

RESOURCES COMMITTEE MEETING

Held at 7.00pm on Wednesday 8th May 2024 at Desford Library, Main Street, Desford, LE9 9JP

MINUTES

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

1. Apologies

Cllr S McMillan

Apologies were received and accepted.

2. Declarations of Interest

The Clerk declared an interest in agenda item 8 as she is related to the owner of SJG Building Services.

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

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

4. To receive bank statements for April 2024

The bank statements were received, and reconciliation signed for **Recommendation** to Council.

Bank Reconciliation at 30/04/2024	ouncii.			1
ADD Receipts 01/04/2024 - 30/04/2024 SUBTRACT Payments 01/04/2024 - 30/04/2024 Cash in Hand 30/04/2024 (per Cash Book) Cash in hand per Bank Statements Petty Cash 30/04/2024 108.48 01 Current Account 087 30/04/2024 29,170.24 02 Grants & Projects Reserves 25 30/04/2024 8,041.31 03 Precept & General Reserves 07 30/04/2024 189,191.39 04 Debit Card 515 30/04/2024 934.24 05 Desford in Bloom & Heritage 06 30/04/2024 54,300.20 281,745.86 Plus unpresented payments Adjusted Bank Balance 281,745.86	Bank Reconciliation at 30/04/	2024		
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Adjusted Bank Balance 281,745.86				281,745.86
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A = B Checks out OK	Adjusted Bank Balance			281,745.86
	A = B Checks out OK			

