

RESOURCES COMMITTEE MEETING

Held at 7.00pm on Wednesday 14th August 2024 at Desford Library, Main Street, Desford, LE9 9JP

MINUTES

Present – Cllr A Winner (Acting Chair) Cllr C Crane, Cllr P Treadwell, Cllr E Clark, Cllr S McMillan and Cllr A Winner also, present Pip Gould (Clerk) and Julie Frost (Admin Assistant)

1. Apologies

It was **Resolved** to accept apologies and valid reasons from Cllr Oakes.

2. Declarations of Interest

None.

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

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

4. To receive bank statements and recommend bank reconciliation up to the end of July 2024. The bank statements were received, and reconciliation signed for **Recommended** to Full Council.

Α	Bank Reconciliation at 31/07	/2024		192,224.60
	Cash in Hand 01/04/2024			112,909.37
	ADD Receipts 01/04/2024 - 31/07/2024			
	SUBTRACT Payments 01/04/2024 - 31/07/2024			305,133.97
	Cash in Hand 31/07/2024			69,052.05
	(per Cash Book)			236,081.92
	Cash in hand per Bank Statements Petty Cash 01 Current Account 087 02 Grants & Projects Reserves 25 03 Precept & General Reserves 07 04 Debit Card 515 05 Desford in Bloom & Heritage 06 Less unpresented payments Plus unpresented receipts	31/07/2024 31/07/2024	108.48 6,356.98 10,268.10 165,055.15 1,268.39 53,024.82	236,081.92 236,081.92
В	Adjusted Bank Balance			236,081.92
	A = B Checks out OK			

5. To receive and recommend the Parish Council Cashbook statement and Financial summary of budgetary analysis up to the end of July 2024.

		MONTHLY ANALYSIS: Cashbook Statement Reconciled w	ith SCRIBE				
		Precept =	179,029.00				
Budgetry	Analysis	Monthly=	14,919.08				
			April	May	June	July	August
2024-202	25 %						
Budget	utilised	Opening Bank Balance	192,224,60	281.745.86	279,267.63	245.126.62	236,081.92
		Monthly Expenditure total	12,178.88				
257	7 20 7 0.81	Administration	2,562.05	· · · · · · · · · · · · · · · · · · ·			
130	000 7.22	? Office running Costs	346.98				
550		Staff and Training and Councillor Costs	3,670.55				
709		Grounds and Building Maintenance Costs	4,623.84			_	
119		Misc Costs inc Cemetery & Allotments, NP, Funding etc	110.47				
		Contingency	0.00				
N/A		Dib/Heritage Expenditure	864.99	221.40			
N/A		VATBement	1,081.77	847.62	972.59	1,299.44	
		Cashflow outlay including VAT Element					
		Income	,	,	,	,	
1790)29 50	Precept Precept	89,514.50	0.00	0.00	0.00	
14		Bank Interest	263.01	314.94		270.65	
14	70 2.24	Allotment rents	33.00				
		Cemetery	370.00				
N/A		Dib/Heritage	3,329.26	2,343.00	417.97	562.74	
N/A		Misc Income	43.89	_		0.00	
N/A		Earmarked Allotment Deposits	50.00	0.00	0.00	0.00	
N/A		S106 Reserves (SID)	0.00	2,184.90	0.00	0.00	
N/A		VATRefund	9,178.25		0.00	2890.24	
		Cashflowincome		5,015.80			
						,	
		Exp: Inc Insurance proportion	14,759.54	8,742.92	18,291.21	14,517.22	
		Exp Less Income (includes Bank Int/ Allotment/ Cemetery	14,049.64	8,257.98	17,821.15	13,683.83	
		but excludes DiB&S106 VAT&allotment deposits)					
		Closing Bank Balance reconciled in SCRIBE	281,745.86	279,267.63	245,126.62	236,081.92	
					DiB&Herita	age Bank Acco	ou unit
		Insurance			July Acc Balan		
		Desford PC Main Policy	8,859.22		Dib	33,030.28	
		Sport in Desford Policy	7,584.67		Heritage		53,182.86
		Desford Village Hall Policy	485.52		PC	83.00	
		Botcheston Village Hall Policy	434.74		10	00.00	
		Barns Charity Policy	427.69				
		Cyber Policy	194.88				
		Total	17,986.72				
		Monthly	1,498.89				
		Less SiD contribution total for precept budget	1,496.69 14,986.72				
		Monthly	1,248.89				

