



RESOURCES COMMITTEE MEETING

Held at 7.00pm on Wednesday 11th December 2024 at Desford Library, Main Street, Desford, LE9 9JP

MINUTES

Present – Cllr C Oakes (Chair) Cllr C Crane, Cllr E Clark and Cllr A Winner also, present Pip Gould (Clerk) and Julie Frost (Admin Assistant)

1. Apologies

Apologies were received and accepted from Cllr P Treadwell and Cllr S McMillan

2. Declarations of Interest

None.

3. To approve the minutes of the Resources Committee meeting held on Wednesday 13th November 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 November 2024.

Statements were received, and the reconciliation signed for **Recommendation** to Full Council.

A	Bank Reconciliation at 30/11/2024		
	Cash in Hand 01/04/2024		192,224.60
	ADD Receipts 01/04/2024 - 30/11/2024		217,317.75
			409,542.35
	SUBTRACT Payments 01/04/2024 - 30/11/2024		173,770.76
	Cash in Hand 30/11/2024 (per Cash Book)		235,771.59
B	Cash in hand per Bank Statements		
	Petty Cash	30/11/2024	0.00
	01 Current Account 087	30/11/2024	17,484.84
	02 Grants & Projects Reserves 25	30/11/2024	11,006.59
	03 Precept & General Reserves 07	30/11/2024	206,270.54
	04 Debit Card 515	30/11/2024	992.62
	05 Desford in Bloom & Heritage 06	30/11/2024	17.00
			235,771.59
	Less unrepresented payments		235,771.59
	Plus unrepresented receipts		
	Adjusted Bank Balance		235,771.59

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

MONTHLY ANALYSIS: Cashbook Statement Reconciled with SCRIBE										
Precept = 179,029.00										
Monthly = 14,919.08										
Budgetary Analysis		April	May	June	July	August	September	October	November	
2024-2025 Budget	% utilised	Opening Bank Balance	192,224.60	281,745.86	279,267.63	245,126.62	236,081.92	226,313.41	305,516.21	244,707.88
		Monthly Expenditure total	12,178.88	6,646.41	34,056.45	11,968.89	12,772.95	11,446.32	64,681.89	10,713.57
25720	80.65	Administration	2,562.05	-2,720.41	18,153.21	216.62	932.70	313.13	137.75	1148.07
13000	12.57	Office running Costs	346.98	149.97	149.97	291.68	78.78	149.97	347.40	119.76
55000	64.61	Staff and Training and Councillor Costs	3,670.55	3,923.84	9,231.37	3,599.24	3,544.87	3607.94	3630.42	4329.36
70950	60.23	Grounds and Building Maintenance Costs	4,623.84	5,061.14	3,305.46	7,149.58	7,596.70	4236.39	6318.12	4445.14
11980	18.83	Misc Costs inc Cemetery & Allotments, NP, Funding etc	110.47	10.47	104.14	10.47	297.42	10.47	1490.20	221.61
2379	0.00	Contingency	0.00	0.00	0.00	0.00	0.00	221.2	0.00	0
N/A		Dib/Heritage Expenditure	864.99	221.40	3,112.30	701.30	322.48	1153.95	52758.00	18.00
N/A		VAT Element	1,081.77	847.62	972.59	1,299.44	1,663.31	860.13	1659.83	920.71
		Reserves S106						1,753.27		431.63
		Cashflow outlay including VAT Element	13,260.65	7,494.03	35,029.04	13,268.33	14,436.26	12,306.45	66,341.72	11,634.28
		Income								
179029	100	Precept	89,514.50	0.00	0.00	0.00	0.00	89,514.50	0.00	0.00
1400	182.67	Bank Interest	263.01	314.94	320.06	270.65	238.91	484.75	340.12	325.00
1470	5.65	Allotment rents	33.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00
4000	162.25	Cemetery	370.00	170.00	150.00	500.00	400.00	1,300.00	1300	2,300.00
N/A		Dib/Heritage	3,329.26	2,343.00	417.97	562.74	3,978.84	110.00	10.00	10
N/A		Misc Income	43.89	0.00	0.00	0.00	0.00	0.00	60.39	10.82
N/A		Earmarked Allotment Deposits	50.00	0.00	0.00	0.00	0.00	100.00	0.00	50.00
N/A		S106 Reserves (SID)	0.00	2,184.90	0.00	0.00	0.00	0.00	0.00	0.00
N/A		VAT Refund	9,178.25	2.96	0.00	2890.24	0.00	0.00	3822.88	2.17
		Cashflow income	102,781.91	5,015.80	888.03	4,223.63	4,667.75	91,509.25	5,533.39	2,697.99
		Monthly Exp: Inc Insurance proportion	14,850.10	8,833.48	17,295.13	14,607.78	15,775.71	13,645.90	67,681.17	12,973.73
		Exp Less Income (includes Bank Int/Allotment/Cemetery but excludes DiB & S106 VAT Refund & allotment deposits)	14,140.20	8,348.54	16,825.07	14,337.13	15,086.80	11,861.15	63,848.29	12,961.56
		Closing Bank Balance reconciled in SCRIBE	281,745.86	279,267.63	245,126.62	236,081.92	226,313.41	305,516.21	244,707.88	235,771.59
								DiB & Heritage Bank Account	17.00	
								Acc Balance =	17.00	

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 Committee were provided with a summary of Receipts and Payments for November 24 and a Net Position by Cost Centre and Code year to date.