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

Terrain - H&S advisors HSBC Bank Account Fees Adobe - Acrobat Pro Subscription Amazon Plastic Wallets Amazon Plastic Wallets Amazon Folders Amazon Folders Amazon Paper Defib Pads approved/signed off Aprils FC minutes Replacement Laptop approved/signed off Aprils FC minutes Feplacement Laptop approved/signed off Aprils FC minutes Finckley & Bosworth BC Rates for KRRG DPC Accounts Payable (from Account087) Invexe Staff Salaries - April DPC Accounts Payable (from Account087) Expyment to HMRC for Tax and NI relating to April salaries NEST Pensions (Employer and Employee contributions) April Waterplus - Allotments Water Due on 14th Month Waterplus - Cemetery Water Due Inv quaterly (Next July 24) but paid by DD each month Expower Street Lighting due on 14th month GoCardless Wemtech - Monthly Office 365 Fees Spower Street Lighting due on 3/4 Month M&BC Ltd (Grounds Maintenance monthly) Expyment Signal Maintenance monthly (Spokinson - Handyman April 2024 Explantation - Handyman A	£12.99				
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Replacement Laptop approved/signed off Aprils FC minutes ### Hinckley & Bosworth BC Rates for KRRG ##################################	£460.00	£92.00	£552.00	0	Approved April Mins FC
Hinckley & Bosworth BC Rates for KRRG DPC Accounts Payable (from Account087) Staff Salaries - April Payment to HMRC for Tax and NI relating to April salaries NEST Pensions (Employer and Employee contributions) April Waterplus - Allotments Water Due on 14th Month Waterplus - Cemetery Water Due Inv quaterly (Next July 24) but paid by DD each month E2: BT Invoice May due on 14th month GoCardless Wemtech - Monthly Office 365 Fees Npower Street Lighting due on 3/4 Month E2: M&BG Ltd (Grounds Maintenance monthly) HBBC - Bin Collections Inv 4003348154 Pickards and KRRG S Hopkinson - Handyman April 2024 E1: CFS Computers: Data Transfer Clerks Computer RS Roofing Specialists KRRG Changing rooms Roof Repairs SJG Building Services - The Wheel remove and replace damaged brick work and repoint Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber E1: Playdale Inv 55171 Botcheston Inspection of Jungle Climber Totals E8,2 DESFORD IN BLOOM	£482.50	£96.50	£579.00		Approved April Mins FC
DPC Accounts Payable (from Account087) Invexory Staff Salaries - April Payment to HMRC for Tax and NI relating to April salaries E50,99 NEST Pensions (Employer and Employee contributions) April Waterplus - Allotments Water Due on 14th Month Waterplus - Cemetery Water Due Inv quaterly (Next July 24) but paid by DD each month E2: BT Invoice May due on 14th month GoCardless Wemtech - Monthly Office 365 Fees Npower Street Lighting due on 3/4 Month E2: NBBG Ltd (Grounds Maintenance monthly) HBBC - Bin Collections Inv 4003348154 Pickards and KRRG E49 S Hopkinson - Handyman April 2024 CFS Computers: Data Transfer Clerks Computer SR Roofing Specialists KRRG Changing rooms Roof Repairs SIG Building Services - The Wheel remove and replace damaged brick work and repoint E15 Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber Playdale Inv 55171 Botcheston Inspection of Jungle Climber E15 DESFORD IN BLOOM	£187.15	£0.00	£187.15		Approved April Mins FC
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Staff Salaries - April Payment to HMRC for Tax and NI relating to April salaries E5,99 Payment to HMRC for Tax and NI relating to April salaries E50 NEST Pensions (Employer and Employee contributions) April Waterplus - Allotments Water Due on 14th Month Waterplus - Cemetery Water Due Inv quaterly (Next July 24) but paid by DD each month E7: BT Invoice May due on 14th month GoCardless Wemtech - Monthly Office 365 Fees Npower Street Lighting due on 3/4 Month E7: M&BG Ltd (Grounds Maintenance monthly) HBBC - Bin Collections Inv 4003348154 Pickards and KRRG E49 S Hopkinson - Handyman April 2024 CFS Computers: Data Transfer Clerks Computer E79 E88 Roofing Specialists KRRG Changing rooms Roof Repairs SJG Building Services - The Wheel remove and replace damaged brick work and repoint E189 Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber E15 Playdale Inv 55171 Botcheston Inspection of Jungle Climber E15 Totals E8,2	£45.95	£4.27	£1,236.10		
Staff Salaries - April Payment to HMRC for Tax and NI relating to April salaries E5,99 REST Pensions (Employer and Employee contributions) April Waterplus - Allotments Water Due on 14th Month Waterplus - Cemetery Water Due Inv quaterly (Next July 24) but paid by DD each month BT Invoice May due on 14th month GoCardless Wemtech - Monthly Office 365 Fees Npower Street Lighting due on 3/4 Month £2,33 HBBC - Bin Collections Inv 4003348154 Pickards and KRRG S Hopkinson - Handyman April 2024 E5 Computers: Data Transfer Clerks Computer E7 Somputers: Data Transfer Clerks Computer E7 Sin Guilding Services - The Wheel remove and replace damaged brick work and repoint £2,10 E68 E79 E79 E79 E79 E79 E79 E79 E7	Invoice		Invoice	Budget	
