



**RESOURCES COMMITTEE MEETING**

Held at 7.00pm on Wednesday 12<sup>th</sup> June 2024 at Desford Library, Main Street, Desford, LE9 9JP

**MINUTES**

Present – Cllr C Oakes, Cllr C Crane, Cllr P Treadwell, Cllr S McMillan and Cllr A Winner  
 Also, present Julie Frost (Admin Assistant), Alex Stretton (Deputy Clerk) and one member of the public.

**1. Apologies**  
 Cllr E Clark  
 Apologies were received and accepted.

**2. Declarations of Interest**  
 None.

The meeting suspended briefly to allow the member of the public to address the Committee about a number of issues relating to Botcheston Village Hall.

**3. To approve the minutes of the Resources Committee meeting held on Wednesday 8th May 2024.**  
 The minutes were accepted as a true record and signed by the Chair.

**4. To receive bank statements for May 2024**  
 The bank statements were received, and reconciliation signed for Recommendation to Council.

**5 To receive and approve the Cashbook statement up to the end of May 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>Bank Reconciliation at 31/05/2024</b>			
	Cash in Hand 01/04/2024		192,224.60
	<b>ADD</b> Receipts 01/04/2024 - 31/05/2024		107,797.71
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/05/2024		300,022.31
			20,754.68
<b>A</b>	<b>Cash in Hand 31/05/2024</b> (per Cash Book)		<b>279,267.63</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2024	108.48	
	01 Current Account 087 31/05/2024	23,470.34	
	02 Grants & Projects Reserves 25: 31/05/2024	8,041.31	
	03 Precept & General Reserves 07 31/05/2024	189,506.33	
	04 Debit Card 515 31/05/2024	1,792.02	
	05 Desford in Bloom & Heritage 06 31/05/2024	56,349.15	
			<b>279,267.63</b>
	Less unrepresented payments		
			279,267.63
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>279,267.63</b>
	<b>A = B Checks out OK</b>		

## Payments for approval

Direct Debits/On-line payments from account ...515					Notes
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
Hinckley & Bosworth BC Rates for KRRG	£92.00	£0.00	£92.00	8	DD
WIX DIB Website renewal automatically deducted	£129.60				DIB DD
Transfer in from DIB account as above	-£129.60				DIB
WIX DIB Website renewal automatically deducted	£16.68				DIB DD
Transfer in from DIB account as above	-£16.68				DIB
<b>Totals</b>	<b>£45.95</b>	<b>£4.27</b>	<b>£142.22</b>		

DPC Accounts Payable (from Account ..087)	Invoice exc vat	VAT	Invoice total	Budget Line	Notes
Staff Salaries - May	£3,142.68	£0.00	£3,142.68	28	Paid 28/05/2024
Payment to HMRC for Tax and NI relating to May salaries Payable 19.06.24	£591.51	£0.00	£591.51	29	PAYE£292.00 eNI£218.97 NI£80.54
NEST Pensions (Employer and Employee contributions) May	£143.92	£0.00	£143.92	31	DD
Waterplus - Allotments Water Due on 10-14th Month	£27.05	£5.41	£27.05	19B	DD- In Credit -34.56
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				9	DD
GoCardless Wemtech - Monthly Office 365 Fees	£50.89	£10.18	£61.07	5	DD
GoCardless Wemtech - Monthly Councillor emails - Partial May & June	£52.40	£10.48	£62.88	5	DD
Npower Street Lighting due on 3/4 Month	£203.71	£10.19	£213.90	21	DD
M&BG Ltd (Grounds Maintenance monthly )	£2,337.50	£467.50	£2,805.00	11A	
HBBC - Bin Collections Postal/Inv				20	
S Hopkinson - Handyman May/June 2024	£187.50	£0.00	£187.50	32	
Gallaghers: Desford Village Hall 01.06.24-31.05.24	£485.52	£0.00	£485.52	45	
Gallaghers: Botcheston Village Hall 01.06.24-31.05.24	£434.74	£0.00	£434.74	45	
Gallaghers: Bams Charity 01.06.24-31.05.24	£427.69	£0.00	£427.69	45	
Gallaghers : STD Policy 01.06.24-31.05.24	£7,584.67	£0.00	£7,584.67	45	
Gallaghers : Main Policy 01.06.24-31.05.24	£8,859.22	£0.00	£8,859.22	45	
Gallaghers: Cyber Policy 01.06.24-31.05.24	£194.88	£0.00	£194.88	45	
Admin Ass Expenses April-May	£18.00	£0.00	£18.00	30	
Clerk Expenses April-May	£18.00	£0.00	£18.00	30	
LRALC - Burials Officer training	£40.00	£0.00	£40.00	2	
<b>Totals</b>	<b>£24,799.88</b>	<b>£503.76</b>	<b>£25,298.23</b>		

