



RESOURCES COMMITTEE MEETING

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

MINUTES

Present – Cllr Oakes, 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. **To appoint a Chairman and sign declaration of acceptance of office.**
It was **Resolved** to re-elect Cllr Colin Oakes as Chairman. Nominated by Cllr McMillan and seconded by Cllr Clark.
2. **Apologies**
None
3. **Declarations of Interest**
None.
4. **To approve the minutes of the Resources Committee meeting held on Wednesday 12th June 2024.**
The minutes were accepted as a true record and signed by the Chair.
5. **To receive bank statements for June 2024**
The bank statements were received and **Recommended** to Council.
6. **To receive and approve the Cashbook statement up to the end of June 2024 and recommend payment of invoices.**

| | | | |
|----------|---|------------|-------------------|
| | Bank Reconciliation at 30/06/2024 | | |
| | Cash in Hand 01/04/2024 | | 192,224.60 |
| | ADD Receipts 01/04/2024 - 30/06/2024 | | 108,685.74 |
| | | | 300,910.34 |
| | SUBTRACT Payments 01/04/2024 - 30/06/2024 | | 55,783.72 |
| A | Cash in Hand 30/06/2024 (per Cash Book) | | 245,126.62 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 30/06/2024 | 108.48 | |
| | 01 Current Account 087 30/06/2024 | 15,242.30 | |
| | 02 Grants & Projects Reserves 25 30/06/2024 | 10,268.10 | |
| | 03 Precept & General Reserves 07 30/06/2024 | 164,784.50 | |
| | 04 Debit Card 515 30/06/2024 | 1,540.38 | |
| | 05 Desford in Bloom & Heritage 06 30/06/2024 | 53,182.86 | |
| | | | 245,126.62 |
| | Less unrepresented payments | | |
| | | | 245,126.62 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 245,126.62 |
| | A = B Checks out OK | | |

The cashbook statement was received and **Recommended** to Council.

Payments for approval

| Direct Debits/On-line payments from account ...515 in June | | | | | Notes |
|---|----------------|---------------|----------------|----|-----------------------------|
| Zoom - cancelled and final day = 4th July | £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/Tharscot Ltd Garden Stakes for Memorial Garden | £14.99 | £0.00 | £14.99 | 8 | Cemetery Maintenance Budget |
| Amazon UK Garden Supplies for Memorial Garden | £34.98 | £7.00 | £41.98 | 13 | Cemetery Maintenance Budget |
| Amazon UK Garden Supplies for Memorial Garden | £5.41 | £1.08 | £6.49 | 13 | Cemetery Maintenance Budget |
| Amazon UK Garden Supplies for Memorial Garden | £6.23 | £1.25 | £7.48 | 13 | Cemetery Maintenance Budget |
| Amazon UK Garden Supplies for Memorial Garden | £7.07 | £1.42 | £8.49 | 13 | Cemetery Maintenance Budget |
| Amazon UK Garden Supplies for Memorial Garden | £24.99 | £5.00 | £29.99 | 13 | Cemetery Maintenance Budget |
| Hinckley & Bosworth BC Rates for KRRG 3rd June | £92.00 | £0.00 | £92.00 | 8 | DD |
| Hinckley & Bosworth BC Rates for KRRG 1st July | £92.00 | £0.00 | £92.00 | 8 | DD |
| Totals | £323.62 | £20.01 | £343.63 | | |

