

Minutes

of the **Meeting of the Parish Council** held on 27 July 2009

Present: D Livingstone (Chair) C DeMyers-Robinson
J Nicholas C Osler
K Perkins K Thomas
C Williams T Wylie

Visitors: 3 residents

Clerk: C Gallacher

	Action
<p>Before the meeting commenced, the Chairman advised members of the resignation of Councillor Neil Warden, received that day. Members expressed their regret at his departure and noted that his skills will be missed.</p> <p>1. Apologies and declarations of Interest</p> <p>Apologies were received and accepted from D Edmonds, G Small and I Stewart. C Williams apologised for late arrival.</p> <p>There were no declarations of interest.</p> <p>2. Public Time</p> <p>No issues were raised.</p> <p>3. Minutes</p> <p>Minutes of the meeting on 22 June 2009 were agreed and signed as a true record of the meeting.</p> <p>4. Reports</p> <p>The clerk's report was noted.</p> <p>The Police were not in attendance. Members noted with concern a report that PCSOs in the parish might not be using all the powers available and the clerk was instructed to investigate this with the sector commander.</p>	<p>clerk</p>

<p><u>Ward Councillors</u></p> <p>C Williams reported that he will be meeting officers from MK Council to discuss possible additional planting in the Wild Wood area of Edison Square.</p>	
<p><u>Planning & Environment Committee</u></p> <p>Minutes of the meeting of 6 July 2009 were presented unsigned as a report and accepted.</p>	
<p><u>Community Committee</u></p> <p>Minutes of the meeting of 13 July 2009 were presented unsigned as a report and accepted.</p>	
<p><u>Policy & Finance Committee</u></p> <p>Minutes of the meeting on 29 June were presented unsigned as a report and accepted.</p> <p>In discussion of the Risk Assessment, it was felt that the council could not justify provision of healthcare to employees but the clerk was instructed to investigate this and other benefit packages and report on costs and benefits. D Livingstone volunteered to investigate 'Key Man' insurance to cover against illness of the clerk.</p>	<p>clerk D Livingstone</p>
<p>It was resolved to approve the Constitution of MK Urban Parishes Association, as recommended by the committee and the clerk was authorised to sign this on behalf of council.</p>	<p>clerk</p>
<p><u>Emerson Valley Community Centre</u></p> <p>The meeting noted the report on the clerk's discussions with the management committee regarding security. It was agreed that advice should be sought from a Fire Officer or other qualified person on the status of the front doors as a fire exit before incurring the expenditure needed for an electronic locking system for these.</p>	<p>clerk</p>
<p><u>Newsletter</u></p> <p>It was agreed that the present position on distribution of the newsletter is unsatisfactory and attempts to find an alternative distributor should be renewed as a matter of urgency. K Thomas volunteered to check possible contractors and the clerk was instructed to refresh the quotation from Royal Mail. Meantime, arrangements should be made for the September issue to be distributed on a 'solus' basis with pre-advise of dates for each area to permit checking.</p>	<p>K Thomas clerk</p>
<p>5. Review of work on Business Plan</p> <p>N Warden had circulated a briefing note on the possibility of members taking responsibility for areas of the business plan but it was clear that work commitments would prevent many from doing so, while available members were already heavily involved in council activity. It was agreed, however, that the Business Plan is needed to support the original Strategic Aims document and that the two should be further reviewed at the next meeting. The clerk was instructed to circulate the documents for benefit of members.</p>	<p>clerk</p>

6. Training in Power of Well Being

The meeting noted that the required training could be provided by officers from BALC but that all members would need to attend this to meet the qualifying criterion. Members were asked to advise the clerk of dates when they would be available for an evening training session in October or November.

7. Personnel Issues

a) Swine Flu – the possible harmful effect of this illness spreading among staff was noted and the meeting approved for issue to staff a Guidance Note prepared by the clerk. It was also agreed that tissues and alcohol gel be made available. While it is difficult to avoid direct contact with the public, policy on this to be reviewed in light of future developments.

clerk

b) Additional staff – it was resolved to engage two part time youth workers (currently volunteers) to assist in the developing youth programme and to appoint a part time warden to assist the incumbent and a part time accounts administrator (via an agency) to assist the clerk. The clerk was authorised to negotiate contracts for all of these in line with the estimates given in the confidential report submitted to council before the meeting.

clerk

c) HR Consultancy – it was resolved to contract Crispin Rhodes as retained consultants on Human Resource and employment issues to give advice and guidance on changes in employment law. The monthly cost of £85 was considered a reasonable fee to help protect the council but the clerk was instructed to discuss the Professional Liability insurance offered and seek an increase to £5 million before agreeing the contract.