Staff Salaries - April Payment to HMRC for Tax and NI relating to April salaries NEST Pensions (Employer and Employee contributions) April Waterplus - Allotments Water Due on 14th Month Waterplus - Cemetery Water Due Inv quaterly (Next July 24) but paid by DD each month BT Invoice May due on 14th month GoCardless Wemtech - Monthly Office 365 Fees Npower Street Lighting due on 3/4 Month ### M&BG Ltd (Grounds Maintenance monthly) ### BBC - Bin Collections Inv 4003348154 Pickards and KRRG ### S Hopkinson - Handyman April 2024 ### ST Hopkinson - Handyman April 2024 ### CFS Computers: Data Transfer Clerks Computer ### RS Roofing Specialists KRRG Changing rooms Roof Repairs ### SJG Building Services - The Wheel remove and replace damaged brick work and repoint ### Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber ### Jungle Climber ### Totals ### E8,2 ### DESFORD IN BLOOM	exc vat	VAT	total	Line	Notes
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NEST Pensions (Employer and Employee contributions) April Waterplus - Allotments Water Due on 14th Month Waterplus - Cemetery Water Due Inv quaterly (Next July 24) but paid by DD each month BT Invoice May due on 14th month GoCardless Wemtech - Monthly Office 365 Fees Npower Street Lighting due on 3/4 Month £2: M&BG Ltd (Grounds Maintenance monthly) HBBC - Bin Collections Inv 4003348154 Pickards and KRRG £49 S Hopkinson - Handyman April 2024 £5: E5: E5: E5: E5: E5: E5: E5:	2,904.27	£0.00	£2,904.27	20	PAYE £246.20
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Waterplus - Cemetery Water Due Inv quaterly (Next July 24) but paid by DD each month BT Invoice May due on 14th month GoCardless Wemtech - Monthly Office 365 Fees Spower Street Lighting due on 3/4 Month M&BG Ltd (Grounds Maintenance monthly) E2,3 HBBC - Bin Collections Inv 4003348154 Pickards and KRRG S Hopkinson - Handyman April 2024 E111 CFS Computers: Data Transfer Clerks Computer RS Roofing Specialists KRRG Changing rooms Roof Repairs E68 SJG Building Services - The Wheel remove and replace damaged brick work and repoint E28 Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber E15 Playdale Inv 55171 Botcheston Inspection of Jungle Climber Totals E8,2 DESFORD IN BLOOM	£125.52	£0.00	£125.52	31	DD
BT Invoice May due on 14th month GoCardless Wemtech - Monthly Office 365 Fees £56 Npower Street Lighting due on 3/4 Month £21 M&BG Ltd (Grounds Maintenance monthly) £2,3 HBBC - Bin Collections Inv 4003348154 Pickards and KRRG £49 S Hopkinson - Handyman April 2024 £11 CFS Computers: Data Transfer Clerks Computer RS Roofing Specialists KRRG Changing rooms Roof Repairs £68 SJG Building Services - The Wheel remove and replace damaged brick work and repoint £28 Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber £15 Playdale Inv 55171 Botcheston Inspection of Jungle Climber £15 Totals £8,2				19B	DD
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Npower Street Lighting due on 3/4 Month #88B Ltd (Grounds Maintenance monthly) #89 Hopkinson - Handyman April 2024 #811 #89 Computers: Data Transfer Clerks Computer #80 Roofing Specialists KRRG Changing rooms Roof Repairs #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and repoint #80 Building Services - The Wheel remove and replace damaged brick work and rep				9	DD
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HBBC - Bin Collections Inv 4003348154 Pickards and KRRG £49 S Hopkinson - Handyman April 2024 £11 CFS Computers: Data Transfer Clerks Computer RS Roofing Specialists KRRG Changing rooms Roof Repairs £68 SJG Building Services - The Wheel remove and replace damaged brick work and repoint £28 Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber £15 Playdale Inv 55171 Botcheston Inspection of Jungle Climber £15 Totals £8,2	£218.72	£10.94	£229.66	21	DD
S Hopkinson - Handyman April 2024 EST Computers: Data Transfer Clerks Computer RS Roofing Specialists KRRG Changing rooms Roof Repairs SJG Building Services - The Wheel remove and replace damaged brick work and repoint £28 Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber £15 Playdale Inv 55171 Botcheston Inspection of Jungle Climber £15 Totals £8,20 DESFORD IN BLOOM	2,337.50	£467.50	£2,805.00	11A	
CFS Computers: Data Transfer Clerks Computer RS Roofing Specialists KRRG Changing rooms Roof Repairs SJG Building Services - The Wheel remove and replace damaged brick work and repoint Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber £15 Playdale Inv 55171 Botcheston Inspection of Jungle Climber Totals £8,2	£498.42	£99.68	£598.10	20	
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SJG Building Services - The Wheel remove and replace damaged brick work and repoint £28 Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber £15 Playdale Inv 55171 Botcheston Inspection of Jungle Climber £15 Totals £8,2	£95.00	£0.00	£95.00	3	
Playdale Inv 55165 KRRG Inspection of Aerial runway & Jungle Climber Playdale Inv 55171 Botcheston Inspection of Jungle Climber Totals £8,2 DESFORD IN BLOOM	£680.00	£136.00	£816.00	15	
Playdale Inv 55171 Botcheston Inspection of Jungle Climber £15 Totals £8,2	£280.00	£0.00	£280.00	15	
Totals £8,2	£150.00	£30.00	£180.00	17	Prior to quoting for repairs
DESFORD IN BLOOM	£150.00	£30.00	£180.00	17	Prior to quoting for repairs
DESFORD IN BLOOM					
DESFORD IN BLOOM	8,207.81	£784.29	£8,992.10		
	0,207.01	£/04.23	20,332.10		
Line Cly Typenese for plants					
Lisa Sly Expenses for plants £34	£34.50	£2.00	£36.50	DIB	
The Flag Shop - 8 x D Day Flags £63	£63.00	£12.60	£75.60	Heritage	
200	_33.00	_12.00	_,	3	
Totals £97		£14.60	£112.10		

