



DUSTON PARISH COUNCIL

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

Resources and General Purposes Committee

Cllrs Enright-King, Ingram, Barnes, Ennis-Clark, Maitland

6th October 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the Resources and General Purposes Committee to be held at Duston Community Centre on Thursday 12th October 2023 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA

RGPC20/23. To receive apologies for absence

RGPC21/23. To receive and approve the minutes for signature of the meeting held on 2nd August 2023 (APPENDIX A)

RGPC22/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (*Members should disclose any interests in the business to be discussed*)

and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).

RGPC23/23. Public Participation Session (*Persons wishing to address the committee on an agenda item may register their intention to do so by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).*

RGPC24/23. Budget Monitoring

- 3 months to June 2023 v. budget 2023/24 (APPENDIX B)

RGPC25/23. St Luke's Churchyard

- a) To note the quote for maintaining St Luke's churchyard (APPENDIX C)
- b) To decide whether to propose it the budget for 2024/25

RGPC26/22. Bowling Green Steps

- To discuss the idea of steps between the bowling green and the coffee box at Duston Sports Centre (APPENDIX D)

RGPC27/23. Asset Transfers to Duston Parish Council

- To receive a verbal update on the following:
 - a) Transfer of Parks, Public Open Space & Allotments from West Northamptonshire Council
 - b) Transfer of Telstar Way POS (known as "Duston Gardens")
 - c) Transfer of Alfred Knight Footpath, 3 streetlights and Rosevilla Road Access Way.

RGPC28/23. Environmental Strategy Insourcing and Outsourcing

- To receive and agree the Environmental Strategy for Insourcing and Outsourcing (APPENDIX E)

RGPC29/23. Annual Facilities Review

- To receive a presentation from the Facilities & Operations Manager (APPENDIX F)

RGPC30/23. Room Hire Prices at Duston Community Centre & St Luke's Centre

- To discuss room hire rates and suggest possible changes

RGPC31/23. Artificial Intelligence in Local Councils

- To receive a report from the Assistant Clerk on the use of AI in Parish Councils (APPENDIX G)

RGPC32/23. Duston Parish Council Staff Structure

- To note the current staffing structure (APPENDIX H)

RGPC33/23. Budget Priorities for 2024-25

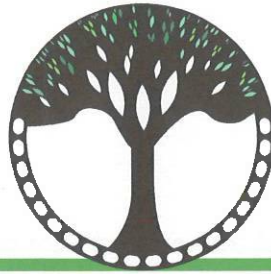
- To discuss budget priorities for 2024-25

RGPC34/23. Energy Usage at café in Duston Community Centre**RGPC35/21. Exclusion of Press and Public**

In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisation, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by the Local Government Act 1972.

RGPC36/23. Rent Review

- To discuss a rent review on a lease



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Resources and General Purposes Committee

MINUTES 2ND August 2023 7pm

Cllrs Barnes, Ennis-Clark, Enright-King, Ingram

Chair: Cllr J Ennis-Clark

Councillors Present: Barnes, Enright-King, Ingram

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

Cllr Liddon

RGPC01/23. Elect a Chair of the Resources and General Purposes Committee

- **RESOLVED:** That Cllr Ennis-Clark was elected as Chair of the Resources and General Purposes Committee for the municipal year 2023/24.

RGPC02/23. Elect a Vice-Chair of the Resources and General Purposes Committee

- **RESOLVED:** That Cllr Barnes was elected as Vice-Chair of the Resources and General Purposes Committee for the municipal year 2023/24.

RGPC03/23. To receive apologies for absence

- There were no apologies received.

RGPC04/23. To receive and approve the minutes of the meeting held on 26th April 2023

- **RESOLVED:** That the minutes of the meeting held on Wednesday the 26th of April 2023 were approved as a true record and signed by the chair.

RGPC05/23. 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. Cllr Ingram declared a non-pecuniary interest upon items RGPC09/23. and RGPC010/23. due to holding a membership to Trilogy Active.

RGPC06/23. Public Participation Session

- Cllr Liddon was in attendance to speak primarily upon item RGPC013/23. and also spoke upon other items.

RGPC07/23. Budget Monitoring

- **RESOLVED:** That the budget monitoring report depicting the months to March 2023 v. budget 2022/2023 was received, discussed and noted (APPENDIX B)

RGPC08/23. St Luke's Churchyard

- **RESOLVED:**
 - a) That grass cutting of St Luke's Churchyard should be a budget proposal for 2024/25 onwards.
 - b) The Clerk to get a quote for our contractors. It doesn't need to be at the same specification as St Luke's Field.

RGPC09/22. Duston Sports Centre Fence next to Sir John Pascoe Way

- **RESOLVED:**
 - a) That the current condition of the fence was noted (APPENDIX C)
 - b) That no immediate repair work upon the fence will be conducted by Duston Parish Council.

