


DESFORD PARISH COUNCIL
RESOURCES COMMITTEE MEETING

Held at 7.00pm on Wednesday 10th April 2024 at Desford Library, Main Street, Desford, LE9 9JP

MINUTES

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

1. **Apologies**
 Cllr S McMillan
 Apologies were received and accepted.
2. **Declarations of Interest**
 None
3. **To approve the minutes of the Resources Committee meeting held on Wednesday 13th March 2024.**
 The minutes were accepted as a true record and signed by the Chair.
4. **To receive bank statements for March 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 March 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 April 2024

Debits that will be paid from account ...515

Zoom	£12.99	£2.60	£15.59	4
Terrain - H&S advisors	£8.32	£1.66	£9.98	35
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6
Adobe - Acrobat Pro Subscription Inv IEE2024001572416	£16.64	£0.00	£16.64	4
Totals	£45.95	£4.26	£50.21	

DPC Accounts Payable (from Account ..087)	Invoice exc vat	VAT	Invoice total	Budget Line
Staff Salaries - March	£3,036.74	£0.00	£3,036.74	28
Payment to HMRC for Tax and NI relating to March salaries	£548.91	£0.00	£548.91	29
NEST Pensions (Employer and Employee contributions) March	£103.40	£0.00	£103.40	31
Waterplus - Allotments Water	-£80.75	-£16.15	-£96.90	19B
Waterplus - Cemetery Water				19A
GoCardless Wemtech - Monthly Office 365 Fees	£50.89	£10.18	£61.07	5
Npower Street Lighting - Inv10121630	£243.26	£12.16	£255.42	21
R&CA Advisory (Book-keeper) March & April 2024 Invoice 24004	£428.55	£0.00	£428.55	33
M&BG Ltd (Grounds Maintenance monthly invoice 100922)	£2,009.67	£401.93	£2,411.60	11A
M&BG Ltd Botcheston Play Bark Inv 101078	£600.00	£120.00	£720.00	24
M&BG Ltd Hunts Lane Bin Empty Christmas 2023 Inv 101079	£100.00	£20.00	£120.00	13
TP Jones & Co LLP - Payroll Inv TPJ/P1638	£54.50	£10.90	£65.40	34
HBBC - Bin Collections Inv 4003328925	£256.75	£0.00	£256.75	20
Clerk Expenses (Mileage)	£14.40	£0.00	£14.40	30
Admin Assistant Expenses (Mileage)	£11.25	£0.00	£11.25	30
S Hopkinson - Handyman Feb & March 2024	£112.50	£0.00	£112.50	32
CuttleFish Renewal 1st June-31st May 2025 - Payable 31st May24 - Hosting Website/Domain	£425.00	£85.00	£510.00	5
LRALC & NALC membership 2024-2025	£1,046.48	£0.00	£1,046.48	39 & 40
Non Domestic Rates HBBC 2024-2025 KRRG	£923.15	£0.00	£923.15	25
Non Domestic Rates HBBC 2024-2025 Cemetery & Premises	£0.00	£0.00	£0.00	25
CFS Computers Call out fees	£75.00	£0.00	£75.00	3
M & BG Tree & Hedge Works at KRRG	£791.66	£158.33	£949.99	12
M & BG Cemetery Compost bin empty	£55.00	£11.00	£66.00	13
DefibShop for 2 x Battery packs & pads	£460.00	£92.00	£552.00	24
Currys LapTop	£482.50	£96.50	£579.00	2
BG Building Services Water testing at Botcheston VH	£150.00	£30.00	£180.00	15
Totals	£11,898.86	£1,031.85	£12,930.71	
DESFORD IN BLOOM				
Orbit Coaches Gardeners World June 13th 2024	£140.00	£0.00	£140.00	DIB
Orbit Coaches Gardeners World June 13th 2024	£420.00	£0.00	£420.00	DIB
SEE Tickets Gardeners World June 13th 2024	£766.21	£153.24	£919.45	DIB
NL DIB Expenses Various	£412.00	£21.39	£433.39	DIB
KW DIB Expenses Various	£32.99	£0.00	£32.99	DIB
NL DIB Revenue	-£125.10	£0.00	-£125.10	DIB
Totals	£1,646.10	£174.63	£1,820.73	