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

6. To receive and recommend payment of invoices

Payments for approval						
Date of Invoice	Invoice Number					
Direct Debits/On-line payments from account ...515 in November: Ratify						
08.11.24	12834292	HSBC Bank Account Fees	£8.00	£0.00	£8.00	6
		Adobe - Acrobat Pro Subscription	£16.64	£0.00	£16.64	4
		Amazon Various Stationery	£52.81	£10.56	£63.37	8
		Amazon CREDIT	-£10.83	-£2.16	-£12.99	8
		Totals	£66.62	£8.40	£75.02	
Date of Invoice	Invoice Number		Invoice exc vat	VAT	Invoice total	Budget Line
DPC Accounts Payable (from Account ..087) DD or in advance						
28.11.24	Nov	Staff Salaries NET	£3,703.25	£0.00	£3,703.25	28
	Nov	Payment to HMRC for Tax and NI relating to salaries 7 payable on 19th following month	£883.36	£0.00	£883.36	29
	Nov	NEST Pensions (Employer and Employee contributions) payable the following month	£169.56	£0.00	£169.56	31
10.11.24	7428396	Waterplus - Allotments Water Due on 14th Month	£57.51	£11.50	£69.01	19B
10.12.24	7706441/CREDIT	Waterplus - Allotments Water Due around 14th Month	-£43.93	-£11.01	-£66.06	19B
01.11.24	7237049	Waterplus - Cemetery Water Due Inv quarterly 20th of month (next 18 Jan 25)	£10.47	£0.00	£10.47	19A
13.11.24	M098 71	BT Invoice due on 14th month	£66.97	£13.39	£80.36	9
15.11.24	30810	GoCardless Wemtech - Dec fees in advance Monthly Office 365 Fees & Monthly Councillor email	£104.19	£20.84	£125.03	5
04.12.2024	12044025	Npower Street Lighting due on 3/4 Month Nov 1-31 Charges	£254.31	£12.72	£267.03	21
27.11.24	107517	M&BG Ltd (Grounds Maintenance monthly)	£2,337.50	£467.50	£2,805.00	11A
01.12.24	Nov-24	S Hopkinson - Handyman charges	£30.00	£0.00	£30.00	32
	Nov/Dec	Clerk Expenses - mileage	£13.50	£0.00	£13.50	30
	Nov/Dec	Admin Expenses	£11.25	£0.00	£11.25	30
26.11.24	7697	SCRIBE for Jan - Dec 2025	£660.00	£132.00	£792.00	33
20.11.24	19/4315	LRALC Cllr Training Cllr Cooper 20th Nov	£50.00	£0.00	£50.00	36
26.11.24	SI-4624	YMD BOON - Building Surveys	£1,776.00	£355.20	£2,131.20	26
	Community Fund	Desford Good Neighbours - Community Fund RATIFY	£153.63	£0.00	£153.63	43
30.11.24	10174	PROLODIC Swing basket repairs Pickards Park	£1,148.90	£229.78	£1,378.68	17
		Totals	£11,386.47	£1,231.92	£12,607.27	
DESFORD IN BLOOM						
		Donation made after 31st Oct to DiB	£10.00	£0.00	£10.00	RATIFY
		Balance of Bank Charges Ratify	£8.00	£0.00	£8.00	RATIFY
		Donation sent to DiB Incorporated Charity in November	-£10.00	£0.00	-£10.00	RATIFY
		Totals	£8.00	£0.00	£8.00	

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

7. To review the Draft Budget for 24-25

Clerk presented draft budget figures. This draft will be presented to Full Council, but Councillors agreed that they would like to await Tax base band D figures from HBBC before finalising at January's meeting. The Clerk advised that Councillors should be provided with final tax base figures from HBBC by the December meeting.

8 Update regarding review of leases and next steps

Cllr Winner advised that Solicitors have provided some information. Agreements need reviewing, Botcheston Village Hall representatives also consulted and this should be discussed further in the new year. Also to consider aligning the leases of the SID main building and changing rooms. The Clerk requested that the Asset Management WG spearhead this project.

9 To review a quote for improvements to the path at the Strict Baptist Cemetery.

To address the slippery surface on the wooden struts on the steps and the moss on the path. A quote from M&BG for **£950 +VAT** for improvements to the path at the Strict Baptist Cemetery was **Recommended** to Full Council.

10 To review a quote for the Hedge works on the track behind Forest Rise.

A quote for **£1650 + VAT** to cut a channel approximately 1m wide between the hedgerow and residents fences at Forest Rise was **Recommended** to Full Council. It was proposed that a letter will be sent out to all affected residents and they will additionally be sent a copy of the Parish Councils new Tree and Hedgerow Policy and that works should proceed before March 2025.

11 Clerks Report

Burials Training Clerk reported that she has reserved two places on LRALCs Basics of Burials course on the 29th January as a refresher and to ensure that we keep up with current legislation. A cost of **£80** training expenditure for the Clerk and Burials Officer plus 2 hours overtime each was **Recommended** to Full Council.

Stolen Planter at Botcheston A planter has been stolen from the village sign in Botcheston. It was **Recommended** to Full Council to replace it on this occasion at a cost of **£249+VAT**. The Chairman of Botcheston Village Hall has offered to secure the planter to avoid further incidences.

12 Information from Members.

Cllr Clark advised that the land for sale that is adjacent to Birdland has been bought by the owner of Birdland and will subsequently be filled with trees and protected.

Cllr C Crane reported that he has been advised by a parishioner that the grass and hedges have not been cut at Pickards Park.

The meeting closed at 7.58pm.

Chairman

Date