



## DUSTON PARISH COUNCIL

Duston Community Centre, Pendle Road, Duston  
NORTHAMPTON NN5 6DT Tel: 01604 583626  
Email: [office@duston-pc.gov.uk](mailto:office@duston-pc.gov.uk) Website: [www.duston-pc.gov.uk](http://www.duston-pc.gov.uk)

13<sup>th</sup> March 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 20<sup>th</sup> March 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	<b>Apologies for absence, if any</b> <b>To accept the apologies received from Councillors not in attendance</b>	<b>R/16-17/260</b>
2	<b>Declaration of interests:</b> <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	<b>Public Session</b>	
4	<b>Minutes</b> <b>To sign the minutes of the meeting held on 13<sup>th</sup> February 2017</b>	<b>R/16-17/261</b>
5	To receive an update from the Action Points from the previous Finance & Facilities meetings <i>17<sup>th</sup> October 2016:</i> <i>Committee to review bank accounts yearly at the start of the financial year</i> <i>12<sup>th</sup> February 2017</i> <i>PEO to complete the Fidelity Insurance Form which as much information as possible to be agreed at Full Council 2 March 17 (Action PEO)</i> <i>PEO to write to resident regarding Psychic Fair complaint (Action PEO)</i> <i>PEO to establish how much other nurseries charge for their childcare provision (Action PEO)</i> <i>Trophy Cabinets to be deferred to next Finance &amp; Facilities Committee Meeting on 13<sup>th</sup> March (Action PEO – agenda item -13)</i> <i>PEO requested clarification from the Committee on exactly the information required, i.e. what do you want analyzing (Bookings – Action Committee)</i> <i>PEO to liaise with Health &amp; Safety Officer, Gary Deer for his advice on the Security Report from Brenda Hart, Crime Prevention Officer on Lone working (agenda item 15)</i> <i>Councillor Caswell to provide minutes where it is recorded that the Vice Chairman of the Committee would chair the meeting (Action Cllr Caswell)</i>	
6	<b>Finance</b> <b>To approve the invoices received in February (received since last meeting on 13th February 2017) previously circulated and March 2017 invoices received to date circulated at the meeting</b>	<b>R/16-17/262</b>
7	<b>To receive the Budget Detail by Centre for the financial year 2016/2017</b>	

Chairman Frances Jones

Vice Chairman John Caswell

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8	To approve the bank reconciliations for the month of February 2017 previously circulated for the two bank accounts, petty cash, youth, community float and hospitality float	R/16-17/263
9	To approve a transfer from Business Saver*58 to Community Account *80 – amount to be tabled at meeting	R/16-17/264
10	To discuss the quote from Garrod & Co Ltd regarding an alternative till to the EPOS system and action plan	R/16-17/265
11	<b>Grant applications</b> To receive Cllr Huffadine-Smith's recommendations on grant applications received to date	R/16-17/266
12	To discuss a review of the current grant criteria (Cllr Huffadine-Smith)	
13	To discuss the scope of our Living Wage to include staff directly employed by our contractors and service providers for recommendation to Full Council (Cllr Huffadine-Smith)	
14	To discuss our current Insurance cover	
15	<b>Facilities</b> To receive an update from the PEO/DC on the Parish facilities to include: <b>St Luke's</b> To discuss storage on site and agreed action plan To discuss the quotations received regarding the replacement of the roof at St Luke's (main hall area) To discuss the purchase of a garden blower To discuss purchasing a temporary green house for the Youth Club	R/16-17/267
16	<b>Facilities</b> <b>Duston Community Centre</b> To discuss the quotes received for the Trophy Cabinets To discuss the purchase of a hose pipe To discuss additional outside signage To discuss the improvements to the carpark	R/16-17/268
17	<b>Duston Sports Centre</b> To receive an update on water runoff into Timken Way North	
18	To receive an update on the advice from the Health & Safety Officer on the report on the security of staff and lone working in the Parish Office / Facilities Office and action plan	R/16-17/269
19	The date of the Next Meeting Monday 24 <sup>th</sup> April 2017 at Duston Community Centre	

*Philippa Page*  
Acting Parish Executive Officer

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