clerk

d) Training – The clerk was authorised to attend the SLCC Conference/Training event at Daventry in October (cost £330 excl VAT) and to arrange for the warden to attend a course on Play Area Inspection at a cost of £40.

clerk

8. Finance

a) It was resolved to approve the Finance report for 1st Quarter 2009/10, which had been circulated prior to the meeting.

b) The monthly finance report was circulated and the meeting adjourned while members considered this. The retrospective approval list was approved and the finance report was then approved and signed by the Chairman. To strengthen the internal scrutiny system, C Williams volunteered to replace N Warden as second scrutineer, while K Thomas would be added to the list of cheque signatories. Both changes were approved.

It was resolved to authorise signature of cheques to make the payments listed on the appendix to these minutes.

10. Correspondence

The correspondence list had been circulated for information and no issues were raised. Members were asked to note the possibility of a display in central Milton Keynes 'showcasing' the parish and D Livingstone and K Thomas volunteered to work on this project.

D Livingstone
K Thomas

9. Meeting dates

Meeting dates were agreed/noted as:

Planning & Environment Committee	3 August 2009
Community Committee	10 August 2009
Parish Council	24 August 2009

There being no further business, the Chair declared the meeting closed at 21h44

SIGNED.....Chair

Monthly Finance Report

Revenue Account
 Month July
 period jun/july

Reconciliation

29/06/2009	cash at bank	41940.41	
		-	
	less uncleared cheques	<u>21085.86</u>	
	available funds	<u><u>20854.55</u></u>	

Retrospective**Approval**

cheques signed since last meeting

		amt	vat	chq no	
Tattenhoe FC	grant	2500.00		2600	June
Bucks Fire & Rescue	training courses	300.00		2601	June
M Aitkins	allotment strimming	184.00	24.00	2602	June
Bucks Fire & Rescue	training courses	200.00		2603	
SLCC	local council administration	55.60		2604	
MK Lions	summer basketball	741.75	96.75	2605	
Signs Express	door sign	46.51		2606	
Stannah Lifts	supplementary test	667.00		2607	
Nu-Swift	fire service & equipment	1173.69	153.09	2608	
Blue Arrow	temp/perm assistant	2515.05	328.05	2609	
Anglian Water	rates office	136.31		2610	
MK Basketball Assoc	grant	500.00		2611	
Stannah Lifts	service contract	88.46	11.54	2612	
C McMillan	salary	833.11		2613	
		<u>6957.48</u>			

Bank Transfers

MKC	office rates	1236.00		
Orange PCS	mobile phones	79.28		
Staples	office supplies	24.42		
Southerun electric	office electricity	788.26	102.81	
Arval (dd)	van fuel	46.15	6.02	
B Gas	gas supply	99.60	4.74	
Bucks CC (SO)	pensions	2006.50		
Salaries (SO)	salaries	<u>5564.89</u>		
		<u><u>9845.10</u></u>		

New Movements

cheques to be signed

Inland revenue	paye/nics	3001.85		2614
M Aitkins	landscape contract	1332.09	173.75	2615

A H Contracts	bin servicing	852.37	122.15	2616
A H Contracts	bin installation	149.50	19.50	2617
Mirus IT	IT support	287.50	37.50	2618
Mirus IT	replacement backup USB	90.85	11.85	2619
Mirus IT	computer upgrade	136.85	17.85	2620
Pro-clean	office cleaning	78.00		2621
C Gallacher	expenses (mileage)	94.16		2622
C Gallacher	authorised purchases	120.75		2623
A Ridgway	authorised purchases	331.38		2624
A Ridgway	expenses (mileage)	147.96		2625
SBE School	Gym Hire	71.40		2626
NALC	Annual Conference	310.50	40.50	2627
City Print	newsletter print	2490.00		2628
D&I Windows	window cleaning	31.63	4.13	2629
TVP	PCSO costs (qtr1)	8053.50		2630
MKPA	Summer Play Scheme	7118.40		2631
Dor2Dor	newsletter distribution	828.08		2632
MK Council	hall hire - furzton	258.03		2633
aq(Ltd)	webspace	11.50	1.50	2634
cash	petty cash	41.23		2635
SLCC	CiLCA sect 7	15.00		2636
		<u>25852.53</u>		

Forward Position

cash at bank	20854.55
lodgement	40000.00
retro chqs	-6957.48
bank transfers	-9845.10
payments	<u>-25852.53</u>
available funds	<u>18199.44</u>