There was an in-depth discussion regarding the budgetary analysis and the Committee was satisfied with the year-to-date explanations with regards to observed variations.

The cashbook statement and budgetary analysis was received, noted and **Recommended** to Council.

6. To receive and recommend payment of invoices

Daymonto for annewal				
Payments for approval				
Direct Debits/On-line payments from account515 in July				
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6
Adobe - Acrobat Pro Subscription	£16.64	£0.00		4
Hinckley & Bosworth BC Rates for KRRG 1st Aug	£92.00	£0.00		8
Amazon paper	£32.00	£4.83	£32.00	8
Amazon print cartridges	£23.24	£4.65		8
GTB Confidential Shredding £32 processing + £8 deposit + 3.50 Postage	£23.24 £34.66	£5.34		8
EST Internet Security	£37.49	£7.50		4
Terrain - H&S advisors - Cancelled	£8.32	£1.67	£9.99	35
DIB Pump Direct Water Tanks	£34.06	£6.81	£9.99 £40.87	DIB
DIB Mower blade	£23.32	£4.67	£27.99	DIB
Transfer from DIB Account	£0.00	£0.00	-£68.86	DIB
Transfer from DTB Account	£0.00	£0.00	-200.00	
Totals	£301.88	£35.47	£271.99	
Totals	2301.88	£33.47	£2/1.99	
	Invoice		Invoice	
DPC Accounts Payable (from Account 087)	exc vat	VAT	total	Budget Line
Staff Salaries - July	£2,918.54	£0.00	£2,918,54	28
Payment to HMRC for Tax and NI relating to July salaries Payable 19.08.24	£463.04	£0.00	£463.04	29
NEST Pensions (Employer and Employee contributions) July	£116.32	£0.00	£116.32	31
Waterplus - Allotments Water Due on 14th Month	£24.90	£4.98	£29.88	19B
Waterplus - Cemetery Water Due Inv quaterly 20th of month (July 24) paid by DD each month	£32.64	£0.00	£32.64	19A
BT Invoice August due on 14th month	£57.97	£11.59	£69.56	9
GoCardless Wemtech - Monthly Office 365 Fees & Monthly Councillor emails for August	£93.49	£18.70	£112.19	5
Npower Street Lighting due on 3/4 Month	£186.80	£0.00	£186.80	21
M&BG Ltd (Grounds Maintenance monthly)	£2,337.50	£467.50	£2,805.00	11A
S Hopkinson - Handyman Aug 2024	£75.00	£0.00	£75.00	32
Clerk Exp Mileage to shredding and general	£10.40	£0.00	£10.40	30
Admin Ass Expenses June	£9.45	£0.00	£9.45	30
EON Street Lighting Maintenance quarter ending 30 June	£96.00	£19.20	£115.20	23
HBBC Bins Contract INV4003376883 Pickards and KRRG	£498.42	£99.68	£598.10	20
Wicksteed INV826060 Tightrope Assembly	£312.98	£62.60	£375.58	17
Moore External Auditor Invoice for 23-24 AGAR INV 325355 16.08.24	£630.00	£126.00	£756.00	1
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Totals	£7,863.45	£810.25	£8,673.70	
DESFORD IN BLOOM July Invoices				
LAHDIDAHS Vintage Vocals deposit HERITAGE VE Day	£50.00	£0.00	£50.00	HERITAGE
DIB Lawnmover blades/Debit Card	£23.32	£4.67	£27.99	DIB
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The invoices were considered and are to be **Recommended** to Council for payment.