(Signature)

Desford Parish Council - 10 April 2024

Cashbook

Accounts and Invoices for Recommendation to Council

Opening Balances 01st March 2024

Projects & Grants Reserve Account ... 253	£8,002.60
Current Account ... 087	£19,332.96
Debit Card Account ... 515	£407.71
Precept Reserve Account ... 072	£118,730.73
TOTAL DPC=	£146,474.00
Desford in Bloom Account ... 064	£53,084.15
DIB Petty Cash	£108.48
TOTAL =	£199,666.63

Transactions in Current Account ..087 in March 2024

		Budget Line
Payment to BT (Direct Debit)	-£64.46	9
Payment to Waterplus - Cemetery Water (Direct Debit)	-£10.47	19A
Waterplus - Allotments Water	-£35.41	19B
NEST Pension Payments Covering February 2024	-£99.04	31
Payment to Npower for Street Lighting(Direct Debit)	-£249.26	21
Payment to Go Cardless Wem Tech x2 invoices	-£61.07	5
Payments in the form of 9 BACS Payments (refer to Bank Statement)	-£7,542.79	
HMRC PAYE/NIC Payment covering February 2024	-£538.84	29
HSBC Bank Account Fees	-£8.00	6
Cemetery Income	£2,200.00	60
Total =	-£6,409.34	

Transactions of ..515 (Debit Card Account) March 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
Adobe - Acrobat Pro Subscription Inv IEE2024001572416	-£16.64	£0.00	-£16.64	4
Total	-£45.96	-£4.26	-£50.22	

Transactions for Projects & Grants Reserve Account ..253 March 2024

Gross Interest Received	£38.71	58
Account Balance =	£8,041.31	

Transactions for Precept Reserve Account ..072 March 2024

Gross Interest Received	£197.65	58
Account Balance =	£118,928.38	

Transactions DiB Account ...064 March 2024

	Transaction exc vat	VAT	Transaction total
DIB Donations & Grants			£10.00
Heritage Donations & Income			
Undefined Donations & Grants			
Heritage Christmas Stall Receipts			
HSBC Bank Account Fees	-£8.00	£0.00	-£8.00
SEE Group - Gardners World Tickets x50	-£766.21	-£153.24	-£919.45
Orbit Coaches - Gardeners World Birmingham NEC Inv 5084	-£140.00	£0.00	-£140.00
Desford Parochial Council - Bin Supply	-£112.50		-£112.50
Karen Wakefield - DIB Expenses	-£33.88		-£33.88
A Vesty - DIB Expenses	-£15.00		-£15.00
Account Balance =			£51,865.32

Council Funds at 31st March 2024

Projects & Grants Reserve Account ... 253	£8,041.31
Current Account ... 087	£12,923.62
Debit Card Account ... 515	£357.49
Precept Reserve Account ... 072	£118,928.38
TOTAL DPC=	£140,250.80
Desford in Bloom & Heritage ... 064	£51,865.32
£31,493.97 DIB	Petty Cash DIB
£20,371.35 Heritage	£108.48
£51,865.32 Total	TOTAL = £192,224.60

6. To receive and note the Parish Council Income & Expenditure and Financial summary of budgetary analysis up to the end of March 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 the structural testing of Lampposts for DIB

The Clerk presented quotes for structural testing of 50 lampposts this year.

Electrical Testing Ltd	£3,250
Kiwa	£2,243
Intratest	£1,400

Resources committee agreed to pass these quotations back to Desford in Bloom for comment prior to any recommendations to Full Council. It was noted that structural licences are only valid for a maximum of two years and therefore costs to test would become accumulative in the future.

8. To consider the Insurance contribution for SID

Clerk reported that Sport in Desford requested a value for the insurance contribution for 24-25.