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192,224.60

102,781.91

Expenditure	12,178.88
Vat	1,081.77
	13,260.65
Income	
Precept	89,514.50
Bank Interest	263.01
Allotment rents	33.00
Cemetery	370.00
Dib/Heritage	3,329.26
Misc Income	52.67
Earmarked Allotment	
Deposits	50.00
VAT Refund	9,169.47

Opening Bank Balance

Exp: Inc Insurance 14,759.54 **Exp Less Income** 14,040.86

(Bank Int/Allotment/Cemetery)

Closing Bank Balance 281,745.86

6. To receive and note the Parish Council Income & Expenditure and Financial summary of budgetary analysis up to the end of April 2024.

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. To Consider Quotations for roof repairs at Botcheston village Hall

To date 2 quotes have been received:

Alexander Construction quote for £1175 NET

BG Building Services quote for £5000 NET

Due to the ambiguity of the quotes and the conflicting amounts the Clerk's Office has sought a third contractor opinion and quote from RS Roofing specialists, and will present to Councillors once available.

8. To consider quotations for works at Botcheston, Kirkby Road and Pickard Recreation Grounds as raised in the annual inspection reports.

The Committee considered quotes for:

- The Picnic Bench at Botcheston playground and Recommended a quote from SJG Building Services for £320 NET to replace all the wooden structs and slats. Councillors acknowledged the declaration of interest but knowingly decided to proceed
- The Roundabout at Kirkby Road Recreation Ground and Recommended that the surface was not patched but that the existing surface be removed and reinstalled. The preferred supplier was identified as DCM Surfaces quote £3,740 NET and the warranty period for this work would be 5 years.
- Low Level Pod at Pickards Recreation Ground and Recommended that this item continues to be monitored in regular playground checks and no works were currently necessary.
- The Log Climbers and the Ariel Runway The Clerk advised that we are awaiting two survey inspections from Playdale prior to receiving the quotes.

9. To consider changes to Cemetery Fees

Increasing the price of single and double depth burial plots including the Deed of Grant to £200 for a single plot and £300 for a double plot. A purchase of a cremation plot including Deed of Grant to £100. Headstone and Memorial fees to £200. A cremation flat tablet to £100.

Resources committee agreed to **Recommend** the increases to the cemetery fees, and changes to simplify the document, to Full Council and also **Recommended** that the Fees should be reviewed annually by the Resources Committee.

10. To consider a budget for the Cemetery Memorial Gardens improvements.

A visual presentation and quote for materials and plants were presented to the Committee and a budget of £500 was **Recommended** to Full Council for approval.

11. To receive and update on the annual Insurance renewal.

All policy renewal prices have been received and fall within budget and are therefore **Recommended** to Full Council for approval in line with last month's recommendations. The Resources Committee **Recommended** that based on the premiums received that the SiD contribution for this year's insurance be set at £3000 to Full Council for approval.

12. Desford in Bloom and Heritage working groups:

To consider any requests for expenditure.

 DiB: A quote for JDL Services to carry out a check on all metal hanging basket brackets for load holding safety and provide a report at £1 per bracket to a maximum of £225 and. following submission of report and approval, supply hardware and refit/secure any brackets that are deemed unsafe at £5 per bracket to a maximum cost of £1125.

• **DiB**: Expenditure for the Mosaic project at £56.96

The Committee **Recommended** both quotes to Full Council for approval.

13. Clerks Report

1. Allotment Track update

Quotes had been received from M & BG Contractors at £755 NET for Repairs or £12,520 for complete resurfacing.

The quotes were supplied with an advisory that the repairs only could not be guaranteed and would only be a temporary solution.

The Resources Committee requested that further quotes for complete resurfacing are obtained prior to making any recommendations. The Clerk suggested that a possible grant could be sought if Full Council agreed to further research.

2. .Gov.uk Web address and Councillor email update.

The Clerk advised Councillors that the install was in progress and would take 10 working days and therefore should be live 9th May. As soon as this was confirmed then the email installation could commence.

3. Residents Enquiries:

A resident had contacted the Clerks office to comment on the height of the Parish Hedge at Botcheston Village Hall and requested that it was reduced. The Clerk would be meeting the Grounds Maintenance contractor on site to determine charges as a cherry picker will be required but has advised the resident that any works could not progress until approved by Full Council and after the nesting season.

4. Pickards Park Tightrope walk update.

The Grounds maintenance reported on their monthly inspection that the tightrope bolt had snapped. The rope has been removed for safety reasons and a quote for a replacement bolt sought from Wicksteed. This may be covered under warranty.

5. Training for new Councillors.

Clerk had received a request for training with LRALC for new Councillors at £50 per candidate.

Resources will **Recommend** this request to Full Council. And additionally **Recommend** an amendment to standing orders and financial regulations to allow the Clerk to automatically book training for new Councillors or re-elected Councillors every 4 years.

13. Information from Members

The meeting closed at 8.40pm

None

Chairman	Date