RGPC10/23. Swimming Pool at Duston Sports Centre

- **RESOLVED:** That the Swimming Pool at Duston Sport Centre report was received, discussed and noted (APPENDIX D)

RGPC011/23. Asset/Land Transfers to Duston Parish Council

- **RESOLVED:**
 - a) That the verbal update from the Clerk upon the transfer of Parks, Public Open Space & Allotments from West Northamptonshire Council was received, discussed and noted.
 - b) That the verbal update upon the transfer of Telstar Way POS, Alfred Knight Footpath, 3 streetlights and Rose villa Access was received, discussed and noted (APPENDIX E).

RGPC012/23. Repair to the Main Hall Roof at St Luke's Centre

- **RESOLVED:** That the discussion surrounding the repair works required for Main Hall roof was noted, and that the repair works were approved (APPENDIX F)

RGPC013/23. IT Quotes

- **RESOLVED:**
 - a) The IT quotes were noted (APPENDIX G)
 - b) That the Clerk consults an IT specialist to conduct hardware audit and make a report to Council.

RGPC014/23. Footpath next to Duston Library

- The Clerk has been discussing with WNC Assets Dept to get the footpath and bleed cabinet installed. WNC want to draw up a Licencing Agreement and will charge DPC a fee for the costs this will involve.
- **RESOLVED:**
 - a) That the licencing to provide a bleed kit outside of the Community centre and the works indemnity deed to construct a path over the existing informal trodden path were received reviewed and discussed.
 - b) That the latest quote of £6,997.87 for works on the path to link the Community Centre entrance and Pendle Road was received and approved. Community Infrastructure Levy monies will be used to fund this project (APPENDIX H).

RGPC015/23. Freedom of Duston Honour Board

- **RESOLVED:** That the purchasing of a Freedom of Duston Honours Board in Duston Community Centre was approved and delegated to the Clerk (APPENDIX I).

RGPC016/23. Distribution of Utility and Services Charges at St Luke's Centre

- **RESOLVED:**
 - a) That smart metering off of commercial tenants from the community use rooms was approved (APPENDIX J).
 - b) That the specific arrangement of the meters is delegated to the Clerk, with in consultation with the Chair of the Council and Chair of Resources & General Purposes Committee.

RGPC017/21. Exclusion of Press and Public

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RGPC018/23. Duston Parish Council Leases

- **RESOLVED:** To receive an update from the Clerk upon the current leases of Duston Community Centre, St Luke's Centre and Duston Sports Centre (APPENDIX K)

RGPC019/23. DPC Staffing Levels and Restructure

- **RESOLVED:**
 - a) To receive and agree a report on proposed staffing levels and job roles (APPENDIX L)
 - b) The Clerk to implement the recommendations in the report



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Resources and General Purposes Committee

MINUTES 2ND August 2023 7pm

Cllrs Barnes, Ennis-Clark, Enright-King, Ingram

Chair: Cllr J Ennis-Clark

Councillors Present: Barnes, Enright-King, Ingram, Liddon

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3 months to June 2023 v. Budget 2023/24

| | Budget for year 2023/24 | Actual spend 3 months to 30.6.23 | Ear marked reserves movements (from)/to | Total costs after transfers to/from EMR | Budget variance (still to spend) | Quarter 1 % of budget spent | Comments |
|--|-------------------------|----------------------------------|---|---|----------------------------------|-----------------------------|---|
| | £ | £ | £ | £ | £ | % | |
| Expenditure | | | | | | | |
| Employees salaries, national insurance, pension, training | 342,350 | 73,002 | | 73,002 | 269,348 | 21% | |
| Councillors allowances | 5,900 | | | | 5,900 | 0% | |
| Audit, legal and professional memberships/licensing | 32,200 | 13,430 | (60) | 13,430 | 28,770 | 36% | Includes NCalc membership which relates to the full year |
| Insurance | 15,500 | 6,763 | | 6,763 | 8,737 | 44% | |
| Grants | 10,500 | 1,673 | | 1,673 | 8,827 | 16% | |
| Youth and play equipment | 20,000 | 24,500 | (24,500) | - | 20,000 | 0% | Play equipment purchased £24,500. Wides = transferred to CILS budget |
| Computer software, IT support, website | 8,150 | 3,340 | | 3,340 | 4,810 | 41% | Includes Rattas software which relates to the full year |
| Admin and office costs, telephone, stationery, photocopier | 18,400 | 2,495 | | 2,495 | 15,905 | 14% | |
| Events, engagement and wellbeing | 26,000 | 10,598 | | 10,598 | 9,662 | 52% | Includes DFD which is the main community event for the year |
| Newsletter and publications | 3,000 | | | | 3,000 | 0% | |
| Vac running cost | 2,800 | 666 | | 666 | 2,134 | 24% | |
| Cleaning, waste removal | 17,200 | 4,415 | | 4,415 | 12,785 | 26% | |
| Business rates and rent for lobby | 4,750 | 5,798 | | 5,798 | (1,048) | 122% | Includes additional rates for the year for empty offices at St Luke's, will be refunded in part when occupied by new tenants. |
| Security | 2,950 | 230 | | 230 | 2,720 | 8% | |
| Heat, light and water | 80,000 | 8,660 | | 8,660 | 71,340 | 11% | Electricity and gas lower at this time of year. |
| Maintenance contracts, environment, repairs, equipment | 66,800 | 26,032 | (8,099) | 17,933 | 48,867 | 27% | Includes flags which, signs and gates = transferred to CILS budget |
| Planning | 200 | | | | 200 | 0% | |
| Loan repayments | 119,334 | 59,699 | | 59,699 | 59,635 | 50% | Loan repayments are paid in two tranches each year |
| Contingency | 13,000 | | | | 13,000 | 0% | |
| 2028 Grounds maintenance provision | 19,917 | | | | 19,917 | 0% | Will be a year end reserves movement |
| Environment and community 4 year plan | 5,000 | | | | 5,000 | 0% | |
| Capital projects CILS fund | 100,000 | | 32,599 | 32,599 | 67,401 | 33% | Play equipment spend transferred to CILS spend budget |
| Total expenditure | 917,951 | 241,101 | (60) | 241,041 | 676,910 | 26% | |

