



**MINUTES OF A MEETING OF MARKFIELD PARISH COUNCIL**

**FINANCE, POLICY & ASSET COMMITTEE HELD ON**

**26<sup>th</sup> SEPTEMBER 2024 AT 7.30 PM IN MARKFIELD COMMUNITY LIBRARY**

Councillors present: M Burrows, C Harris (In the Chair), K Senkpiehl,  
S Taylor

Officers present: T McLean (Parish Clerk/RFO)

Members of the Public: None

**ACTION**

**172. Apologies for absence**

None

**173. Declarations of interests**

All members declared a non-pecuniary interest in Item 177 as Parish Councillors and custodians of Markfield Recreational Ground Trust.

**174. Minutes**

Members **RESOLVED** that the minutes of the Finance, Policy & Asset Committee meeting held on 9<sup>th</sup> July and 26<sup>th</sup> July 2024 were confirmed as being a true record, approved and signed by the Chairman.

**175. Public Participation**

No members of the public present.

**176. Markfield Community & Sports Centre Update**

***ROSPA Reports and Invoice*** - Members **RESOLVED** that in the first instance the Parish Council would pay the outstanding invoice of £328.00 to ROSPA. The Clerk to invoice ME Sports for re-imbusement of this amount. **TM**

***Insurance*** – Members **RESOLVED** that the Clerk begin to look at insurance quotes as a matter of urgency. **TM**

**177. Markfield Recreational Ground Trust (MRGT) Update**

Members **RESOLVED** that this item be deferred to a future Finance, Policy and Asset Agenda.

**TM****178. Financial Report**

The Responsible Financial Officer (RFO) submitted the list of income and expenditure for approval including expenditure paid under delegated powers (copies of which had previously circulated to Members), together with a summary of receipts and payments against budget headings from 10<sup>th</sup> July 2024 – 30<sup>th</sup> September 2024

Members **RESOLVED** that at future FP&A meetings, one copy of bank account statements be produced.

**TM**

Members queried an invoice payment of £120.00 (ex VAT) payable to LCC. **RESOLVED** that the Clerk should fully investigate this invoice before payment is made.

**TM**

Members queried an overspend on *Recreation and Amenities: Code 44: Equipment/Street Furniture* of £2,132.00. The Clerk advised that this was related to the purchase of MVAS signage.

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

10/07/24	DD	Water Plus	Water charges	£23.77
24/07/24	BACS	Leicester Pro Clean	Bus Shelter Clean	£450.00
25/07/24	DD	Vodafone	Mobile Phones	£53.93
31/07/24	DD	Onecom	Broadband	£101.00
01/08/24	DD	Brightpay	Payroll	£1.69
09/08/24	DD	BT	Broadband/Tel	£43.66
10/08/24	DD	Water Plus	Water Charges	£23.77
15/08/24	DD	Onecom	Broadband	£66.87
16/08/24	BACS	Forge & Foundry	Postbox (LTH)	£158.33
17/08/24	BACS	Staff (Reimburse)	Open Day	£10.00
21/08/24	BACS	Staff (Reimburse)	Postage	£9.70
21/08/24	BACS	First Product	Xmas Lights	£3,488.40
23/08/24	DD	Vodafone	Mobile Phones	£53.93
27/08/24	BACS	M&BG	Grounds Maint	£1,463.33
<b>30/08/24</b>	<b>BACS</b>	<b>LCC (IN DISPUTE)</b>	<b>Advertising</b>	<b>£120.00</b>
30/08/24	BACS	M&BG	Cemetery Gate	£348.00
30/08/24	BACS	Pear Technology	Cemetery Mapping	£95.00
30/08/24	BACS	LRALC	Training Fees	£145.00

30/08/24	BACS	Zerographic Systems	Photocopier	£149.43
01/09/24	DD	Brightpay	Payroll	£1.69
02/09/24	BACS	Staff (Reimburse)	Concrete	£66.78
03/09/24	BACS	Shakespeare Mart	Professional Fees	£350.00
05/09/24	BACS	LRALC	Training Fees	£70.00
09/09/24	DD	BT	Broadband/Tel	£43.66
10/09/24	DD	Waterplus	Water Charges	£23.77
19/09/24	BACS	Johnson Treecare	Treeworks P2	£2,100.00
19/09/24	BACS	Johnson Treecare	Comm Centre Bush	£150.00
19/09/24	BACS	H&BBC	Litter Bin Service	£1,135.29

**ACTION**

**179. Bank Reconciliation Statements**

The RFO submitted the bank reconciliation statements for the periods ending 31<sup>st</sup> July and 31<sup>st</sup> August 2024. Members **RESOLVED** that the statements be approved and signed by the Chairman.

