



RESOURCES COMMITTEE MEETING
Held at 7.00pm on Wednesday 14th February 2024
at Desford Library, Main Street, Desford, LE9 9JP

MINUTES

Present – Cllr M Cosgrove (Acting Chair), Cllr C Crane, Cllr G Eldridge and Cllr P Treadwell
 Also, present Pip Gould (Clerk) and Julie Frost (Admin Assistant)

1. Apologies

Cllr C Oakes and Cllr McMillan
 Apologies were received and accepted.

2. Declarations of Interest

There were no declarations of interest.

3. To approve the minutes of the Resources Committee meeting held on Wednesday 10th January 2024.

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

4. To receive bank statements for January 2024

The bank statements were received and noted for **Recommendation** to Council.

5 To receive and approve the Cashbook statement up to the end of January 2024 and recommend payment of invoices.

The invoices were considered and are to be **Recommended** to Council for payment.
 The cashbook statement was received and noted.

Payments for approval in February 2024

Debits that will be paid from account ...515 in February					
	£12.99	£2.60	£15.59	4	Debit Card (Gocardless)
Zoom	£12.99	£2.60	£15.59	4	Debit Card (Gocardless)
Terrain - H&S advisors	£8.32	£1.66	£9.98	35	
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6	
	£29.31	£4.26	£33.57		
DPC Accounts Payable (from Account ..087)					
	Invoice exc vat	VAT	Invoice total	Budget Line	Notes
Staff Salaries - January	£2,920.03	£0.00	£2,920.03	28	Paid 26/01/2024 - On January Statement & included in BACS figures above
Payment to HMRC for Tax and NI relating to January salaries	£482.77	£0.00	£482.77	29	
NEST Pensions (Employer and Employee contributions) January	£93.23	£0.00	£93.23	31	DD
Waterplus - Allotments Water	£31.85	£6.37	£38.22	19B	DD
Waterplus - Cemetery Water	£28.07	£0.00	£28.07	19A	DD
GoCardless Wemtech - Monthly Office 365 Fees	£43.89	£8.78	£52.67	5	DD
Npower Street Lighting - Inv 09613307	£271.97	£13.60	£285.57	21	DD
R&CA Advisory (Book-keeper) January 2024 Invoice 24001	£87.30	£0.00	£87.30	33	
M&BG Ltd (Grounds Maintenance monthly invoice 99432)	£2,009.67	£401.93	£2,411.60	11A	
Scribe - Accounts Software Inv 5340	£2,536.00	£507.20	£3,043.20	33	
Wicksteed - Playground Replacement Parts & Fitting Inv 824272	£1,307.26	£261.45	£1,568.71	17	
Pi - Annual Playground Inspections Inv 66637	£426.00	£85.20	£511.20	17	
LRALC - Internal Audit Service - Inv 19/3704	£370.00	£0.00	£370.00	1	
HBBC - Recreation Ground Bins - Inv 4003085857	£453.96	£90.79	£544.75	20	
BT Invoice	£53.72	£10.74	£64.46	9	DD - Last seen by book keeper
Your Locale YL/DPCR/07 Review Invoice	£1,500.00	£300.00	£1,800.00	41	Covered by Grant (Line 61 of budget)
Handyman Steve Hopkinson	£60.00	£0.00	£60.00	32	
WestEnd Pest Control 2024-2	£150.00	£0.00	£150.00	18	Moles at Cemetery
Burial Officer Exp Mileage	£9.00	£0.00	£9.00	30	
SLCC membership 12 months plus joining fee	£244.00	£0.00	£244.00	35	will have different budget line next year
	£13,078.72	£1,686.06	£14,764.78		