| | Budget for year 2022/23 | Actual 3 months to 30.6.23 | Ear marked reserves movements | Total income after transfer to/from EMR | Budget variance (still to receive) | Quarter 1 % of budget received | Comments |
|---|-------------------------|----------------------------|-------------------------------|---|------------------------------------|--------------------------------|--|
| | £ | £ | £ | £ | £ | % | |
| Income | | | | | | | |
| Room hire | 84,500 | 29,379 | | 29,379 | (55,121) | 35% | |
| Tenant, nursery and café | 133,000 | 46,172 | | 46,172 | (86,828) | 35% | Includes some rent in advance to Sept 23 |
| Miscellaneous | 3,000 | 2,591 | | 2,591 | (409) | 86% | Interest income higher than anticipated |
| Precept | 597,451 | 296,726 | | 296,726 | (298,725) | 50% | Half of precept received |
| From ear marked reserves (CILS) | 100,000 | | 32,599 | 32,599 | (67,401) | 33% | Offset above against maintenance above |
| CILS monies received | | 3,345 | (3,345) | | | | CILS monies not budgeted |
| Other transfers to ear marked reserves | | | | | | | |
| Total income | 917,951 | 380,213 | 29,254 | 409,467 | (508,484) | 45% | |
| Total income less expenditure year to date - 30.6.23 | - | 139,112 | 29,314 | 168,426 | 168,426 | | |

St Luke's Churchyard – Cut 5 times a year quote

- To mow all grass areas within the churchyard 5 times per annum with a cut and lay.
- To strim around all obstacles, headstones and gravestones in a delicate and appropriate manner.
- To clear all hard surfaces, headstones and obstacles of arisings after cutting
- All arisings to be left and mulched back into the grass sward.

Total = £600 + vat per cut

Total per Annum = £3,000 + vat

Steps Between the Bowling Green and the Coffee Box at Duston Sports Centre

We discussed the possibility of having steps built so that they lead from the patio area outside the bar/Coffee Box area down to the bowls green.

We feel that this would create a much nicer connection between the two areas and would benefit both us and the bowls teams.

What are your thoughts on this? My other question is if this is something that you like the idea of, what would be the process and would the Duston Parish Council fund the work?

Let me know your thoughts, happy to meet at Duston if it helps to make it clearer.



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Report: Environmental Services Strategy (In-House and Outsourcing Mix)

1. Introduction

1.1 In the near future, Duston Parish Council (DPC) will be increasing the amount public open space it is responsible for. Currently, DPC maintains St. Lukes Playing Field, Timken Way North and the adjoining street verges.

1.2 As of April 2021 DPC has owned Grafton Meadows, Mendip Park, Errington Park, Melbourne Lane Open Space and the grass area immediately to the rear of Duston Community Centre, Pendle Road. This equates to roughly 11 acres of public open space.

1.3 With the new asset transfers, DPC will be responsible for 28 acres of public open space (POS) and two allotments, the acreage of the allotments has not been factored in.

2. Current Outsourced Services

2.1 Currently, DPC outsources a majority of its ground maintenance to contractors. Generally, most park maintenance jobs such as, all grass cutting, large hedge work, any work to do with trees is currently outsourced. For all parks, apart from St. Lukes Field, the contract for ground maintenance lies with WNC until 2028, this will also be the case with all newly transferred POS assets.

2.2 Some years ago Duston Parish Council took the decision to fence off the play area at Errington Park. As a result it was agreed with Northampton Borough Council at the time that the Parish Council would cut the grass in the play area.

2.3 The 3 acres of POS at Duston Gardens is due to be transferred imminently, which the Parish will be solely responsible for. This includes an attenuation pond which may need be inspected annually. This will also be done by external contractors.

2.4 The Resource and General Purposes Committee are looking into whether St Luke's Churchyard should be maintained by DPC to a certain level. Due to the need to carefully trim round old headstones and walls it is envisaged this will be outsourced.

