



**RESOURCES COMMITTEE MEETING**

Held at 7.00pm on Wednesday 8<sup>th</sup> 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 10<sup>th</sup> 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.

<b>Bank Reconciliation at 30/04/2024</b>		
Cash in Hand 01/04/2024		192,224.60
<b>ADD</b> Receipts 01/04/2024 - 30/04/2024		102,781.91
		295,006.51
<b>SUBTRACT</b> Payments 01/04/2024 - 30/04/2024		13,260.65
<b>Cash in Hand 30/04/2024</b> (per Cash Book)		<b>281,745.86</b>
<b>Cash in hand per Bank Statements</b>		
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
		<b>281,745.86</b>
Less unrepresented payments		281,745.86
Plus unrepresented receipts		
<b>Adjusted Bank Balance</b>		<b>281,745.86</b>
<b>A = B Checks out OK</b>		

**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.

<b>Payments for approval</b>					
<b>Direct Debits/On-line payments from account ...515</b>					
Zoom	£12.99	£2.60	£15.59	4	DD (Gocardless)
Terrain - H&S advisors	£8.32	£1.67	£9.99	35	DD
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6	DD
Adobe - Acrobat Pro Subscription	£16.64	£0.00	£16.64	4	DD
Amazon Plastic Wallets	£13.32	£2.67	£15.99	8	
Amazon 2nd Class stamps	£9.85	£0.00	£9.85	7	
Amazon Folders	£4.37	£0.87	£5.24	8	
Amazon Paper	£19.82	£3.98	£23.80	8	Total £54.88 on 22.04.24
Defib Pads approved/signed off Aprils FC minutes	£460.00	£92.00	£552.00		Approved April Mins FC
Replacement Laptop approved/signed off Aprils FC minutes	£482.50	£96.50	£579.00		Approved April Mins FC
Hinckley & Bosworth BC Rates for KRRG	£187.15	£0.00	£187.15		Approved April Mins FC
<b>Totals</b>	<b>£45.95</b>	<b>£4.27</b>	<b>£1,236.10</b>		

  

<b>DPC Accounts Payable (from Account ..087)</b>	<b>Invoice exc vat</b>	<b>VAT</b>	<b>Invoice total</b>	<b>Budget Line</b>	<b>Notes</b>
Staff Salaries - April	£2,984.27	£0.00	£2,984.27	28	Paid 26/04/2024
Payment to HMRC for Tax and NI relating to April salaries	£503.40	£0.00	£503.40	29	PAYE £246.20 eNI £192.18
NEST Pensions (Employer and Employee contributions) April	£125.52	£0.00	£125.52	31	NI £65.02
<b>Waterplus - Allotments Water Due on 14th Month</b>				<b>19B</b>	<b>DD</b>
Waterplus - Cemetery Water Due Inv quarterly ( Next July 24) but paid by DD each month	£21.59	£0.00	£21.59	19A	DD
<b>BT Invoice May due on 14th month</b>				<b>9</b>	<b>DD</b>
GoCardless Wemtech - Monthly Office 365 Fees	£50.89	£10.18	£61.07	5	DD
Npower Street Lighting due on 3/4 Month	£218.72	£10.94	£229.66	21	DD
M&BG Ltd (Grounds Maintenance monthly )	£2,337.50	£467.50	£2,805.00	11A	
HBBC - Bin Collections Inv 4003348154 Pickards and KRRG	£498.42	£99.68	£598.10	20	
S Hopkinson - Handyman April 2024	£112.50	£0.00	£112.50	32	
CFS Computers: Data Transfer Clerks Computer	£95.00	£0.00	£95.00	3	
RS Roofing Specialists KRRG Changing rooms Roof Repairs	£680.00	£136.00	£816.00	15	
SJG Building Services - The Wheel remove and replace damaged brick work and repoint	£280.00	£0.00	£280.00	15	
Playdale Inv 55165 KRRG <b>Inspection</b> of Aerial runway & Jungle Climber	£150.00	£30.00	£180.00	17	Prior to quoting for repairs
Playdale Inv 55171 Botcheston <b>Inspection</b> of Jungle Climber	£150.00	£30.00	£180.00	17	Prior to quoting for repairs
<b>Totals</b>	<b>£8,207.81</b>	<b>£784.29</b>	<b>£8,992.10</b>		

  

<b>DESFORD IN BLOOM</b>					
Lisa Sly Expenses for plants	£34.50	£2.00	£36.50	DIB	
The Flag Shop - 8 x D Day Flags	£63.00	£12.60	£75.60	Heritage	
<b>Totals</b>	<b>£97.50</b>	<b>£14.60</b>	<b>£112.10</b>		

**April**

<b>Opening Bank Balance</b>	<b>192,224.60</b>
<b>Expenditure</b>	<b>12,178.88</b>
<b>Vat</b>	<b>1,081.77</b>
	<b>13,260.65</b>
<b>Income</b>	
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
	<b>102,781.91</b>
<b>Exp: Inc Insurance</b>	<b>14,759.54</b>
<b>Exp Less Income</b>	<b>14,040.86</b>
<b>(Bank Int/Allotment/Cemetery)</b>	
<b>Closing Bank Balance</b>	<b>281,745.86</b>

**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

None

The meeting closed at 8.40pm

Chairman .....

Date .....