



DUSTON PARISH COUNCIL

Duston Community Centre, Pendle Road, Duston
NORTHAMPTON NN5 6DT Tel: 01604 583626

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

10th January 2017

NOTICE OF MEETING OF PARISH COUNCIL

The next Finance and Facilities Committee Meeting will be held at
Duston Community Centre, Pendle Road, Duston
on Monday 16th January 2017

Members of the Public and Press are invited to address the Council at its Public Session from
7.00pm to 7.15pm

SPEAKING AT COUNCIL MEETINGS

Persons (other than Members) wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes

Item No	AGENDA	RESOLUTION NO
1	Apologies for absence, if any To accept the apologies received from Councillors not in attendance	R/16-17/189
2	Declaration of interests: <i>Councillors are reminded that if they have either a Disclosable Pecuniary interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate.</i>	
3	Public Session	
4	Minutes To sign the minutes of the meeting held on 12th December 2016	R/16-17/190
5	To receive an update from the Action Points from the previous Finance & Facilities meeting held on 12 th December 2016 <i>Finance & Facilities Meeting 17th October 2016 (carried forward)</i> - Committee to review bank accounts yearly at the start of the financial year - DC to liaise with an agent regarding review of the commercial rents - DC to obtain 2 further quotes for the kitchen windows at DCC <i>Finance & Facilities Meeting 12th December 2016</i> - JD to email the Committee on each occasion the bank accounts are accessed on line during the period 19 th – 30 th December - DC to ensure Virements on the Full Council Agenda for January 2017 - DC to amend budget document and email to Cllr Sanders 13 th December 16 - DC to arrange a meeting with The Works regarding improvement to lighting in the Main Hall at DCC - AO (AH) to instruct Ellmark regarding the works at St Luke's re drainage - DC to review the café area at St Luke's in January - DC to pursue the two outstanding debts	
6	Finance To approve the invoices received in December 2016 (received since last meeting on 12th December 2016) previously circulated and January 2017 invoices received to date circulated at the meeting	R/16-17/191
7	To approve the bank reconciliations for the month of December 2016 circulated at the meeting for the two bank accounts, petty cash, youth, community float and hospitality float	R/16-17/192

Chairman Frances Jones

Vice Chairman John Caswell

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8	To approve a transfer from Business Saver*58 to Community Account *80 – amount to be tabled at meeting	R/16-17/193
9	<u>Grant applications</u> To receive Cllr Huffadine-Smith's recommendations on grant applications received to date	R/16-17/194
10	<u>Facilities</u> To receive an update from the PEO/DC on the Parish facilities to include: Drainage update regarding STL To discuss the email received from the Duston & Cotswold Bowls regarding the Trophy Cabinet Reinstatement works to Cotswold Room & The Green Room To discuss redecoration of the Main Hall at The St Luke's Centre To consider purchase of a mobile coat rack To discuss the fixing of the children's equipment in the Green Room Update on 2016/17 current Bookings To receive an update on debtor accounts	R/16-17/195
11	To receive a report on the security of staff and lone working in the Parish Office / Facilities Office	
12	The date of the Next Meeting Monday 13 th February 2017 at Duston Community Centre	



**Lynn Lavender MA MILCM
Parish Executive Officer**

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