2.5 Many smaller tasks and jobs that Duston Parish Council have inherited over the years are also outsourced. Below is a table of jobs and tasks that are currently outsourced:

| Description of location | Description of work done | Contractor |
|---|---|------------|
| Timken Artwork | Planning and watering of the flowerbed. | Barnetts |
| War memorial | Cleaning before remembrance day | Barnetts |
| Alleyway next to one stop | Cutting the bush back from the path. | Barnetts |
| Saxon Rise Corner Bush | Cutting the bush back from the path. | Barnetts |
| Bush behind bench at zebra crossing near the bakery | Cutting the bush back from the path. | Barnetts |
| Bush on Eastfield road | General cut back and tidy up | Barnetts |
| St. Lukes Centre | Cutting the three grass patches around the Centre | CGM |
| Timken Way North and Adjoining Streets Verges | Cutting the grass on the verge | CGM |
| Rose Garden | Watering, planting and general cleaning. | Barnetts |

3. Current In house Activities

3.1 Smaller, manageable, jobs in relation to parks and public open spaces and the surrounding tasks are completed inhouse. Below is a list of tasks that are currently done in-house:

| Task | Description of work done | Description of location |
|-------------------|--|---|
| Bin Inspections | Visually inspect and report any issues regarding DPC owned / operated public bins. DPC pay WNC to empty these litter bins except for the litter bin outside DCC. | Various locations throughout Duson |
| Bench Inspections | Visually inspects, report and amend any issues regarding DPC installed and owned benches | Various locations throughout Duson |
| Park inspections | Visually inspects the parks for damage, litter, and signs of unauthorised vehicle access Noting and reporting any issues regarding contracted work. | Haydown Green, Grafton, The Quarry, Mendip, St. Lukes, and Errington Park |

| | | |
|-------------------------------|---|---|
| Play Equipment Inspections | Visually inspects the play equipment / exercise equipment / MUGA's, noting and reporting issues to relevant companies. (independently inspected annually also) | Grafton, Mendip, Quarry, Haydown Green, St. Lukes, and Errington Park |
| Small bush / Tree Maintenance | On the ground tree / bush work – non-chainsaw (cutting back small branches that block paths, entrance ways and alleys) | All DPC owned public open space. |
| Clearing Alleyways | Cutting back and clearing vegetation in alleyways, when requested by council. | Various Alleyways located throughout Duston. |
| Tree Observations | Visual inspection of independently identified trees as per the tree surveys. (To report any change in condition to relevant contractors) | All DPC owned public open space. |
| General Grounds Maintenance | General minor maintenance and upkeep of Parish owned land. | All DPC owned public open space. |
| Speed Signs | Replacing & recharging batteries and periodically moving the signs. | Various locations throughout Duston |
| Heritage Landmark Inspections | To inspect the Timken Art Work, Timken Gates and the Rosevilla Hut for any visual faults and action / do any remedial work required. | Main Road, Rosevilla |
| Planters | Weeding, watering and maintenance of all planters and floral displays. | Various locations throughout Duston |
| Noticeboards | 4 Large and 4 Little boards. Inspected and kept up to date. | 8 Various locations throughout Duston |
| Flag Poles | Three inspected and flags done according to Communications and Engagement Policy | DCC, SLC, DSC |
| Welcome to Duston signs | Inspected and cleaned | 6 Various throughout Duston |

4. Future of In House Activities

4.1 The Clerk, Facilities Manager and Operations Officer have reviewed the smaller tasks that are currently outsourced. They concluded that jobs that **previously required to be outsourced** due a lack of specifically employed grounds keeping staff and training, **can now be insourced** and done in house.

4.2 A structured staggered approach **should** be taken during this process of insourcing. The Operations role in its current form is a combination of internal / external maintenance, what this means in practice is the operations officer is responsible for the cleaning, inspections and general maintenance of the St. Lukes Centre. This is due to St. Lukes being a 'hands off' centre in relation to having permanent staff member at the building, as such, part of the Operations round is to inspect St. Lukes.

4.3 A majority of the work outlined in 2.2 can be done inhouse. Below sets out the tasks that have been identified by the Operations Officer and Facilities Manager as insource-able jobs that **can currently be phased** into the current workload:

| Description of location | Description of work to do |
|--|---|
| Timken Artwork | Planning and watering of the flowerbed. |
| War memorial | Sweeping up throughout the year but also cleaning up before remembrance day |
| Alleyway next to one stop (former co-op) | Cutting the bush back from the path. |
| Rose Garden | Watering, planting and general cleaning. |
| St. Lukes Centre | Cutting the three grass patches around the Centre. |
| Bush adj to The Squirrels and Bakery | Cutting the bush back so as not to cause an obstruction |
| Bush at the junction of Saxon Rise / Main Road | Cutting the bush back so as not to cause an obstruction |
| Hedge on Eastfield Close / Main Road Junction | General Cut back and tidy up |

4.4 The Operations officer and Facilities Manager are keen to insource a majority of the smaller tasks identified in 2.3. It is vital ensure a smooth transition whilst also building up capacity, as such, the tasks identified above are in close proximity and are all located near the St. Lukes Centre.

