



**DUSTON PARISH COUNCIL**

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Duston Parish Council  
Duston Community Centre  
Pendle Road  
Duston  
Northampton  
NN5 6DT

## **Resources and General Purposes Committee** **Minutes 11th April 2024 7pm**

Chair: Cllr J Ennis-Clark

Councillors Present:

Cllrs Ingram, Maitland, Enright-King (arrived later on)

IN ATTENDANCE:

Gary Youens – Clerk

George Nemteanu – Facilities & Operations Manager

### **RGPC53/24. To receive apologies for absence**

- Apologies were received from Cllrs Barnes.

### **RGPC54/24. To receive and approve the minutes for signature of the meeting held on 6<sup>th</sup> December 2023**

- To agree that Cllrs Enright-King, Ingram and Ennis-Clark (Chair) were present at the meeting. Also present was the Clerk, Assistant Clerk and the Facilities & Operations Manager.
- That the minutes of the meeting held on the 6<sup>th</sup> December 2023 were approved as a true record and signed by the Chair (APPENDIX A).

### **RGPC55/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda .**

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interest declared.

**RGPC56/24. Public Participation Session.**

- There were no members of the public present.

**RGPC57/24. St Luke's Centre**

- The Facilities & Operations Manager presented the report to Committee and what actions were now being taken. Some suggestions in the report can be acted on fairly quickly whereas other will needed to budgeted for.
- **RESOLVED:**
  - a) To note the commissioned report on St. Lukes Centre and the actions being taken by the Facilities & Operations manager.
  - b) The Clerk will chase West Northamptonshire Council again for a response on DPC request to take on the freehold.

**RGPC58/24. Bargain Shop**

- **RESOLVED:**
  - a) To note the presentation from the Facilities & Operations manager of how the volunteers from the Bargain Shop are managed in accordance with the DPC Volunteer Policy.
  - b) To keep the Bargain Shop in place as it adds social value to Duston Community Centre.

**RGPC59/24. Door Between Stage and Stage Access Corridor at Duston Community Centre**

- The Stage Access Corridor is currently being used during the day by tenants. This would create a barrier between the stage when it is being used and the corridor. A door may also reduce some of the sound coming between the stage and the stage access corridor.
- It has also been suggested that another door be placed along the corridor towards the staff room and the upstairs. It was discussed whether this is necessary.
- **RESOLVED:**
  - a) That a door be placed between the stage and the stage access corridor.
  - b) That there should not be another door along the corridor towards the staff meeting room and the upstairs.

#### **RGPC60/24. Volunteers for Duston Parish Council**

- The Facilities & Operations Manager spoke of how the Volunteers Policy is being implemented on a practical level. The presentation included the procedures and expectations when using volunteers for Duston Parish Council activities.
- **RESOLVED:** To note the presentation from the Facilities & Operations Manager on using volunteers and the processes involved.

#### **RGPC61/24. Duston Parish Council Website**

- **RESOLVED:** After considering a range of options it agreed to stay with the current provider Cuttlefish. Once the contract is renewed there will be a new upgrade to the existing website.

#### **RGPC62/24. Sound System Quote**

- The Clerk said looking at a new Sound System for Duston Community Centre was part of their appraisal. He asked the Facilities & Operations Manager to get various quotes and proposals.
- The Clerk explained that the cost was fairly high and therefore the money could not be found in this year budget unless something else is cut.
- **RESOLVED:** In principle agree to a new Sound System but recommend to Council this is put in next year budget.

#### **RGPC63/24. Staff Handbook**

- As part of the Clerk appraisal was to produce a staff handbook which combines all current HR policies.
- **RESOLVED:** That the Clerk puts together a draft staff handbook to present to a future meeting.

#### **RGPC64/24. Clerk Training**

- As part of the appraisal process it is recommended the Clerk achieve Community Governance (Level 4) qualification which is the grade above CILCA.
- The Clerk explained at present there was no funding available in the budget but could be in next year budget 2025/26 subject to approval from Council.
- **RESOLVED:** In principle agree to the course but recommend to Council this is put in next year budget 2025/26 unless the money can be found in the meantime.

**RGPC65/23. Budget Monitoring**

- a) The Budget Monitoring Report until December 2023 (APPENDIX F) was noted.
- b) That the following has been taken from General Reserves in 2023/24
  - Sign at St Lukes Centre £2132
  - Roof Repairs at St Lukes Centre £15,720
  - Tree Maintenance in parks £11,800
  - Councillor IT provision (final figure not yet known).

**RGPC66/24. Tenants at Duston Community Centre**

- The Clerk said Squirrels Nursery now had new owners which are Kids Planet. Kids Planet inherit the existing lease with Duston Parish Council. Kids Planet have said they look forward to working with Duston Parish Council over the coming years.

**RGPC67/24. Outstanding PWLB Debt Balance**

- **RESOLVED:** To note the existing PWLB balance of £1,481,881.70

**RGPC68/24. Exclusion of Press and Public**

- **RESOLVED:** That the public and press be excluded from the meeting for item RGPC52/23. HR Matters was approved.

**RGPC69/24. HR Matters**

- **RESOLVED:**
  - a) The Clerk to work with HR Sub-Committee Councillors and Cllrs Littlewood and Ingram to look into staffing issues and structure.
  - b) No member of staff to receive any additional pay or hours outside their existing contracts until the staff review has been completed.

*Meeting ended at 8:48PM*