



**DUSTON PARISH COUNCIL**

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

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**MINUTES OF THE FINANCE and FACILITIES COMMITTEE  
MEETING ON Monday 12<sup>th</sup> December 2016 at 7.00pm**

Present: Cllr N Sanders (Chairman)  
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) Cllr Caswell (Business) and Cllr Patel (Business)

<b>RESOLVED to accept the apologies received from Councillors not in attendance</b>	<b>R/16-17/167</b>
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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 14<sup>TH</sup> November 2016**

Cllr Sanders requested that the following be added to the minutes

- The budget document be taken away by councillors for review
- Cllr Sanders brought to the attention of the Committee legal costs across the cost centres

The minutes of the meeting held on 14<sup>th</sup> November 2016 were signed by the Chair.

<b>RESOLVED to sign the minutes of the meeting held on 14<sup>th</sup> November 2016</b>	<b>R/16-17/168</b>
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**5. Action Points from the Finance & Facilities Meeting 14<sup>th</sup> November 2016**

- DC to liaise with an agent regarding review of the commercial rents  
*DC is waiting for information back from an agent*
- DC to obtain 2 further quotes for the kitchen windows at DCC  
*A quote has been requested from the company which fitted the blinds at the Community Centre*
- Reinstatement works to the Cotswold Room & The Green room (*agenda item 13*)
- Cllr Huffadine-Smith to take documentation to bank (*withdrawn 15/11/16*)
- To establish details of the contract with NBC regarding the CCTV

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Chairman Frances Jones

Vice Chairman John Caswell

**Signed Chairman:** .....

**Date:**.....

Finance & Facilities 17/16-17

DC advised that the Parish Office had heard back and Council, should the decision be made to cancel the contract, 3 months' notice has to be given

- To obtain 3 quotes for the redecorating of the Main Hall at St Luke's Centre (agenda item 13)

## 6. Finance

- Cllr Ingram queried the invoice for Johnson Underwood for agency staff (previously agreed by Full Council 22<sup>nd</sup> September 2016 (R/16-17/100b) that DC could take on agency staff to assist with workload)
- Cllr Sanders requested clarification on the refund from The Leaflet Lady regarding distribution of newsletter. DC advised that unfortunately a substantial amount were not delivered as the content would have been out of date when delivered

<b>RESOLVED to approve the invoices received in November 2016 (received since Finance &amp; Facilities meeting on 14<sup>th</sup> November 2016 ), previously circulated and December invoices received to date circulated at the meeting</b>	<b>R/16-17/169</b>
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## 7. Bank Reconciliations

- DC brought to the Committee's attention again the additional report detailing all cashbook transactions (payments & receipts) for all the accounts which had been circulated at last month's meeting

<b>RESOLVED to approve the bank reconciliations for the month of November 2016 previously circulated at the meeting for the two bank accounts, petty cash, youth, hospitality and community float</b>	<b>R/16-17/170</b>
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## 8. Bank Transfer

<b>RESOLVED to approve a transfer from Business Saver *58 to Community Account *80 of £70,000</b>	<b>R/16-17/171</b>
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## 9. Banking Arrangements 19<sup>th</sup> – 30<sup>th</sup> December 2016

- It was agreed by the Committee that Jane Davidson (AO) in the absence of the DC will access the bank accounts. A risk assessment was carried out it was agreed that each time Jane Davidson accessed the bank account on line the committee would be notified by email. **Action JD(AO)**

<b>RESOLVED that in the absence of the DC between 19<sup>th</sup> – 30<sup>th</sup> December 2016 Jane Davidson (AO) will (when required) access the bank accounts on line and notify the committee by email on each occasion.</b>	<b>R/16-17/172</b>
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## 10. Budget 2017 – 2018

- Cllr Sanders advised he had received proposed budgets from only Cllr Read
- DC advised that virements will be actioned when agreed by Full Council, which will be on the January agenda **Action DC**
- Budget for CCTV Limehurst Square was discussed and Cllr Sanders requested that this be added to the agenda for Full Council in January **Action DC**
- A review of the room hire rates will be included in the new Business Plan
- DC to amend the budget document accordingly and email to Cllr Sanders (13<sup>th</sup> December 2016) **Action DC**

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Date:.....

Finance & Facilities 18/16-17

11. **Additional Tables for café/bar area**

<b>RESOLVED to purchase 4 tables (as per existing) for the café/bar at Duston Community Centre at a cost of £629 + VAT</b>	<b>R/16-17/173</b>
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12. **Grant Applications**

An application was received from Duston Players for £2723.35 for improvements to the existing lighting to the stage area at DCC

- It was agreed by the Committee that if any improvement and additional lighting is to be purchased then DPC would purchase. DC to arrange a meeting with The Works in January 2017 to discuss

**Action DC**

<b>To RESOLVE to accept Cllr Huffadine-Smith's recommendations on grant applications</b>	<b>R/16-17/174 WITHDRAWN</b>
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13. **Facilities**

- AO gave an update on the situation with the drains at St Luke's and the quotation which has been received via Ellmark from Heatsave (UK) Ltd for £1471 + VAT. The Committee had previously agreed a budget of up to £2000 (R/16-17/123A). AO to instruct works. **Action AO**
- DC advised that the contractor had been instructed to do the reinstatement works to The Cotswold Room and The Green Room and that payment had been received from NCC
- DC advised quotes had been received for the redecorating of the Main Hall/Kitchen/Corridor at St Luke's. Works to be instructed

<b>RESOLVED to accept quotation from Metcalf for redecoration of the Main Hall/Kitchen/Corridor at St Luke's for £3674 + VAT</b>	<b>R/16-17/175</b>
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- DC to review the café area at St Luke's in January and report back to next Finance & Facilities meeting **Action DC**
- DC advised of two outstanding bad debts. The Committee advised that they wished to pursue these debts **Action DC**
- DC advised the concerns from The Squirrels regarding the three months and the day rate at the end of the period

14. **Lone Working/Staff Security**

- AO advised that she had had a meeting with Brenda Hart on 8 December who has made suggestions and will issue a report

15. **Next Meeting**

The date of next meeting is Monday 16<sup>th</sup> January 2017 at Duston Community Centre.

**There being no further business the meeting closed at 8.37pm**

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Date:.....

Finance & Facilities 19/16-17