



RESOURCES COMMITTEE MEETING

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

MINUTES

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

1. Apologies

None

2. Declarations of Interest

None.

3. To approve the minutes of the Resources Committee meeting held on Wednesday 11th September 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 September 2024.

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

	Bank Reconciliation at 30/09/2024		
	Cash in Hand 01/04/2024		192,224.60
	ADD Receipts 01/04/2024 - 30/09/2024		209,086.37
			401,310.97
	SUBTRACT Payments 01/04/2024 - 30/09/2024		95,794.76
A	Cash in Hand 30/09/2024 (per Cash Book)		305,516.21
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2024	83.00	
	01 Current Account 087 30/09/2024	32,744.66	
	02 Grants & Projects Reserves 25 30/09/2024	10,316.49	
	03 Precept & General Reserves 07 30/09/2024	205,605.42	
	04 Debit Card 515 30/09/2024	1,103.93	
	05 Desford in Bloom & Heritage 06 30/09/2024	55,662.71	
			305,516.21
	Less unrepresented payments		
			305,516.21
	Plus unrepresented receipts		
B	Adjusted Bank Balance		305,516.21
	A = B Checks out OK		

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

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

		MONTHLY ANALYSIS: Cashbook Statement Reconciled with SCRIBE							
				Precept =		179,029.00			
Budgetary Analysis				Monthly =		14,919.08			
				April	May	June	July	August	September
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
		Monthly Expenditure total		12,178.88	6,646.41	34,056.45	11,968.89	12,772.95	11,446.32
25720	75.65	Administration		2,562.05	-2,720.41	18,153.21	216.62	932.70	313.13
13000	8.98	Office running Costs		346.98	149.97	149.97	291.68	78.78	149.97
55000	50.14	Staff and Training and Councillor Costs		3,670.55	3,923.84	9,231.37	3,599.24	3,544.87	3607.94
70950	45.06	Grounds and Building Maintenance Costs		4,623.84	5,061.14	3,305.46	7,149.58	7,596.70	4236.39
11980	4.54	Misc Costs inc Cemetery & Allotments, NP, Funding etc		110.47	10.47	104.14	10.47	297.42	10.47
2379	0.00	Contingency		0.00	0.00	0.00	0.00	0.00	221.2
N/A		Dib/Heritage Expenditure		864.99	221.40	3,112.30	701.30	322.48	1153.95
N/A		VAT Element		1,081.77	847.62	972.59	1,299.44	1,663.31	860.13
		Reserves S106							1,753.27
		Cashflow outlay including VAT Element		13,260.65	7,494.03	35,029.04	13,268.33	14,436.26	12,306.45
		Income							
179029	100	Precept		89,514.50	0.00	0.00	0.00	0.00	89,514.50
1400	135.17	Bank Interest		263.01	314.94	320.06	270.65	238.91	484.75
1470	5.65	Allotment rents		33.00	0.00	0.00	0.00	50.00	0.00
4000	72.25	Cemetery		370.00	170.00	150.00	500.00	400.00	1,300.00
N/A		Dib/Heritage		3,329.26	2,343.00	417.97	562.74	3,978.84	110.00
N/A		Misc Income		43.89	0.00	0.00	0.00	0.00	0.00
N/A		Earmarked Allotment Deposits		50.00	0.00	0.00	0.00	0.00	100.00
N/A		S106 Reserves (SID)		0.00	2,184.90	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
		Cashflow income		102,781.91	5,015.80	888.03	4,223.63	4,667.75	91,509.25
		Monthly Exp: Inc Insurance proportion		14,777.27	8,760.65	18,096.24	14,534.95	15,702.88	13,573.07
		Exp Less Income (includes Bank Int/Allotment/Cemetery but excludes DiB & S106 VAT Refund & allotment deposits)		14,067.37	8,275.71	17,626.18	14,264.30	15,013.97	11,788.32
		Closing Bank Balance reconciled in SCRIBE		281,745.86	279,267.63	245,126.62	236,081.92	226,313.41	305,516.21

