



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 16th January 2017 at 7.00pm**

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

In attendance: Lynn Lavender – Parish Executive Officer (PEO)
Philippa Page – Deputy Clerk (DC)

1. Apologies for Absence

Cllr Patel (Business)

RESOLVED to accept the apologies received from Councillors not in attendance	R/16-17/189
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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 12th December 2016

The minutes of the meeting held on 12th December 2016 were signed by the Chair.

RESOLVED to sign the minutes of the meeting held on 12th December 2016	R/16-17/190
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5. Action Points from the Finance & Facilities Meeting 12th December 2016

- Committee to review bank accounts yearly at the start of the financial year
- Quote received regarding reviewing commercial rents for £1500 + VAT. Tenants' leases to be reviewed
- Volvina came in to provide a quote for the kitchen window Friday 13th January, quote awaited
- Reinstatement works to the Cotswold Room & The Green room (*agenda item 10*)
- Email had been sent to Finance & Facilities Committee each time the account had been accessed during 19th – 30th December
- Virements to be prepared for next Finance & Facilities
- DC had emailed budget document to Cllr Sanders
- Meeting arranged with The Works Thursday 19th January
- Works at St Luke's (*agenda item 10*)
- DC to review the café's area c/f
- DC provided an update regarding outstanding debts

Making Duston a Great Place to Live, Work and Play

NCALC Council of the Year 2013

East Midlands In Bloom Bronze & Judges Award 2016 and Northampton In Bloom Gold Award 2016

Chairman Frances Jones

Vice Chairman John Caswell

Signed Chairman:

Date:.....

Finance & Facilities 20/16-17

6. Finance

- Cllr Ingram queried the invoices for HAOCs and Clubs for YP
- Cllr Anderson requested that the EPOS till system be put on next month's agenda

Action DC

RESOLVED to approve the invoices received in December 2016 (received since Finance & Facilities meeting on 12th December 2016), previously circulated and January 2017 invoices received to date circulated at the meeting	R/16-17/191
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7. Bank Reconciliations

RESOLVED to approve the bank reconciliations for the month of December 2016 previously circulated at the meeting for the two bank accounts, petty cash, youth, hospitality and community float	R/16-17/192
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8. Bank Transfer

To approve a transfer from Business Saver*58 to Community Account *80 not required	R/16-17/193 WITHDRAWN
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9. Grant Applications

No new grant applications received.

To receive Cllr Huffadine-smith's recommendations on grant applications withdrawn as no new applications received	R/16-17/194 WITHDRAWN
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10. Facilities

The following updates were received from the PEO/DC on the Parish facilities:

- Works have been completed and the Sani flow system has now been installed. AO (Amy Holt) is to liaise with the Environment Agency to confirm that the case can now be closed
- The email received from the Duston & Cotswold Bowls was discussed. Minutes of the meetings in which the trophy cabinet was discussed to be reviewed. A quote to be obtained for a replacement **Action DC/Facilities**
- It was agreed that a twin top coat rail with 60 anti-theft hangers be ordered at a cost of £228 (inc VAT)

RESOLVED to purchase a twin top coat rail with 60 anti-theft hangers at a cost of £228 (inc VAT) funds not identified	R/16-17/195
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- It was agreed that the children's equipment that we currently have can be reinstated in The Green Room

RESOLVED that the children's equipment that we own can be reinstated in The Green Room	R/16-17/195a
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- DC gave an update on the currently bookings for the financial year 2016/2017.
- Cllr Anderson suggested a customer feedback form. DC advised that we currently have one in place. DC to provide feedback at next meeting **Action DC**

11. Next Meeting

The date of next meeting is Monday 13th February 2017 at Duston Community Centre.

There being no further business the meeting closed at 7.40pm

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Chairman Frances Jones

Vice Chairman John Caswell

Signed Chairman:

Date:.....

Finance & Facilities 21/16-17