| DPC Accounts Payable (from Account ..087) | Invoice exc vat | VAT | Invoice total | Budget Line | Notes |
|--|------------------------|------------------|----------------------|--------------------|--|
| Staff Salaries - June | £3,055.54 | £0.00 | £3,055.54 | 28 | Paid 28/06/2024 |
| Payment to HMRC for Tax and NI relating to May salaries Payable 19.06.24 | £497.64 | £0.00 | £497.64 | 29 | PAYE £261.60 eNI £178.79 NI £57.25 |
| NEST Pensions (Employer and Employee contributions) June | £116.32 | £0.00 | £116.32 | 31 | DD |
| Waterplus - Allotments Water Due on 14th Month | £24.90 | £4.98 | £29.88 | 19B | DD - In Credit -4.68 |
| Waterplus - Cemetery Water Due Inv quarterly (Next July 24) but paid by DD each month | £0.00 | £0.00 | £0.00 | 19A | DD |
| BT Invoice May due on 14th month | £0.00 | £0.00 | £0.00 | 9 | DD |
| GoCardless Wemtech - Monthly Office 365 Fees & Monthly Councillor emails for July | £93.49 | £18.70 | £112.19 | 5 | DD |
| Npower Street Lighting due on 3/4 Month | £181.37 | £9.07 | £190.44 | 21 | DD |
| M&BG Ltd (Grounds Maintenance monthly) | £2,337.50 | £467.50 | £2,805.00 | 11A | |
| TP Jones & Co quarterly payroll charges | £54.50 | £10.90 | £65.40 | 20 | |
| S Hopkinson - Handyman July 2024 | £140.00 | £0.00 | £140.00 | 32 | |
| Admin Ass Expenses June | £6.75 | £0.00 | £6.75 | 30 | |
| EST Computer software protection | £44.99 | £0.00 | £44.99 | 4 | |
| GTB Paper Shredding Deposit for 5 x bags | £9.59 | £1.91 | £11.50 | | |
| CFS Computers Call out for Cllr Laptop email set up | £45.00 | £0.00 | £45.00 | | |
| Playdale 56198 Deposit KRRG Zipwire and Log climber | £3,348.41 | £669.68 | £4,018.09 | | |
| Playdale 56199 Deposit Botcheston Log Climber | £399.00 | £79.80 | £478.80 | | |
| Totals | £10,355.00 | £1,262.54 | £11,617.54 | | |

| DESFORD IN BLOOM | | | | |
|--|----------------|--------------|----------------|----------|
| JDL Services | £214.00 | £0.00 | £214.00 | DIB |
| JDL Services | £72.50 | £0.00 | £72.50 | DIB |
| JDL Services Coal Truck | £390.00 | £0.00 | £390.00 | DIB |
| Cllr Pat Crane expenses on behalf of DIB - TENS Licence | £21.00 | £0.00 | £21.00 | DIB |
| Vallances Coaches Ltd - Heritage hire of vintage coach for VE Day - deposit only | £75.00 | £0.00 | £75.00 | HERITAGE |
| IFLY Spitfire Deposit VE Day 2025 | £150.00 | £0.00 | £150.00 | HERITAGE |
| Cllr B Treadwell Slug Pellets | £10.49 | £0.00 | £10.49 | DIB |
| Karen Wakefield Expenses | £22.43 | £0.00 | £22.43 | DIB |
| Totals | £955.42 | £0.00 | £955.42 | |

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

7. To receive and note the Parish Council Income & Expenditure and Financial summary of budgetary analysis up to the end of June 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.

| | | MONTHLY ANALYSIS Reconciled with SCRIBE | | | |
|------------------|----------------|---|-------------------|-------------------|-------------------|
| | | | Precept = | 179,029.00 | |
| | | | Monthly = | 14,919.08 | |
| | | | April | May | June |
| 2024-2025 | % | | | | |
| Budget | To date | Opening Bank Balance | 192,224.60 | 281,745.86 | 279,267.63 |
| | | Monthly Expenditure total | 12,178.88 | 6,646.41 | 34,056.45 |
| 25720 | 69.96 | Administration | 2,562.05 | -2,720.41 | 18,153.21 |
| 13000 | 4.98 | Office running Costs | 346.98 | 149.97 | 149.97 |
| 55000 | 30.59 | Staff and Training and Councillor Costs | 3,670.55 | 3,923.84 | 9,231.37 |
| 70950 | 18.31 | Grounds and Building Maintenance Costs | 4,623.84 | 5,061.14 | 3,305.46 |
| 11980 | 1.88 | Misc Costs inc Cemetery & Allotments, NP, Funding etc | 110.47 | 10.47 | 104.14 |
| 2379 | 0.00 | Contingency | 0.00 | 0.00 | 0.00 |
| N/A | | <i>Dib/Heritage Expenditure</i> | 864.99 | 221.40 | 3,112.30 |
| N/A | | <i>VAT Element</i> | 1,081.77 | 847.62 | 972.59 |
| | | <i>Cashflow outlay</i> | 13,260.65 | 7,494.03 | 35,029.04 |
| | | Income | | | |
| 179029 | 50 | Precept | 89,514.50 | 0.00 | 0.00 |
| 1400 | 64.14 | Bank Interest | 263.01 | 314.94 | 320.06 |
| 1470 | 2.24 | Allotment rents | 33.00 | 0.00 | 0.00 |
| 4000 | 17.25 | Cemetery | 370.00 | 170.00 | 150.00 |
| N/A | | <i>Dib/Heritage</i> | 3,329.26 | 2,343.00 | 417.97 |
| N/A | | <i>Misc Income</i> | 43.89 | 0.00 | 0.00 |
| N/A | | <i>Earmarked Allotment Deposits</i> | 50.00 | 0.00 | 0.00 |
| N/A | | <i>S106 Reserves (SiD)</i> | 0.00 | 2,184.90 | 0.00 |
| N/A | | <i>VAT Refund</i> | 9,178.25 | 2.96 | 0.00 |
| | | <i>Cashflow income</i> | 102,781.91 | 5,015.80 | 888.03 |
| | | Exp: Inc Insurance | 14,759.54 | 8,742.92 | 36,277.93 |
| | | Exp Less Income (Bank Int/Allotment/Cemetery but excludes DiB & S106 VAT & allotment deposits) | 14,049.64 | 8,257.98 | 35,807.87 |
| | | Closing Bank Balance reconciled in SCRIBE | 281,745.86 | 279,267.63 | 245,126.62 |