6. To receive and recommend payment of invoices

<u>Payments for approval</u>				
Direct Debits/On-line payments from account ...515 in September: Ratify				
HSBC Bank Account Fees	£8.00	£0.00	£8.00	6
Adobe - Acrobat Pro Subscription	£16.64	£0.00	£16.64	4
Hinckley & Bosworth BC Rates for KRRG	£92.00	£0.00	£92.00	8
Totals	£116.64	£0.00	£116.64	
DPC Accounts Payable (from Account ..087) DD or in advance				
	Invoice exc vat	VAT	Invoice total	Budget Line
Staff Salaries NET	£3,007.88	£0.00	£3,007.88	28
Payment to HMRC for Tax and NI relating to salaries 7 payable on 19th following month	£485.24	£0.00	£485.24	29
NEST Pensions (Employer and Employee contributions) payable the following month	£116.32	£0.00	£116.32	31
Waterplus - Allotments Water Due on 14th Month	£221.20	£44.24	£265.44	19B
Waterplus - Cemetery Water Due Inv quarterly 20th of month (next Oct 24) paid monthly by DD	£0.00	£0.00	£0.00	19A
<i>BT Invoice due on 14th month</i>	£57.96	£11.59	£69.55	9
GoCardless Wemtech - INV 30669 Monthly Office 365 Fees & Monthly Councillor emails	£93.49	£18.70	£112.19	5
Npower Street Lighting due on 3/4 Month	£202.91	£10.15	£213.06	21
M&BG Ltd (Grounds Maintenance monthly)	£2,337.50	£467.50	£2,805.00	11A
S Hopkinson - Handyman Sept charges handed in on	£0.00	£0.00	£0.00	32
Clerk Expenses - mileage	£13.50	£0.00	£13.50	30
TP Jones Invoices sent Quarterly	£54.50	£10.90	£65.40	34
Admin Expenses	£4.50	£0.00	£4.50	30
M&BG Ltd Fencing Repairs Cemetery	£400.00	£80.00	£480.00	13
M&BG LTD Fencing Repairs Cemetery Car Park	£250.00	£50.00	£300.00	13
M&BG Ltd Cemetery Memorial Garden works	£540.00	£108.00	£648.00	13
Totals	£7,785.00	£801.08	£8,586.08	
DES福德 IN BLOOM				
LCM - Lucilla Digital Media - Pull up banner design and print prep	£50.00	£0.00	£50.00	DIB
Karen wakefield Exps Socia fundraising event	£70.53	£0.00	£70.53	DIB
Karen wakefield Exps	£47.15	£0.00	£47.15	DIB
Totals	£167.68	£0.00	£167.68	

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

7. To consider any requests for expenditure from Desford In Bloom and Heritage working groups.

There were no requests for expenditure presented to Resources.

8 To consider revised quote for Quinquennial/Building reports for council owned buildings.

- Botcheston Village Hall £888
- Kirkby Road Changing Rooms £592
- Desford Cemetery Hut £296

The revised quotes had not changed and were **Recommended** to Full Council and to commence the surveys on these three buildings as soon as possible.

9 To consider the Allotments WG recommendations regarding 2025 rent.

The WG had recommended that there should be no increase to the allotment rent but the Resources Committee Recommended that a better understanding of expenses and income should be considered prior to making any recommendations to Full Council. The allotment maintenance budget was discussed and the Clerk was instructed to get a comparative alternative quote for pest control for 2025 contract to ensure that the current supplier is competitive. DAGA members have offered to take responsibility for the work required to the track.

10 To discuss the Draft Budget for 24-25.

The draft was **noted** and included an increased budgetary amount based on 2024-2025 playground maintenance program. The Clerk additionally presented data regarding the effect the current draft budget would have on Band D Precept. The Resources Committee requested that the pest control was split between the allotments and the general parish in the accounts and budget for 2025.

11 To consider a quotation for repairs to the Proludic basket swing at Pickards.

The quotation for £1148.90 for the repairs was accepted and Recommended to Full Council for payment.

12 To consider quotations for hedge works at Botcheston Village Hall.

The quotations for hedge works were considered and the quotation of £1150+VAT to reduce the conifer hedge by two feet provided by M&BG will be **Recommended** to Full Council. The Clerk was requested to contact M & BG to see if it would be possible to reduce the hedge further without causing any damaging.

13 To consider Parish Mobile App

Clerk presented information regarding a new Parish and Town Councils App that is provided by Cuttlefish. This would allow residents to view key council information and potentially open our communications up to a wider demographic.

It was agreed that this was a good idea and the cost of implementation of £225+VAT will be **Recommended** to Full Council.

14 To consider Your Locales estimate of fees for ongoing support to see the Neighbourhood Plan through to the referendum.

The estimated fee of £3600 will be Recommended to Full Council.

15 Clerk's Report.

Leases - Clerk advised that the Solicitors will provided feedback later in the week and therefore there will be an agenda item relating to this next month.

Bin on Manor Road Cllr Winner will update Resources with the costs at next month's meeting,
Building Surveys – Clerk advised that the surveys for Botcheston Village Hall, Kirkby Road changing rooms and Desford Cemetery Hut are provisionally booked pending Full Council approval.

16 Information from Members.

None

The meeting closed at 8.02pm.

Chairman

Date