



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 13th February 2017 at 7.15pm**

Present: Cllr F Jones (Chairman) Cllr P Anderson
Cllr J Caswell Cllr D Huffadine-Smith
Cllr M Ingram Cllr S Patel

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

Note due to the Extraordinary Meeting not closing until 7:08pm, The Finance & Facilities Committee Meeting did not start until 7.15pm

1. Apologies for Absence

None

RESOLVED to accept the apologies received from Councillors not in attendance	R/16-17/218 WITHDRAWN
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2. Declarations of Interest

None

3. Public Session

Cllr Jones opened the public session of the meeting at 7.15pm and there being no members of the public present and no pre-notified questions closed the public session at 7.16pm

4. Minutes 16TH January 2017

The minutes of the meeting held on 16th January 2017 were signed by the Chair.

RESOLVED to sign the minutes of the meeting held on 16th January 2017	R/16-17/219
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5. Action Points from the Finance & Facilities Meetings

- *Finance & Facilities Meeting 17th October (c/f) Committee to review bank accounts yearly at the start of the financial year*
- *Finance & Facilities Meeting 12th December 2016*
 - AO (AH) to instruct Ellmark regarding the works at St Luke’s re drainage – (agenda item 16)
 - DC to review the café area at St Luke’s in January – complete
 - DC to pursue the two outstanding debts (*agenda item 19*)
- *Finance & Facilities Meeting 16th January 2017*
 - EPOS system to be on agenda for February’s meeting (*agenda item 13- Cllr Anderson*)
 - Quotes to be obtained for Duston & Cotswold Trophy Cabinet (*agenda item 16*)

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Chairman Frances Jones

Vice Chairman John Caswell

Signed Chairman:

Date:.....

Finance & Facilities 22/16-17

- - DC to provide customer feedback on bookings (*agenda item 19*)

6. Finance

RESOLVED to approve the invoices received in January (received since Finance & Facilities meeting on 16th January 2017), previously circulated and February 2017 invoices received to date circulated at the meeting	R/16-17/220
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7. Budget Detail by Centre

Budget document was discussed and the PEO advised the following:

- Salaries were incorrect as they had been taken out of Environment, but % of staff salaries were in there, so have now been adjusted
- A good job had been done by Cllr Sanders and DC but there are no accompanying notes to support how the budget was calculated
- Projected actual needs reworking
- The costs of the CCTV Limehurst Square has now been taken out and put in Environment
- Virements remain outstanding
- It is the PEO's role to interrogate the accounts
- PEO was unable to identify the commercial income budgeted for Duston Community Centre
- Spending for 2016/2017 has been against no budget allocated

8. Net Virements

Agenda item to be on Full Council Agenda 2nd March 2017

9. Bank Reconciliations

- DC Advised not available. To be included on the Full Council Agenda for 2nd March 2017

To approve the bank reconciliations for the month of January 2017 previously circulated at the meeting for the two bank accounts, petty cash, youth, hospitality and community float	R/16-17/221 WITHDRAWN
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10. Bank Transfer

RESOLVED to approve a transfer from Business Saver*58 to Community Account *80 of £50,000	R/16-17/222
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11. Fidelity Insurance Form

It was agreed that the PEO fill in the Fidelity Insurance Form with as much detail as possible to be agreed at the Full Council Meeting on 2nd March 2017 **Action PEO**

12. Internal Control Councillor Report (1st August – 31st December 2016)

Cllr Anderson report was circulated to the committee and the following comments made

- (2) precept receipt is £221,550.28 not 3221,550.28
- (4) interest received on our accounts has been reduced and needs to be addressed urgently
- (5) PEO clarified that the VAT refund is not income

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Finance & Facilities 23/16-17

13. Replacement Photocopier

RESOLVED to delegate to the PEO the organising of a replacement photocopier R/16-17/224

14. EPOS System

It was agreed that cheaper options need to be looked into to see which machines suit our requirements. Cllr Patel to provide DC with some alternatives which he has knowledge of

ACTION Cllr Patel/DC

RESOLVED to look into cheaper options to suit our business needs R/16-17/225

15. Grant Applications

The following grant applications from 47th Northampton (Duston) Scout Group, 16th Northampton Duston Scout Group and Duston Old People's Welfare Association were discussed and the following agreed .

RESOLVED to approve the following grant applications:	R/16-17/226
47th Northampton (Duston) Scout Group - £520	
16th Northampton Duston Scout Group - £435	
Duston Old People's Welfare Association - £1000 (2017/2018)	

16. Facilities

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

- The complaint received from a member of public that had attended the Psychic Fair at St Luke's Centre was discussed. It was agreed that as long as the hirer had met DPC's terms and conditions of the booking DPC cannot be held responsible. PEO to write back to resident

ACTION PEO

- DC advised that DPC had completed all the actions asked of us regarding the drainage at St Luke's.

17. Duston Community Centre

- DC advised of the 3 quotes received from The Works for additional lighting

RESOLVED to accept The Works quotation for additional lighting for £2049.55 net and the talkback system for £673.80 net (funds not identified)	R/16-17/227
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- The 3 month day rate arrangement with The Squirrels was discussed. Cllr Ingram advised that with the increase of free child care provision (40 hours) we need to establish how much other nursery providers are charging for childcare. PEO to establish how much other nursery's charge for their childcare and the information to be brought to Full Council on 2nd March 2017 for a decision to be made. Possible stage increases to be considered

ACTION PEO

- DC provided two quotes which had been sourced regarding the trophy cabinets. It was agreed to defer this agenda item until the next meeting

ACTION PEO

- It was agreed to accept the quotation from Arnold Sign & Graphics for the sun protection film for the kitchen windows at Duston Community Centre

RESOLVED to accept the quotation from Arnold Sign & Graphics for £427.50 + VAT for the sun protection film for the kitchen windows at Duston Community Centre (funds not identified)	R/16-17/228
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Finance & Facilities 24/16-17

18. Water runoff into Timken Way North Next Meeting

A discussion took place, it was agreed that the matter would be progressed with NLT and Bellway Homes, and that the responsibility lay with Bellway Homes

19. Update on 2016/17 bookings

- Cllr Anderson requested that testimonials be put on our website from customers
- PEO provided financial breakdown regarding the Duston Player’s Event
- PEO requested clarification from the Committee on exactly the information required, ie what do you want analysing **ACTION COMMITTEE**
- It was agreed that the two bad debts be written off at the end of the financial year

RESOLVED that the outstanding debt for Customers A & B for £38 and £156 be written off at the end of the financial year	R/16-17/229
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20. Security of Staff and Lone Working

The Security Report from Brenda Hart, Crime Prevention Officer, previously circulated was discussed. It was agreed for the PEO to contact the Health & Safety Officer, Gary Deer for his advice and wider review. **ACTION PEO**

RESOLVED for the PEO to contact Gary Deer regarding the Security Report on the safety of staff and lone working for a wider review	R/16-17/230
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21. Date of Next Meeting

The date of the next meeting is Monday 13th March 2017 at Duston Community Centre at 7pm
Cllr Caswell enquired why Cllr Jones chaired the meeting. PEO referred Cllr Caswell to the Standing Orders 4(xi). Cllr Caswell disputed this and said that it is recorded in minutes that the Vice Chairman of the Committee would chair the meeting. Clarification requested from Cllr Caswell as this is not in line with our Standing Orders **ACTION Cllr Caswell**

There being no further business the meeting closed at 9.11pm

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