- 7. To consider any requests for expenditure from Desford In Bloom and Heritage working groups.
 - £29.90 for Miracle Grow (DIB Email request)

DIB / PETTY CASH EXPENDITURE - Shivagiftshop - Slug Pellets

DIB / PETTY CASH EXPENDITURE - Amazon - Caterpillar treatments

DIB Pump/Debit Card

• £100 Budget for food and drink the Fundraiser event on 20th September (DIB Email request).

£34.06

£12.49

£12.99

Totals £132.86

£6.81

£0.00

£0.00

£11.48

£40.87

£12.49

£12.99

£144.34

DIB

DIB/Pcash

DIB/Pcash

The requested expenditure was agreed and **recommended** to Full Council.

8. To receive an update on investigations and quotes in the provision of Christmas lights on the library tree.

Resources have reservations regarding the costs involved to erect Christmas lights this year and there is no funding set aside in the budget for 24-25. It was agreed that this is something that could be factored in when setting next year's precept to a value of £2000 and it was also suggested that alternatively a sponsor could be found.

It was agreed to present the information to Full Council to **Recommend** inclusion when setting next year's precept.

9. To receive an update and quote for Quinquennial/Building reports for council owned buildings Only one quote had been received despite contacting six separate companies. The quote was for £4440.00. A budget was set for £1000 and therefore it will be Recommended that these reports are completed on a rolling basis. Priority should be given to Botcheston Village Hall this year. It was also Recommended that a WG is created to access the previous reports from 2019 and advise Council of priorities.

10. To consider quotes for repairs to the cemetery fence.

The Committee **Recommend** that Council accept the quotation for **£400** plus VAT from M&BG to repair the fence at the Cemetery.

11. To consider quotes for the restoration works to the memorial garden.

The Committee **Recommend** that Council accept the quotation from M&BG to carry out works to the memorial garden for £855.00 but the planting quotation should be postponed until the other works have been completed.

12. To consider quotes from providers for workshops on Civility and Respect.

Two quotes were provided from suppliers recommended by LRALC. Resources agreed to a Workshop in principal but felt that more research is needed due to the costs involved.

ACTION: Clerk will contact HBBC to see if they have any preferred local contacts who could provide such a workshop.

13. To consider quote for Wicksteed tightrope fixings.

The Committee **Recommend** that Council accept the quote from Wicksteed £109.28 NET for the additional tightrope fixings.

14. Clerks report.

Clerk reported that solicitors engagement has been signed and the two leases sent over to the solicitors.

M & BG advised that the swing in Pickards Park has sunk further on one side and that the swing may now be below safety guidelines.

It was **Recommended** that more information be obtained from the manufacturer Proludic relating to the safety guidelines so that a course of action can be approved. The original quote obtained in May 24 was for £1148.90.

ACTION: Clerk to contact Prolodic asap regarding safety aspects and to request a reissued quote.

The Bin on Manor Road has fallen over and the metal post rusted through. The Clerk will contact HBBC who provided the bin.

The Staffing WG has asked that we obtain membership if the ICCM (Institute of Cemetery and Crematorium Management). Clerk reported that this costs £100 per year

The Committee **Recommended** that Council accept this quote for membership.

A parishioner has contacted Clerk regarding a overhanging tree branch that they say overhangs their garden. **ACTION:** Clerk to contact Eddie at Arboreco for comment/recommendation.

The additional premium for insuring the Churchyard Wall and War Memorial prorata is £176.57.

The additional yearly premium is £212.70

The cost of £176.57 including IPT is to be Recommended to Full Council for payment.

Cllr P Treadwell enquired about the cutting of the hed	ge by Botcheston Village Hall.
The meeting closed at 8.34pm.	
Chairman	Date

15. Information from members.