Resources Committee agreed that until an accurate renewal quote is received from Gallaghers, an amount cannot be **Recommended** to Full Council.

9. To consider quotations for works to repair the internal roof of the SID changing rooms at Kirkby Road recreation ground.

Resources committee agreed to **Recommend** the quote for £520 from Sam Morris.

10. To consider quotations for roof repairs at Botcheston Village Hall

Resources felt that the roof repairs should be completed as soon as possible.

Alexander Construction provided a quote for £1175 NET. However, the second roofers quote had not yet been received.

The second quote for windows repairs is also required before **Recommending** to Full Council.

11. To Approve the purchase of replacement pads for 2 x defibrillators

Quotations were provided to replace the pads on the defibrillators and Battery packs.

The Defib Shop	£460 NET
Defib Warehouse	£590 NET
The Defib Pad	£588 NET

Due to Health & Safety concerns it was agreed by Resources to **Approve** the quotation from **The Defib Shop for £460 NET** and instructed the Clerk to order the replacement units asap.

Cllr Paul Treadwell highlighted information regarding renting defibs and it was agreed that the Clerk would investigate further.

12. Clerks Report

1. Clerk reported that quotations are being sought to address the moderate issues raised in the RoSPA playground reports at Botcheston, Pickards and Kirkby Road.
Clerk reported that the Bark had now been replaced at Botcheston and the handyman has recommended replacing some of the rotten wooden slats on the bench at Botcheston.
2. Clerk reported on the costs and the process involved to implement a .gov.uk domain & 12 Councillors emails addresses.
The Domain registration would be free for 2 years due to a government grant and then £150 per year thereafter and could be managed by current suppliers Cuttlefish.
Once the Desfordparishcouncil.gov.uk domain had been approved the email only addresses would be at a cost of £3.96 per month per email address and therefore a yearly cost of £570.24 NET



The move to a .gov.uk domain and Councillor email accounts was **Recommended** to Full Council.

3. Insurance renewal update: Councillors reviewed the information provided and **Recommended** to Full Council that the Parish remain with the current provider.
4. Some Lease Documents are due to be renewed in 2025 & 2027 and Resources Committee requested that the Clerk obtain some solicitor quotations to provide at the next Resources Committee meeting.
5. Clerks Laptop: Was previously approved at Full Council meeting Dec 2023 minutes if required. Due to ongoing reliability issues, Cllr Oakes consulted IT support who recommended a suitable model. Resources **approved** the expenditure of £579 for a replacement laptop.
6. **Quotation to repair the brick work behind the Mining Wheel.** Clerk has received a quote for £280 NET from SJG Building Services to replace the missing bricks and repoint brick work where the tree roots have dislodged the wall.
This will be **Recommended** to Full Council.
7. Desford Loves requested that Council reconsider their request for matching the Councils public liability insurance amounts the Scarecrow event in August. To better match the cover provided last year.
Resources will **Recommend** this request to Full Council.
8. Clerk reported that LRALC had provided a quote for a full governance review **however** Resources agreed it would be prudent to wait for NALCs updated financial regulations document became available in April 2024 before considering the quotation.
9. Clerk presented expenditure information from Desford in Bloom following their meeting on 8th April.
 - up to £10 to purchase refreshments for AGM.
 - up to £100 for refreshments for volunteers social.
 - up to £400 for materials, refreshments & hall hire for Wreath Workshop.
 - £127.50 for brown bins.
 - up to £10 for refreshments for planting day.
 - up to £100 for refreshments for volunteers erecting the baskets.
 - Accept JDL quote, depending on second quote.
 - Insulating tape £3.99
 - Plastic wallets £6.99
 - Miracle Grow £139
 - Basket liners £73.96
 - Wood stain £12.99
 - Water retaining gel £9.30

It was agreed to **Recommend** payment of sundry DiB expenses to Full Council.

13. Information from Members

None

The meeting closed at 8.25pm

Chairman 

Date 8/5/2024