



DUSTON PARISH COUNCIL

Duston Community Centre, Pendle Road, Duston, Northampton NN5 6DT

Email: office@duston-pc.gov.uk www.duston-pc.gov.uk

**MINUTES OF THE FINANCE and FACILITIES COMMITTEE
MEETING ON Monday 14th November 2016 at 7.00pm**

Present: Cllr N Sanders (Chairman)
Cllr J Caswell
Cllr D Huffadine-Smith
Cllr M Ingram

In attendance: Philippa Page – Deputy Clerk (DC)
Amy Holt – Administration Officer (AO)

1. Apologies for Absence
Cllr Anderson (Personal) and Cllr Patel (Business)

Apologies for absence, if any To RESOLVED to accept the apologies received from Councillors not in attendance	R/16-17/143
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2. Declarations of Interest
None

3. Public Session
Cllr Sanders opened the public session of the meeting at 7.00pm and there being no members of the public present and no pre-notified questions closed the public session at 7.01pm

4. Minutes
The minutes of the meeting held on 17th October 2016 were signed by the Chair.

RESOLVED to sign the minutes of the meeting held on 17th October 2016	R/16-17/144
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- 5. Action Points from the Finance & Facilities Meeting 17th October 2016**
- (9.1) Cllr Ingram had supplied the wording for 17.2 for the Financial Regulations
 - (9.2) Action point carried forward (April 2017) Committee to review bank accounts yearly at the start of the financial year
 - (9.3) DC has requested information from an agent regarding reviewing of the commercial rents
 - (10) Virements to be approved at Full Council 1st December 2016
 - (11) DC and Cllr Sanders to prepare the draft budget for meeting on 12th December
 - (11) The Pension House to be appointed and Recommendation Report obtained (Full Council R/16-17/137)
 - (12) CCTV Limehurst Square (Agenda Item 12)
 - (14.1) Credit Note received from Prestige

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Chairman Frances Jones

Vice Chairman John Caswell

Signed Chairman:

Date:.....

Finance & Facilities 14/16-17

- (14.2) DC advised of quote of £427.50 from Arnold received for the covering for the kitchen windows at DCC. 2 further quotes to be obtained **Action DC**
- (14.3) DC advised 3 quotes obtained and sent to NCC
- (14.4) DC advised bad debts are being progressed

6. Finance

RESOLVED to approve the invoices received in October 2016 (received since Finance & Facilities meeting on 17th October) and November 2016 invoices received to date circulated at the meeting	R/16-17/145
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7. Bank Reconciliations

- DC brought to the Committee’s attention the additional report detailing all cashbook transactions (payments & receipts) for all the accounts

RESOLVED to approve the bank reconciliations for the month of October 2016 previously circulated at the meeting for the two bank accounts, petty cash, youth, hospitality and community float	R/16-17/146
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8. Bank Transfer

RESOLVED to approve a transfer from Business Saver *58 to Community Account *80 of £50,000	R/16-17/147
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9. Recommendation Report from The Pension House

- A lengthy discussion took place. It was agreed that the Committee could not make the recommendation and that Full Council should make the decision. To be included on the next Full Council agenda

10. Bank Signatories

- Cllr Huffadine-Smith would be prepared to be a bank signatory, Committee suggested asking Cllr Patel. **Action DC**

11. Budget

- A discussion took place. Cllr Sanders advised that Cllr Read had emailed him suggesting budgets for Events for next year to be incorporated in the budget
- Cllr Ingram advised that Upton PC had received the Band D figures

12. CCTV at Limehurst Square

- DC advised that the contract was still being investigated and hopefully the information will be available for next meeting **Action DC/AO**

13. Tables for the café/bar area

Agenda item deferred to next meeting.

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14. Grant Applications

No new applications had been received

To RESOLVE to accept Cllr Huffadine-Smith’s recommendations on grant applications	R/16-17/150 WITHDRAWN
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15. Facilities

- AO gave an update on the situation with the drains at St Luke’s, and that we are awaiting for a quote for the additional works
- DC advised that new tenant had completed the Lease Agreement (signed by Cllr Jones & Cllr Caswell) and that a quote had been requested regarding new signage for the tenants for the boards at STL (St Luke’s)
- DC advised that 3 quotes had been received and sent to NCC regarding reinstatement works for the Cotswold Room and The Green Room
- DC suggested a daily rate be considered and reviewed after 3 months. To be recommended to Full Council
- DC advised of the proposal from CK regarding Community Room 2 at STL. Committee requested that this be put on the agenda for Full Council
- DC to obtain 3 quotes for the redecorating of the main hall at STL

16. Lone Working/Staff Security

- DC advised that AO is liaising with Crime Prevention Design Advisor and will report back at next meeting **Action AO**
- DC to liaise with other Parishes who work from offices regarding their lone working arrangements **Action DC**

17. Next Meeting

The date of next meeting is Monday 12th December 2016 at Duston Community Centre.

There being no further business the meeting closed at 8.38pm

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Date:.....