4.5 Council has on its occasion used its discretion to carry out other work. These are

- Alleyway between Kerrfield Estate and Sir John Pascoe. Ownership of the alleyway is not known nor it classified as a public right of way.
- Hedge adjacent to the village Hall. This is on land belonging to a registered charity.
- Main entrance into Mendip Park. The access road belongs to WNC but it could be said that basic maintenance (such as keeping it cut back and tidy) encourages general park use.

Council could if chooses and depending on capacity continue to do this again on an ad hoc basis at its discretion or incorporate one or more of these in its schedule of works in the future.

4.6 Some items of equipment may need to be purchased to carry out these tasks.

5. Benefits of Insourcing Contracts

5.1 Cost Saving - Insourcing can lead to cost savings compared to outsourcing to external contractors. This is especially important considering the increase in public open space the Council will be responsible for. Expanding projects or improving areas can be facilitated at a lower cost and with the savings recuperated from insourcing.

5.2 Greater Control - By having these tasks performed in-house, the Council can exercise greater control over the quality and timing of work.

5.3 Improved Responsiveness – Inhouse teams can respond rapidly to any issues identified or raised and specifications are more easily adapted to fit any changing requirements.

6. Inspections

6.1 Play equipment and flag poles should be inspected independently on an annual basis.

6.2 Officers are currently determining how often the annuitation pond at Telstar Way should be independently inspected.

6.3 Tree in DPC Parks are inspected on a three year basis. This will in future be applied to all DPC owned Parks and Open Spaces. This year Errington Park, Mendip Park, Grafton Way Meadow and St Luke's Field were independently inspected. The previous year St Luke's Spinney was inspected.

6.4 DPC Facilities and Operations Team do in year inspections as described in section 3 above. Once all parks have transferred, which should be within this current financial year, then DPC staff will carry out weekly/fortnightly play equipment inspections on the following sites:

- Errington Park
- Grafton Way Meadow
- Mendip Park
- The Quarry / Duston Wildes
- St Luke's Field (the smaller field sometimes known as Melbourne Lane Open Space)
- Haydown Green
- Triumph Gardens
- Westbury Close Open Space

All play areas in the area will be owned by Duston Parish Council with the exception of Sam Harrison Way Play Area on the Timken estate.

6.5 Once all parks and open spaces are transferred regular visuals inspections of trees and hedges will be carried out by DPC staff.

7. Recommendations

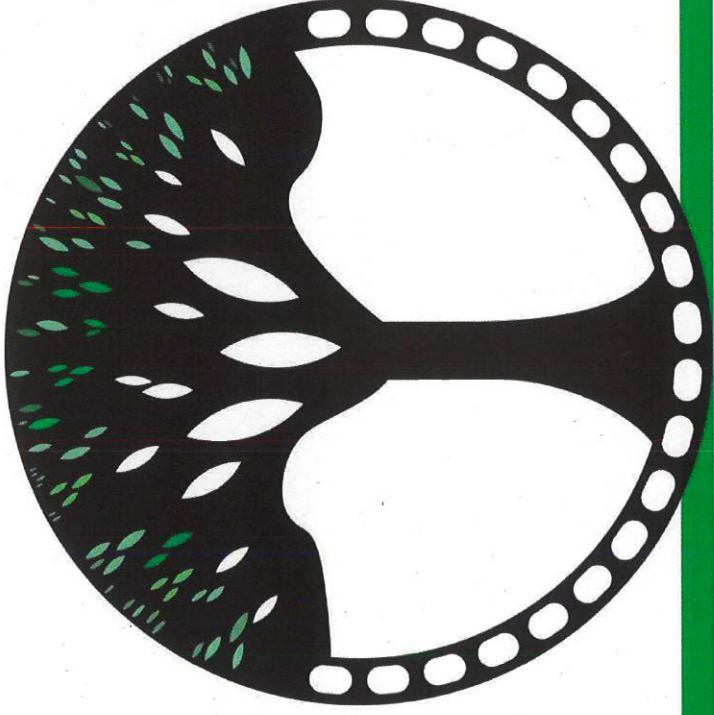
7.1 That the contracts identified in 4.3 be terminated and insourced to be done inhouse by DPC staff.

7.2 For the time being at least grass cutting of DPC owned parks and open spaces is outsourced. This will be revisited at a later date.

7.3 DPC to carry out general and minor landscaping tasks inhouse.

7.4 DPC carry out regular play equipment identified in 6.4 and general inspections on all owned DPC land and open spaces as when they come into ownership.