DESFORD IN BLOOM				
St Martins Church Brown Bin Charges	£127.50	£0.00	£127.50	DIB
Thomton Nurseries DIB Plants	£2,222.95	£444.59	£2,667.54	DIB
Clr Pat Crane expenses on behalf of DiB - NO INVOICE PROVIDED			£56.17	DIB
<b>Totals</b>	<b>£2,350.45</b>	<b>£444.59</b>	<b>£2,851.21</b>	

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

MONTHLY ANALYSIS Reconciled with SCRIBE

Precept = 179,029.00

Monthly = 14,919.08

2024-2025		%		April	May
Budget	To date				
			Opening Bank Balance	192,224.60	281,745.86
			Monthly Expenditure total	12,178.88	6,646.41
25720	11.05		Administration	2,562.05	279.59
13000	3.82		Office running Costs	346.98	149.97
55000	13.81		Staff and Training and Councillor Costs	3,670.55	3,923.84
70950	13.65		Grounds and Building Maintenance Costs	4,623.84	5,061.14
11980	1.01		Misc Costs inc Cemetery & Allotments, NP, Funding etc	110.47	10.47
2379	0.00		Contingency	0.00	0.00
N/A			Dib/Heritage Expenditure	864.99	221.40
N/A			VAT Element	1,081.77	847.62
			Cashflow outlay	13,260.65	10,494.03
			<b>Income</b>		
179029	50		Precept	89,514.50	0.00
1400	41.28		Bank Interest	263.01	314.94
1470	2.24		Allotment rents	33.00	0.00
4000	13.50		Cemetery	370.00	170.00
N/A			Dib/Heritage	3,329.26	2,343.00
N/A			Misc Income	43.89	3,000.00
N/A			Earmarked Allotment Deposits	50.00	0.00
N/A			S106 Reserves (SiD)	0.00	2,184.90
N/A			VAT Refund	9,178.25	2.96
			Cashflow income	102,781.91	8,015.80
			<b>Exp: Inc Insurance</b>	14,759.54	11,742.92
			Exp Less Income (Bank Int/Allotment/Cemetery but excludes DiB & S106 VAT & allotment deposits)	14,049.64	11,257.98
			Closing Bank Balance	281,745.86	279,267.63

**7. To Consider Quotations for roof repairs at Botcheston village Hall**

The Committee noted the update that had been circulated by the Clerk and the comments made by the member of the public. It was proposed that it be **Recommended** to full council that Financial Regulations be suspended in this matter to allow the quotation from Alexanders to be accepted and these urgent works carried out.

**8. To consider quotations for repairs to log climbers and zip wire.**

The Committee considered the quotations and they will be **Recommended** to Full Council for acceptance.

**9. Desford in Bloom and Heritage working groups – to consider any requests for expenditure including the request to increase the number of items watered.**

The Committee **Recommend** to Full Council that the additional cost of £40 per month for watering planters and baskets be accepted and that the list of requests from DiB minutes of May 2024 be approved.

**10. To review quotations from solicitors for work to review and renew council leases and agreements.**

The Committee **Recommend** that Council accept the quotation from Thomas Flavell but Clerk to get further clarity on what is included in the quotation. They **Recommend** that the 2 SiD lease documents are dealt with first.

**11. To note and consider a request from Botcheston Village Hall Management Committee for a review of cost responsibilities.**

The Committee noted the requested and **Recommend** that this should be considered when the above review of leases and management agreements takes place as well as need to be taken into account during budget preparation for 2025/26.

**12. To consider the purchase of a Parish Council mobile phone.**

The Committee **Recommended** that the costs and reasons behind the purchase be investigated further.

**13. To review and approve an invoice from Wicksteed for the repair of the Tightrope Walk.**

The Committee **Recommend** acceptance of this quotation for £312.98.

**14. To consider a quotation for hedge works at Botcheston Village Hall.**

The Committee noted the quotation and requested that an alternative quotation is obtained and that the original quoter be asked to include costs for cutting the hedge further.

**15. To review the updated quotation for repairs to the roundabout wet pour surface.**

The Committee noted that since the original quotation was received (in 2023) costs have increased and **Recommend** to Full Council that the additional £200 for this work be accepted.

**16. To note an update from MBG about management of the St Martins Drive verge.**

The Committee noted with thanks that MBG have agreed to include the mowing of the small area of St Martins Drive verge in their works for no extra charge. **Recommend** to Full Council that this is accepted.

**17. Clerks Report**

17.1 Tapestry

It was noted that the village tapestry can only be insured by its owners, it was suggested that the tapestry be donated to the library so that it can be added to their insurance policy.

17.2 Shredding

Committee noted that ongoing filing and organising of the office has produced papers that need to be professionally shredded. Clerk to obtain costs from a reputable company.

**18. Information from Members**

Query about new .gov email – date for moving to the new emails. **Recommend** councillors be asked to move to the new addresses by the date of Full Council – 19th June.

The meeting closed at 8.23pm

Chairman .....

Date .....10/7/24.....