



**DUSTON PARISH COUNCIL**

Duston Community Centre, Pendle Road, Duston, Northampton NN5 6DT

Email: [office@duston-pc.gov.uk](mailto:office@duston-pc.gov.uk) [www.duston-pc.gov.uk](http://www.duston-pc.gov.uk)

**MINUTES OF THE FINANCE and FACILITIES COMMITTEE  
MEETING ON Monday 17<sup>TH</sup> October 2016 at 7.00pm**

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

In attendance: Philippa Page – Deputy Clerk (DC)  
Amy Holt – Administration Officer (AO)

**1. Apologies for Absence**

None

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| <b>Apologies for absence, if any<br/>To RESOLVED to accept the apologies received from Councillors not in attendance</b> | <b>R/16-17/118<br/>WITHDRAWN</b> |
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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**

The minutes of the meeting held on 12<sup>th</sup> September 2016 were signed by the Chair.

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| <b>RESOLVED to sign the minutes of the meeting held on 12<sup>th</sup> September 2016</b> | <b>R/16-17/119</b> |
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**5. Finance**

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| <b>RESOLVED to approve the invoices received in September 2016 (received since Finance &amp; Facilities meeting on 12<sup>th</sup> September ) previously circulated and October invoices received to date circulated at the meeting</b> | <b>R/16-17/120</b> |
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**6. Bank Reconciliations**

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Chairman Frances Jones

Vice Chairman John Caswell

Signed Chairman: .....

Date:.....

Finance & Facilities 11/16-17

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| <b>RESOLVED to approve the bank reconciliations for the month of August 2016 previously circulated and Septembers circulated at the meeting for the two bank accounts, petty cash, youth, hospitality and community float</b> | <b>R/16-17/121</b> |
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**7. Bank Transfer**

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| <b>RESOLVED to approve a transfer from Business Saver *58 to Community Account *80 of £50,000</b> | <b>R/16-17/122</b> |
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**8. To Receive the Quarterly Accounts**

- A copy of the full accounts (including all costs centres and nominal codes) and a summary had been circulated previously

**9. Review of Financial Regulations**

A review took place of the Financial Regulations taking into account Cllr Anderson’s report of 2 August 2016. The amendments from the NALC Model Financial Regulations (1.6, 6.4 & 11) and the amendments as discussed (1.5,6.4,6.6,6.10,6.21 (a)(b) and 17.2. - wording to be supplied by Cllr Ingram) The amendments to be recommended to Full Council for adoption.

**Action Cllr Ingram re (17.2)**

In addition the following to be actioned:

- Consideration to be given to leasing/purchasing a PDQ machine sometime in the future
- A review of the bank accounts to be taken at the start of the new financial year
- DC to liaise with an agent regarding review of the commercial rents

**Action Committee**

**Action DC**

**10. Net Virements**

It was agreed that the DC would prepare the net virements for approval by Full Council

**Action DC**

**11. Discuss the budget process**

It was agreed that DC and Cllr Sanders would prepare the budget for next (November) Finance & Facilities Meeting for discussion and then recommendation to Full Council in January.

**Action DC/Cllr Sanders**

DC advised the Committee that our pension auto-enrolment staging date is February 2017 and a decision needs to be taken on the pension provision going forward. It was agreed that this will be discussed at Full Council and recommend purchasing the Recommendation Report from The Pension House for £75 + VAT.

**Action DC**

**12. CCTV at Limehurst Square**

- DC advised that she had requested statistical information from PC Whitehead
- DC read out the contents of a paragraph in the DPC’s newsletter dated November 2004, where Council had taken the decision to fund the CCTV in Limehurst Square
- To establish details of the contract with NBC regarding the CCTV **Action AO**

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Chairman Frances Jones

Vice Chairman John Caswell

**Signed Chairman:** .....

**Date:**.....

Finance & Facilities 12/16-17

### 13. Grant Applications

No new applications had been received

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| <b>To RESOLVE to accept Cllr Huffadine-Smith's recommendations on grant applications</b> | <b>R/16-17/123<br/>WITHDRAWN</b> |
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### 14. Facilities

DC advised on bookings to date.

- Dishwasher had now been repaired. Cllr Sanders to contact Prestige regarding a Credit Note for the invoice issued regarding charge for quoting for proposed works. **Action Cllr Sanders**
- Entrance mat at Duston Community Centre has now been installed (outstanding from last year)
- AO gave an update on the situation with the drains at St Luke's, it was agreed by the Committee that additional works be carried out up to a total of £2000

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| <b>RESOLVED to approve additional works in connection with the drains issues at St Luke's Centre up to a value of £2000</b> | <b>R/16-7/123a</b> |
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- DC advised that the lease was being finalised regarding Office 3 at St Luke's Centre and that additional signage would be required for the new tenant

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| <b>RESOLVED to approve additional signage for the new tenant in Office 3 once lease has been finalised</b> | <b>R/16-17/123b</b> |
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- DC to contact the company that installed the signage at DCC to see if they can suggest a covering for the kitchen window **Action DC**
- DC advised that she had met with James Ellis of NCC regarding reinstatement works to the Cotswold Room and The Green. Quotes were being obtained **Action DC**
- DC gave an update on future bookings. Currently there were two bad debts from previous bookings which were being progressed and the necessary action taken **Action DC**

### 15. Exclusion of Public & Press

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| <b>RESOLVED that pursuant to the Public Bodies (Admission to Meeting) Act 1960 the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed</b> | <b>R/16-17/124</b> |
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### 16. Performance Award Payment

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| <b>RESOLVED to pay a total of £600 (extra hours &amp; Performance Award Payment) to Senior Facilities Officer in October salary payment</b> | <b>R/16-17/125</b> |
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### 17. Next Meeting

The date of next meeting is Monday 14<sup>th</sup> November 2016 at Duston Community Centre.

**There being no further business the meeting closed at 8.56pm**

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**Signed Chairman:** .....

**Date:**.....

Finance & Facilities 13/16-17