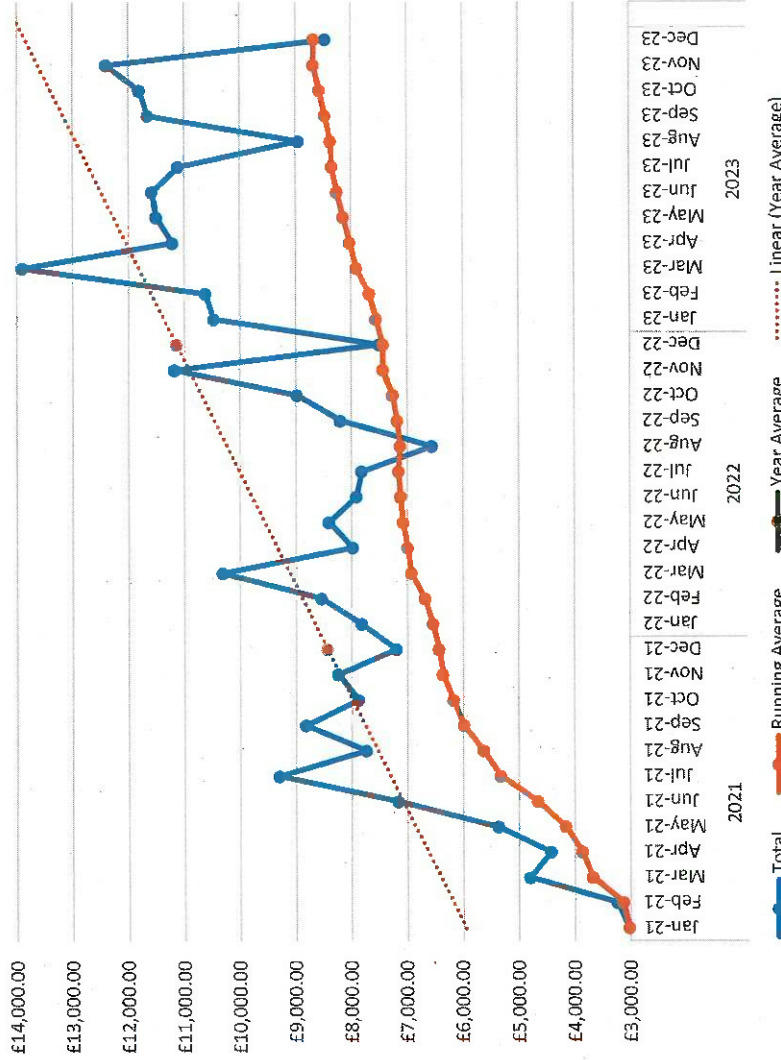
7.5 Tree surveys and work are carried out on all DPC owned parks and open space as per the Tree Management Policy.



DUSTON PARISH COUNCIL

Facilities Annual Review 23/24

Facilities Booking Report



Facilities in Numbers

| | 2021 | 2022 | 2023 (so far) |
|---------------|----------------|----------------------|-------------------|
| Month Average | £6426.04 | £8423.30 | £11,128.81 |
| Best Month | July: £9290.98 | November: £11,168.77 | March: £13,894.51 |

Facilities Timeline:

- December 2021 – Llewyn Started
- March 2022 – Key box installed at SLC
- April 2022 – Sean Started
- June 2022 – No longer opening on Sundays
- June 2022 Facilities Manager, Pete, left
- June 2022 George started as Facilities Manager
- Assistant Manager position left vacant
- Cleaner position left vacant (£565 monthly saved)
- Key box installed at DCC
- July 2022 – Andreea started maternity leave and subsequently resigned
- September 2022 – reduced working hours:
 - Mondays – finish at 18:00 from 22:30
 - Fridays – finish at 18:00 from 22:30
 - Saturdays – finish at 18:00 from 22:30
- December 2022 – Dan Started

Key Notes:

- DCC + SLC COSHH and Office Supplies = £200 a month.
- Utilise Rialtas by booking multiple groups/parties for same time in multiple rooms to reduce staff requirement for just one booking at a time.
- Adding a key box increased group autonomy, whilst reducing staff requirement.
- Changing opening times weekends to Saturday 18:00 finish reduces the need for two staff to work, reduces anti-social behaviour, limits damages, offers opportunities to GJs to book those times without DPC staff being required to support, reducing waste.

Booking Forms 23/24

Commercial Hire

| • Hire Fee | DCC per hour | SLC Per Hour | Who For? |
|---------------|---------------|--------------|----------|
| MH - £26 | MH - £30 | Training | |
| C1 & C2 - £15 | C1 & C2 - £15 | Conferences | |
| CC - £20 | Office - £15 | Commercial | |

• Damage Deposit Use the best judgement – messy, previous issues, can they pay?

• Amenities

Per Session:

T.V. - £15

Flip Chart - £15

Refreshments + Biscuits - £1.50 per person

Booking Forms 23/24

Function Hire

| • Hire Fee | DCC per hour | SLC Per Hour | Who For? |
|---------------|---------------|-----------------|----------|
| MH - £26 | MH - £30 | Parties | |
| C1 & C2 - £15 | C1 & C2 - £15 | Religious Event | |
| CC - £20 | | Celebrations | |

• Damage Deposit Non-Negotiable, payment in cash on day of event

• Amenities Unavailable

Booking Forms 23/24

Community Hire

- | | DCC per hour: | SLC Per Hour | Who For? |
|------------|---------------------------------------|---------------------------|---|
| • Hire Fee | MH - £20 C1 & C2 - £10 CC - £15 | MH - £25 C1 & C2 - £10 | Leaseholders Duston Based Non-Profits |
- Damage Deposit Use best judgement – messy, previous issues, can they pay?
 - Amenities Per Session:
 - T.V. - £15
 - Flip Chart - £15
 - Refreshments - £1.20 per person
 - Refreshments + Biscuits - £1.50 per person

