<b>12.60</b>	<b>30</b>
<b>Clerk Expenses Dec-Jan Key Cutting</b>	<b>18.00</b>	<b>0.00</b>	<b>18.00</b>	<b>8</b>
<b>Handyman Dec costs</b>	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>	<b>32</b>
<b>Desford Library Community Hub Rent/Grant 23-24</b>	<b>6000.00</b>	<b>0.00</b>	<b>6000.00</b>	<b>41</b>
<b>CFS Computers Call out for Deputy Clerks Computer</b>	<b>65.00</b>	<b>0.00</b>	<b>65.00</b>	<b>3</b>
<b>BT Invoice</b>	<b>53.72</b>	<b>10.74</b>	<b>64.46</b>	<b>9</b>
	<b>£12,344.02</b>	<b>£510.59</b>	<b>£12,854.61</b>	
<b>DESFORD IN BLOOM</b>				
HBBC - Additional Wheelie Bins for Christmas Event Inv 9003085750	£131.54	£26.31	£157.85	DIB

### 6. To receive and note the Parish Council Income & Expenditure and Financial summary of budgetary analysis up to the end of December 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. Proposed Budget for 2024/2025

The Clerk presented the final proposed budget which will be **Recommended** to Council.

## DRAFT EXPENCES/ REVENUE BUDGET FOR 2024/25

	<b>Proposed Budgets for 2024/2025</b>
<b>G &amp; A - Administration</b>	<b>£25,720.00</b>
<b>G &amp; A Office running Costs</b>	<b>£13,000.00</b>
<b>G &amp; A Staff and Training and Councillor Costs</b>	<b>£55,000.00</b>
<b>Grounds and Building Maintenance Costs</b>	<b>£70,950.00</b>
<b>Cemetery Costs</b>	<b>£2,300.00</b>
<b>Allotment Costs</b>	<b>£2,780.00</b>
<b>Miscellaneous Costs inc NHP, Community Support etc</b>	<b>£6,900.00</b>
<b>Project &amp; Ear Marked Funds</b>	<b>£6,000.00</b>
<b>Total Expenditure</b>	<b>£182,650.00</b>

<b>INCOME/Receipts from Allotments/Cemetery and Interest</b>		
<b>Total Receipts</b>	<b>£6,870.00</b>	<b>Expenses Less Income</b>
<b>Expenditure less Income</b>	<b>£175,780.00</b>	<b>£175,780.00</b>

**8. Recommended Precept figures for 2024/25**

The Clerk presented options for the Parish Council's precept increase. It was agreed that an increase of 14% which equates to less than £1 per month on Band D properties will be **Recommended** to Full Council for consideration.

		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
Precept for 2023-2024	£154,153.06		£1,753.20	£87.93		
Precept for 2024-25 with 14% increase	£177,073.41	£22,920.35	£1,786.00	£99.15	£11.22	£0.93

**9. Grounds Maintenance Contract Review.**

Five Contractors were approached to quote for the Parish 2024-2027 Grounds Maintenance Contract, only one contractor responded.

There was a small typo error identified on the schedule of payments and subject to this being rectified the quote for **£28,050.00** from **M & BG** will be **Recommended** to Full Council.

Cllr Eldridge asked if external contractors liability insurance should match the Council's. Clerk will raise this with Insurance company.

**10. Clerk's Report**

There was nothing to additionally report on this occasion.

**11. Information from Members**

None

The meeting closed at 8.05pm

Chairman .....

Date .....