Desford Parish Council - 14 February 2024		Cashbook		
Accounts and Invoices for Recommendation to Council				
Opening Balances 01st January 2024		Projects & Grants Reserve Account ... 253		£8,002.60
		Current Account ... 087		£42,052.73
		Debit Card Account ... 515		£935.94
		Precept Reserve Account ... 072		£118,349.11
			TOTAL DPC=	£169,340.38
		Desford in Bloom Account ... 064		£54,431.69
		DiB Petty Cash		£53.48
			TOTAL =	£223,825.55
Transactions in Current Account ..087 in January 2024				Budget Line
Payment to BT (Direct Debit)			-£64.46	9
Payment to Waterplus - Cemetery Water (Direct Debit)			-£27.33	19A
Waterplus - Allotments Water			-£38.22	19B
NEST Pension Payments Covering December 2023			-£93.23	31
Payment to Npower for Street Lighting(Direct Debit)			-£271.45	21
Payment to Go Cardless Wem Tech			-£104.15	5
Payments in the form of 15 BACS Payments (refer to Bank Statement)			-£12,405.75	
HMRC PAYE/NIC Payment covering December			-£395.58	29
HSBC Bank Account Fees			-£10.50	6
Allotment Income			£501.00	59
Cemetery Income			£350.00	60
		Total =	-£12,559.67	
Transactions of ..515 (Debit Card Account) January 2024				
	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
HBBC Non Domestic Rates -Kirkby Road (02nd January 2024)	-£92.00	£0.00	-£92.00	25
www.Fenlandleisure.co.uk/Office Desk	-£39.17	-£7.83	-£47.00	8
			£0.00	
	Total	-£160.49	-£12.09	-£172.58
Transactions for Projects & Grants Reserve Account ..253 January 2024				
Nil				
			Account Balance =	£8,002.60
Transactions for Precept Reserve Account ..072 December				
Gross Interest Received			£197.01	58
			Account Balance =	£118,546.12
Transactions DiB Account ...064 January 2024				
DiB Donations & Grants				£10.00
Heritage Donations & Income				
Undefined Donations & Grants				
Heritage Christmas Stall Receipts				
HSBC Bank Account Fees	-£62.13	£0.00	-£62.13	
HBBC - Additional Wheelie Bins for Christmas Event Inv 9003085750	-£131.54	-£26.31	-£157.85	
JG Holier - Heritage Inv 2401 1181	-£180.00		-£180.00	
Digital Woodcrafts - Heritage Inv 19453	-£234.00		-£234.00	
Syston Band - Heritage	-£350.00		-£350.00	
BS & LA Grimshaw - Heritage Expenses	-£23.99		-£23.99	
RA Treadwell - Heritage Expenses	-£48.66		-£48.66	
RA Treadwell - Heritage Expenses	-£18.87		-£18.87	
			Account Balance =	£53,366.19
Council Funds at 31st January 2024				
	Projects & Grants Reserve Account ... 253			£8,002.60
	Current Account ... 087			£29,493.06
	Debit Card Account ... 515			£763.36
	Precept Reserve Account ... 072			£118,546.12
			TOTAL DPC=	£156,805.14
DiB Funds total = £32,799.22 plus PC of £108.48	Desford in Bloom & Heritage ... 064			£53,366.19
Heritage Funds total = £20,566.97	Petty Cash DIB			£108.48
			TOTAL =	£210,279.81

Overall this budget to April 2025 shows net expenditure. However the Heritage Working Group had a cash balance of £21,619.73 at 31 December 2023 as a result of funds being raised from past events plus sponsorship, donations and grants, with the intention of supporting the designated projects.