Reclassifying Current Booking Groups?

| Per Hour /Groups | Current Rialtas | Current (£) | New Rialtas | New (£) | Difference | Reasoning |
|------------------|-----------------|-------------|-------------|---------|------------|--------------------------------------|
| Art 4 All | DCC, C2 | £15 | DCC, CC, RH | £15 | £0 | Community Group |
| Garden Club | SLC, C2, RH | £10 | SLC, C1, RH | £10 | £0 | Community Group |
| Hartbeeps | DCC, C1, RH | £10 | DCC, C1 | £15 | £5 | Commercial Group |
| Happy Circle | - | £0 | DCC, C2, RH | £10 | £10 | Community Group |
| Lighten Up | DCC, C1, RH | £10 | DCC, C2, RH | £10 | £0 | Community group |
| Scouts | SLC, C1, RH | £10 | SLC, MH, RH | £15 | £0 | Community Group + Using Main Hall |
| Sewcial | DCC, C1 | £15 | DCC, C1, RH | £10 | £0 | Community Group |
| Sugar & Spice | DCC, C2, RH | £10 | DCC, C1, RH | £10 | £0 | Community Group |
| Taekwondo | DCC, MH, RH | £20 | DCC, MH | £20 | £0 | Community Group |
| Tiny Toes Ballet | SLC, MH | £25 | SLC, MH | £25 | £0 | Community Group |
| Tsikas Karate | SLC, MH | £20 | SLC, MH | £20 | £0 | Community Group |
| Tumble Tots | DCC, MH | £20 | DCC, MH | £20 | £0 | Community Group |

Reclassifying Bookings

Rooms Considerations/Requests

- Camera Club to change from 19:30-22:30 to 19:00-22:00
- Garden Club to change from 18:30-21:30 to 18:00-21:00
- Happy Circle to pay Comms 2 a Regular Hire fee of £10 an hour.
- Not So Dusty to pay from 09:30-12:00 to reflect their actual used time
- Kitchen at St Luke's to be paid £10.00 per hour by Favel and Affinity
-



DUSTON PARISH COUNCIL

BOOKING DETAILS

RETURN TO:

Facilities Office, Duston Community Centre, Pendle Road, Duston, Northampton, NN5 5DT
Telephone: 01604 583 626
Email: facilities@duston-pc.gov.uk

← OLD vs NEW →



DUSTON PARISH COUNCIL

Booking Details

RETURN TO:
Duston Parish Reception, Duston Community Centre, Pendle Road, NN5 5DT
Telephone: 01604 583 626
Web: www.duston-pc.gov.uk

Details of the Hire

- Name of Organization or Group: _____
- Name of the Room: _____
- Contacts: _____
- Treasurer: _____
- Name: _____
- Address: _____
- Postcode: _____
- Tel: _____
- Email: _____
- Room Set-Up Requirements please draw Or let us know what you need in the room

Duston Parish Council takes your privacy seriously and will only use your personal information to administer your bookings and for announcing upcoming events. We do not share your information.

I can confirm all booking details are correct and as the hirer(s) agree that our group will adhere to the Terms and Conditions as detailed in the Customer information document.

Signed by The Hirer/Authorized Signatory & date:

| | | | |
|----------------------------|--|-----------------|--|
| Name of Organisation/Group | | Booking Contact | |
| Contacts | | Treasurer | |
| Name: | | | |
| Address: | | | |
| Postcode: | | | |
| Mobile: | | | |
| Telephone: | | | |
| Email: | | | |

Room Set Up:

Please draw and describe your room set up, including number of chairs and tables required.

Diagram:

Amenities:
Please list all amenities required

Hot Water Urn,
Jug of Water,#
Mugs and/or Glasses

Refreshments
(tea, coffee,
milk, sugar)*

Refreshments
+ Biscuits*

*Refreshments are £1.20 per person and Refreshments + Biscuits are £1.50 per person.

Duston Parish Council takes your privacy seriously and will only use your personal information to administer your bookings and for announcing upcoming events. We do not share your information.

I can confirm all booking details are correct and as the hirer(s) agree that our group will adhere to the Terms and Conditions as detailed in the Customer information document.