They will be **Recommended** to full Council for approval.

8. To receive updates on liaison with solicitors regarding leases with SiD and Village Halls.

The Committee noted the report that was presented by the Clerk and that further information has come to light regarding the SiD lease.

The Committee **Recommended** that the two SiD Leases are brought in line with each other to have the same end date but that the Ground Rent chargeable for KRRG needed to be re-considered by Councillors. In addition they **Recommended** that the Solicitors should be instructed with regards to the Desford Village Hall.

9. Desford in Bloom and Heritage working groups – to consider any requests for expenditure.

The Committee considered the expenditure proposed for the Beer Tent at the Scarecrow Festival to a value of **£2000** and the waiving of Financial regulations these will be **Recommended** to Full Council.

10. To note and approve a quotation from Wicksteed for replacement tightrope parts.

Clerk updated the Committee regarding removal of the second rope from the tightrope. The Committee **recommended** that the quote for **£288.46 (NET)** is accepted by Full Council when received.

11. To receive an update on investigations into the provision of Christmas lights on lampposts.

A report from Deputy Clerk was presented regarding the costs involved in erecting Christmas lights. The Clerk informed the Committee that there was no budget set for this year but suggested that this could be considered by Councillors for Christmas 2025 in order to take into consideration when setting next years precept. Cllr McMillan commented that as a DiB initiative perhaps DiB might be prepared to cover the costs from their reserves for this Christmas.

12. To receive an update on Quinquennial/Building Reports for council owned buildings.

Clerk reported that no responses have been received from the 3 email enquiries made with Building surveyors. A request for recommendations from other Parishes was placed on the LRALC Round Robin and a response received from the Clerk at Stoney Stanton. The recommendation has been pursued but no response received at this time.

13. To consider repairs to the cemetery fence.

Clerk reported that part of the fence at the Cemetery on the Hunts Lane side has come down due to rotten fence posts. To reduce costs the Clerk will pursue companies regarding the possibility of erecting fencing in the hedgerow gaps only or reusing parts of the current wood fencing.

14. To consider external costs for the restoration to the memorial garden.

M&BG have provided a quote, but it was received too late to present to Resources. The costs are higher than anticipated to be able to bring the memorial garden to an acceptable standard. The Burials Officer will try to find a local gardener who may be able to help and provide an alternative quote.

15. To consider Health & Safety expenses for works at the memorial garden.

This will be put on hold until item 14 is resolved.

16. Clerks Report

Clerk presented quotations provided by DiB WG for the erection of a shed at the Church. Councillors **Recommended** that this should be taken to Full Council as an agenda item. Clerks report also noted that Members of the public/volunteers and Councillors should not be making purchases or claiming expenses on behalf of council working groups and that all requests are required to be passed through Resources or approved by a majority at Full Council meeting.

17. Information from Members

None

The meeting closed at 7.41pm

Chairman

Date