Desford Heritage Working Group		Proposed Budget to April 2025				
Project	Description	Basis	Budget income	Budget expenditure	Total	
Heritage trail boards						
To install 3 additional heritage boards and extend the existing heritage trail (1 provided by the Duchy of Lancaster and 2 by the Heritage Working Group) plus 1 replacement board and repairs to 2 others						
Proposed works	Graphic design	Quote		-	420	
	Production and installation	Prior year quote plus inflation at 20%		-	2,157	
	Replacement board	Estimate based on above quote		-	1,546	
	Maintenance	Estimate		-	1,500	
	Contingency	In the case of price increases or unknown extras		-	1,000	
Total				-	6,623	6,623
Heritage trail map						
Heritage trail map to complement the existing heritage trail and enable the public to follow the trail with supporting information						
Proposed works	Graphic design	Quote		-	444	
	Printing of the maps	Historic work completed		-	600	
	Contingency	In the case of price increases or unknown extras		-	360	
Total				-	1,404	1,404
Heritage walks						
Continue to lead guided walks of the Heritage trail providing refreshments						
Proposed works	Donations from participants	Estimate 6 across the year. Historically each walk attracts donations of approximately £50	300			
	Uniform	T-shirts, hoodies and coats (x3)		-	300	
	Refreshments	£10 per walk		-	60	
	Contingency	In the case of price increases or unknown extras		-	200	
Total			300	-	560	260
Christmas Market and Santa's Workshop						
To support the Desford Christmas tree festival and provide a Christmas market and Santa's workshop						
Proposed works	Stall fee income	15 stalls at £50	750			
	Santa tickets	250 visits in PY expecting 250 visits at £5 in CY	1,250			
	Tombola and Games	Experience from prior events	1,000			
	Drinks/food offering	Elf canteen - sales (approx. 25p per item, sold at £1 each)	250			
	Drinks/food offering	Elf canteen - stock		-	150	
	Brass band and music offering	Historic quotes		-	500	
	Santa's workshop	Historic work completed		-	300	
	Santa gifts	250 children at £3 maximum		-	750	
	Banners x 3	Historic work completed		-	150	
	Reindeer food	Historic work completed		-	100	
	Printing	Historic work completed		-	400	
	Bins	Historic work completed		-	200	
	St Johns Ambulance	Historic work completed		-	200	
	Contingency	In the case of price increases or unknown extras		-	500	
Total			3,250	-	3,250	-
Desford Heritage Family History Group						
To support the establishment and continuation of The Desford Heritage Family History Group						
Proposed works	Opening ring fenced amount	Brought forward	3,332			
	Attendees fee	8 members at £3 per month	288			
	Publication/Magazine subscriptions	Estimate 6 magazines across the year at £6 each		-	100	
	Refreshments	Current prices		-	100	
	Graphic Design - for posters, badges and roller banner	Historic quotes		-	400	
	Printing second flier	Historic quotes		-	200	
	Roller banner	Quote		-	250	
	IT Equipment	Potential 4 additional laptops		-	1,400	
	Anti-virus software - annual fee	Research on costs		-	100	
	Stationery and welcome packs	Historic work completed		-	100	
	Possible room charges	Guidance from PC		-	50	
	Contingency	In the case of price increases or unknown extras		-	500	
Total			3,620	-	3,200	420
Overall total			7,170	-	15,037	7,867

8. To consider an application for Sport in Desford for a S106 contribution towards tennis club supplies and consider approval of subsequent application to HBBC

The Clerk presented information and a spreadsheet provided by Sport in Desford. The Resources committee identified their preferred suppliers with a subsequent total of **£2,731.12** which will be **Recommended** to Full Council.

Action: The Clerk was asked to include further clarification from the S106 team regarding any S106 remaining funding and the relevant timescales to present to Full Council.

9. Consider schedule of charges for the Publication of Information (Publication Scheme)

A schedule of charges was presented which will be **Recommended** to Full Council.

Schedule of Charges

Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available in which case the Clerk's time will be charged at £20.00 per hour (pro rata).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 30p per sheet (black & white)	Actual cost of printing ink and paper
	Photocopying @ 60p per sheet (colour)	Actual cost of printing ink and paper
	A3 available	Price on Request
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required	In accordance with the relevant legislation
Other	Clerk's time involved in gathering information, photocopying etc.	Actual cost £20 per hour (pro-rata)

10. Clerk's Report

DIB have formally requested that the Resources Committee consider the purchase of a stone effect planter for Hunts Lane to replace the remaining wooden planter. In principle the committee will recommend to Full Council to purchase a replacement planter subject to the Clerk confirming with DIB the additional cost information regarding soil and plant requirements and therefore, it is proposed, that the total cost be represented to Resources in March.

11. Information from Members

None

The meeting closed at 8.03pm

Chairman

Date