Signed by The Hirer/Authorized Signatory:

Print Name

Signature

Date

Altered the room set up to include Amenities

Altered the Signatory section

NCALC AI Task Group Report

In July, an AI Task Group was established, during the meeting several key objectives were established:

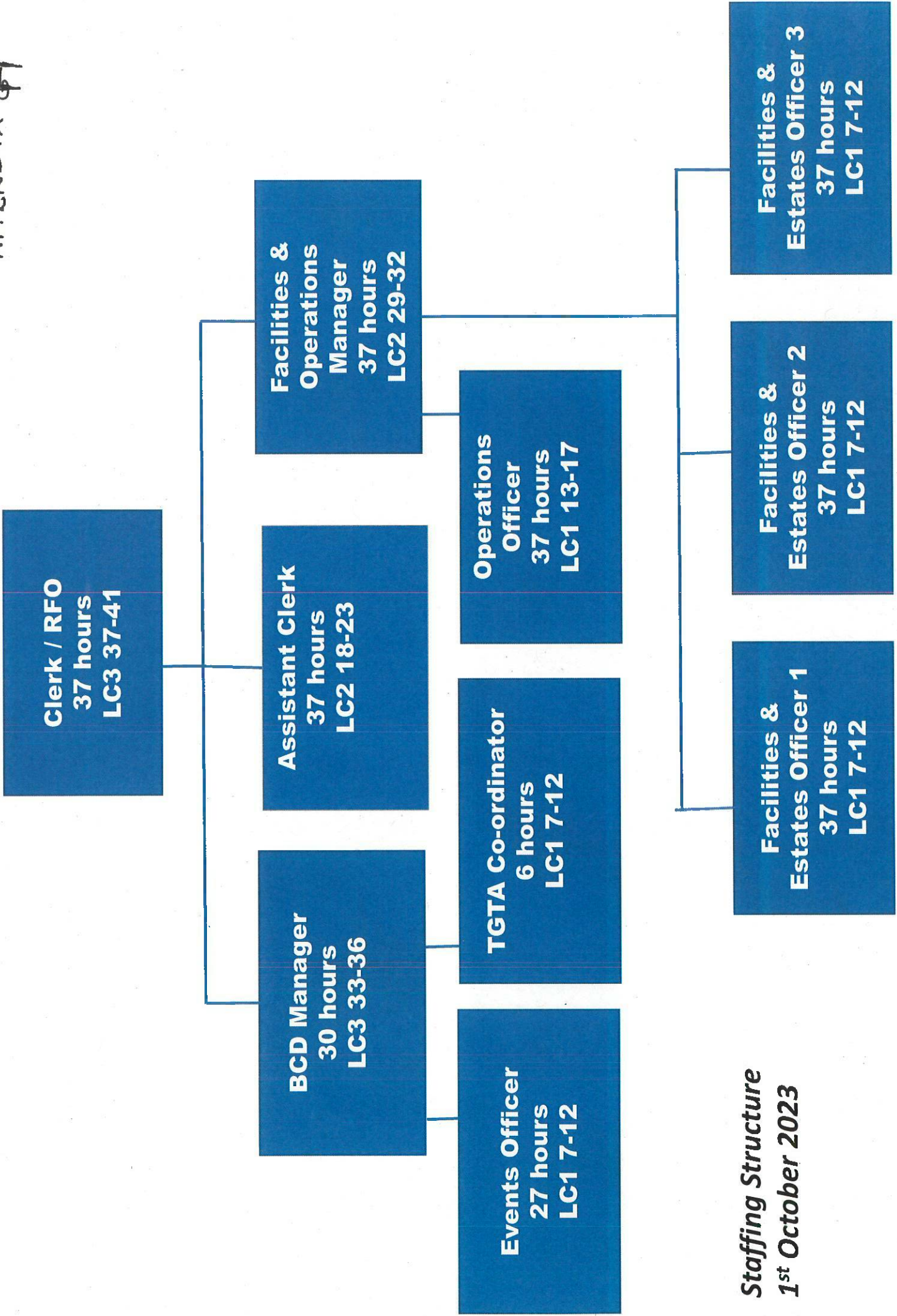
1. **Assess the Risks:** The group was formed to evaluate the potential risks associated with the use of AI by parish and town councils in Northamptonshire.
2. **Identify Opportunities:** It aims to identify and explore the opportunities that AI presents to these councils.
3. **Promote Good Practices:** The group intends to identify and share best practices related to AI adoption with all member councils.
4. **Collaborate with Unitary Councils:** It seeks collaboration with unitary councils in the region to leverage AI effectively.
5. **National Initiatives:** The group will stay informed about and contribute to national initiatives related to AI in local governance, such as those by the National Association of Local Councils (NALC) and the Local Government Association (LGA).

The inaugural meeting of the group was held on 20 September 2023, featuring participants from various councils, both large and small, with varying levels of tech expertise. The discussion covered a wide range of AI impacts, from streamlining administrative tasks like producing agendas and minutes to potential implications for representative democracy.

The group agreed to maintain a focus on practical implications to ensure that discussions remain relevant and avoid becoming overly speculative or intimidating. Real-world examples will be used to illustrate the benefits and potential pitfalls of AI.

Additionally, the group plans to identify and introduce AI tools that parish and town councils can utilize immediately, including apps like Microsoft Copilot, Microsoft Decisions, and sector-specific solutions like Hello Lamp Post.

Finally, the AI Task Group will meet monthly to keep parish and town councils in Northamptonshire at the forefront of AI adoption in local governance, ensuring that they stay informed and well-prepared for the future.



Staffing Structure
1st October 2023

