

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON 21 DECEMBER 2023 AT 10.00 AM

PRESENT

Councillors: M. Bowler (Chairman)
M. Browning, M. Burrows, C. Harris, S. Taylor.

Responsible Financial Officer

61. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L. Norris and K. Senkpiehl.

62. MINUTES

RESOLVED that the Minutes of the Meeting held on 30 November 2023 be approved and signed by the Chairman subject to an alteration to the payments made to M & BG from £1729.00 to 1756.00 (Minute 55 referred).

63. DECLARATIONS OF INTEREST

None

64. PUBLIC PARTICIPATION

None

65. FINANCIAL REPORT – INCOME & EXPENDITURE- 30 NOVEMBER TO 21 DECEMBER 2023

The Responsible Financial Officer

(a) submitted the list of income and expenditure for approval including expenditure paid under delegated powers (copies of which had previously been circulated to Members) together summary of receipts and payments against budget headings up to 21 December 2023 and answered Members' questions.

(b) circulated an additional list of invoices that had been received after the despatch of the agenda for approval

RESOLVED that the list of income be noted, the expenditure made under delegated powers and the following expenditure be approved:

04.12.2023	DD	Thesaurus Software	Brightpay Connect – Monthly Subs	1.87
01.01.2024	DD	Xerox	Photocopier Lease Payment	185.45
23.12.2023	DD	B.T.	Broadband/Telephone charges	47.94
10.12.2023	DD	WaterPlus	Water Charges – Cemetery	16.37
10.01.2024	DD	WaterPlus	Water Charges – Cemetery	20.85
26.12.2023	DD	Vodafone	Mobile Phone Contract	59.98
21.12.2024	BACS	H&BBC	Litter Bin Service Contract	1240.82
21.12.2024	BACS	H&BBC	Election Recharge	108.46
21.12.2024	BACS	Total Energies	Community Centre – Gas Charges	528.28

66. BANK RECONCILIATION STATEMENT – NOVEMBER 2023

The Responsible Financial Officer submitted, for approval, the bank reconciliation statements for the period ended 30 November 2023 (copies of which had previously been circulated to Members).

RESOLVED that the Statement be approved and authorised to be signed by the Chairman.

67. PRECEPT 2024-25

Further to Minute 57, the Responsible Financial Officer reported that the tax base for 2024/25 was 1709.40. This figure resulted in a Band D figure of £101.50 equating to a £8.96 rise per annum.

RESOLVED that the report be noted.

68. RISK REGISTER

Further to Minute 50, the RFO submitted the revised Risk Register for 2023-24 (copies of which had previously been circulated to Members) and advised that it now incorporated the amendments agreed by the Committee.

RESOLVED that the Risk Register for 2023-24 be approved subject to the minor amendments requested by the Committee relating to the wording of A2, A4, and B6.

69. CEMETERY CHAPEL – MARKFIELD LOCAL HISTORY GROUP

The Responsible Financial Officer requested authority to engage the Council's solicitors Shakespear Martineau to draft a Licence to Occupy for the Cemetery Chapel at an estimated cost of £1000.

RESOLVED that the Responsible Financial Officer be granted delegated authority to engage the Council's solicitors Shakespear Martineau to act on its behalf in connection with the Licence to Occupy the Cemetery Chapel by the Markfield Local History Group.

(Councillor C. Harris abstained from voting in respect of the above resolution and requested that this be recorded).

70. COUNCIL WEBSITE

The Responsible Financial Officer reported the recommendation of the National Association of Local Councils that Parish Councils adopt a .gov domain name for its website. The cost of the domain name was £120.00 per annum. The anticipated cost of transferring the current site to the new .gov site was estimated at 5 hours at a cost of £55 per hour.

RESOLVED that the recommendation of the National Association of Local Councils be adopted and the Parish Clerk be granted delegated authority to implement the recommendation and arrange for the transfer of its current website to a .gov domain.

The meeting concluded at 10.45 am

Chairman.