



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 20th March 2017 at 7pm

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

In attendance: Philippa Page – Deputy Clerk (DC)
Jane Davidson – Administration Officer (AO)

1. Apologies for Absence

None

Table with 2 columns: Resolution text and Reference. Row 1: RESOLVED to accept the apologies received from Councillors not in attendance R/16-17/260 WITHDRAWN

2. Declarations of Interest

None

3. Public Session

Cllr Bottwood opened the public session of the meeting at 7.01pm and there being no members of the public present and no pre-notified questions closed the public session at 7.02pm

4. Minutes 13th February 2017

The minutes of the meeting held on 13th February 2017 were signed by the Chair.

Table with 2 columns: Resolution text and Reference. Row 1: RESOLVED to sign the minutes of the meeting held on 13th February 2017 R/16-17/261

5. Action Points from the Finance & Facilities Meetings

- 17th October 2016: Committee to review bank accounts yearly at the start of the financial year C/F Agreed to get advice from Financial Advisor. DC to contact company from conference Action DC
12th February 2017: PEO to complete the Fidelity Insurance Form which as much information as possible to be agreed at Full Council 2 March 17 (Action PEO) Deferred – DC to attempt completion Action DC
PEO to write to resident regarding Psychic Fair complaint (Action PEO) Completed
PEO to establish how much other nurseries charge for their childcare provision (Action PEO) Completed and daily rate agreed
Trophy Cabinets to be deferred to next Finance & Facilities Committee Meeting on 13th March (Action PEO) See agenda item 16

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Chairman Frances Jones

Vice Chairman John Caswell

Signed Chairman:

Date:.....

Finance & Facilities 26/16-17

- PEO requested clarification from the Committee on exactly the information required, i.e. what do you want analyzing (Bookings – Action Committee)
Completed – use previous format
- PEO to liaise with Health & Safety Officer, Gary Deer for his advice on the Security Report from Brenda Hart, Crime Prevention Officer on Lone working
See agenda item 18
- Councillor Caswell to provide minutes where it is recorded that the Vice Chairman of the Committee would chair the meeting
Completed – action in these circumstances is specified in the Standing Orders. Chairman will always take precedence

6. Finance

RESOLVED 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	R/16-17/262
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7. Budget Detail by Centre

Budget document was discussed and no comment was made

8. Bank Reconciliations

RESOLVED to approve the bank reconciliations for the month of February 2017 previously circulated at the meeting for the two bank accounts, petty cash, youth, hospitality and community float	R/16-17/263
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9. Bank Transfer

RESOLVED to approve a transfer from Business Saver*58 to Community Account *80 of £50,000	R/16-17/264
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10. To discuss the quote from Garrod & Co Ltd

It was agreed that the EPOS system rental would be cancelled

RESOLVED to purchase SAM4s till with Platinum Service	R/16-17/265
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11. Grant Applications

The grant application from Duston Eldean School was discussed and the following agreed:

RESOLVED to approve the following grant applications: Duston Eldean School - £1000	R/16-17/266
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12. Review of the current grant criteria

It was agreed that this would be deferred until staff were in place to support a working party

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

The proposal was not accepted by the Committee

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14. To discuss current Insurance cover

It was agreed to ask the insurance company to confirm the extent to which the council policy covers councillors against actions or claims made against them whilst they are carrying out their duties in good faith. A corollary if the cover is provided is to clarify what actions of councillors, if any, are not covered by the policy. **Action DC**

15. Facilities - St Luke's Centre

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

- To discuss storage on site and agreed action plan
It was agreed that the area behind the offices could be used for storage, using the shed that is already available
- To discuss the quotations received regarding the replacement of the roof at St Luke's (main hall area)

RESOLVED to accept the quote from Alderman Roofing for £11652 <i>funds not identified</i>	R/16-17/267
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- To discuss the purchase of a garden blower

RESOLVED to purchase a petrol blower (Garden Machines) Mountfield includes collector MBL260H £189	R/16-17/267a
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- To discuss purchasing a temporary green house for the Youth Club

RESOLVED to purchase a Gardman Wooden Growhouse £99.99	R/16-17/267b
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16. Facilities - Duston Community Centre

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

- To discuss the quotes received for the Trophy Cabinets

RESOLVED to purchase 2 display cabinets form Trophy Sense for Duston Community Centre £346.80 (inc VAT)	R/16-17/268
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- To discuss the purchase of a hose pipe

RESOLVED to purchase a hose pipe	R/16-17/268a
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- To discuss additional outside signage

RESOLVED to accept the quotation from Arnold Sign & Graphics for additional outside signage at Duston Community Centre	R/16-17/268b
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- To discuss the improvements to the carpark

The quote from Phoenix Surfacing was accepted. Lighting in the car park area is also to be reviewed.

RESOLVED to accept Phoenix Surfacing quotation for resurfacing the car park at Duston Community Centre £16431 (funds not identified)	R/16-17/268c
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17. Water runoff into Timken Way North

A discussion took place and it was noted that NLT have a meeting arranged with Bellway.

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Finance & Facilities 28/16-17

Councillor Huffadine-Smith advised that the pipe that is flooding is receiving ground water and cannot be put into the sewage system without approval of the water company

18. Security of Staff and Lone Working

The DC reported that Gary Deer agreed with the report from Brenda Hart but did not suggest any action be taken at present. It was noted that report concentrated on staff working in the Parish Office. The Services Manager has agreed to compile a risk assessment for the Facilities Team and Office and this will be sent to Gary Deer for comment

RESOLVED for the Services Manager to provide a Risk Assessment for the Facilities Team and office which is to be forwarded to Gary Deer regarding the for a review	R/16-17/269
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19. Date of Next Meeting

The date of the next meeting is Monday 24th April March 2017 at Duston Community Centre at 7pm

There being no further business the meeting closed at 8.16pm

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Finance & Facilities 29/16-17