



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

7th February 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 13th February 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/16-17/218
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 16th January 2017	R/16-17/219
5	To receive an update from the Action Points from the previous Finance & Facilities meetings <i>Finance & Facilities Meeting 17th October 2016 (carried forward)</i> - Committee to review bank accounts yearly at the start of the financial year <i>Finance & Facilities Meeting 12th December 2016</i> - 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 <i>Finance & Facilities Meeting 16th January 2017</i> - EPOS system to be on agenda for February's meeting (<i>agenda item 13- Cllr Anderson</i>) - Quotes to be obtained for Duston & Cotswold Trophy Cabinet (<i>agenda item 16</i>) - DC to provide customer feedback on bookings	
6	Finance To approve the invoices received in December 2016 (received since last meeting on 16th January 2017) previously circulated and January 2017 invoices received to date circulated at the meeting	R/16-17/220
7	To receive the Budget Detail by Centre for the financial year 2016/2017 taking into account budget corrections for 2017/2018	
8	To agree the Virements	R/16-17/221
9	To approve the bank reconciliations for the month of January 2017 circulated at the meeting for the two bank accounts, petty cash, youth, community float and hospitality float	R/16-17/222
10	To approve a transfer from Business Saver*58 to Community Account *80 –	R/16-17/223

Chairman Frances Jones

Vice Chairman John Caswell

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	amount to be tabled at meeting	
11	To discuss the Fidelity Insurance for recommendation to Full Council	
12	To receive the Internal Control Councillor's Report from Councillor Anderson on the period 1 st August – 31 st December 2016	
13	To discuss a replacement photocopier and action plan	R/16-17/224
14	To discuss the EPOS system and action plan	R/16-17/225
15	<u>Grant applications</u> To receive Cllr Huffadine-Smith's recommendations on grant applications received to date	R/16-17/226
16	<u>Facilities</u> To receive an update from the PEO/DC on the Parish facilities to include: <u>St Luke's</u> Residents complaint regarding Fair held at STL To receive an update on the Environment Agency regarding the drainage at STL	R/16-17/227
17	<u>Duston Community Centre</u> To receive a quote from The Works for additional lighting to the Main Hall at Duston Community Centre To discuss the 3 month day rate arrangement with The Squirrels Day Care (ends 5 th March 2017) To discuss the quotes received for the Trophy Cabinets To receive an update on the costs regarding covering for the kitchen windows	R/16-17/228
18	<u>Duston Sports Centre</u> To receive an update on water runoff into Timken Way North	
19	Update on 2016/17 current Bookings To receive customer feedback on bookings (1 st January – 31 st December 2016) To receive an update on debtor accounts and agree action plan	R/16-17/229
20	To receive a report on the security of staff and lone working in the Parish Office / Facilities Office and action plan	R/16-17/230
21	The date of the Next Meeting Monday 13 th March 2017 at Duston Community Centre	



**Lynn Lavender MA MILCM
Parish Executive Officer**

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