**180. Annual Audit and Accountability Return 2023/2024**

The Clerk provided an update relating to the Annual Audit and Accountability Return 2023/2024. The Clerk informed members that the Council had been contacted by Moores external auditors who had queried the end of year figures that had been provided to them.

The Clerk informed members that it appeared that there was a pending debit card payment of £868.97 (incl VAT) that was not taken into account when the bank reconciliation was carried out on 31<sup>st</sup> March 2024. The bank reconciliation on that date should have read £139,532.84. As the payment was made in advance it was omitted from the accountability statement. This has now been corrected and Box 8 is correct, however Box 7 needs to be adjusted to £139,532.84. This will now be adjusted for 2024-2025 to ensure that the opening balance is correct.

**TM**

**181. Christmas Decorations Invoice**

Members **NOTED** Invoice No. 100625 received for Christmas decorations (Year 3 of a 3 year rental plan). Members **RESOLVED** that the Clerk contact First Product for an itemised brochure.

**TM**

**182. Winter Bedding Plants Quotation**

Members **NOTED** the quotation received for the winter bedding planting scheme and **RESOLVED** that the quotation be accepted and the supplier to be notified. Members also **RESOLVED** that the Clerk contact Mr Springthorpe to ascertain exactly where the planters are situated to ensure they are logged on the parish council's asset register.

**TM**

**TM**

**183. Vodafone Contract**

Members **NOTED** the Vodafone contract (Document 2449532 – 18<sup>th</sup> month period) as agreed on 8<sup>th</sup> August 2024.

**184. Wildflower Regeneration Quotation – Launde Road**

Members **NOTED** the quotation received for wildflower regeneration area and **RESOLVED** that the quotation be accepted and the supplier to be notified. *Payment to be made from Bardon Wildflower Grant (£950) or from surplus in Capital Projects (196), Launde Road Path.*

**TM**

**185. Hedge Clearance/Trimming Quotation– Cemetery, Millenium Gardens, Bradgate Drive**

Members **NOTED** the quotation received for various hedge clearance and trimming within the village and **RESOLVED** that the quotation be accepted and the supplier be notified.

**186. Cemetery Update**

a) Committee to carry out a review of Cemetery Fees and Charges 2025/2026. This item to be **DEFERRED** to a future agenda.

**TM**

b) Members **NOTED** a resident’s query relating to the sinking of a burial plot. Members **RESOLVED** to carry out work to the plot to attempt to alleviate any further sinking.

**TM**

c) Members to discuss purchase of wood chippings for scattering beds. This item to be **DEFERRED** to a future agenda.

**TM**

**187. Vandalised Signs – Swithland Road**

Members **NOTED** resident’s concern regarding ongoing vandalism to signs on Swithland Road. Members were saddened that the signs had been vandalised again, but were unanimous in their agreement that this would be the final attempt to provide signage. Members **RESOLVED** to instruct the Clerk to order a further sign stating the wording ‘*Please do not mow or trim the wildflower area*’ (<sup>1</sup>/<sub>4</sub> in mild steel with 2 ft stake), featuring the parish council logo.

**TM**

**ACTION**

**188. Resident request for provision of additional dog waste bin(s)**

Members **NOTED** resident’s request for the provision of dog waste bins(s).  
Members **RESOLVED** that two lamp post bins to be installed on Ratby Lane,  
Markfield. These items to be allowed for in the 2025 – 2026 budget.

**TM**

**189. Resident request for grit bin on Jelson estate**

Members **NOTED** resident’s request for a grit bin to be placed on Jelson estate  
before the onset of winter. Members **RESOLVED** that the Clerk to write to Rob  
Thorley at Jelson Ltd to request the provision of a grit bin.

**TM**

**190. Draft Grant Policy and application form**

Members **NOTED** the general questions (provided by the Clerk) for discussion and  
consideration relating to a proposed Grant Policy. Members **RESOLVED** for the  
Clerk to formulate a draft Grant Policy and application form from answers to the  
general questions. The policy and application form would then be taken to the  
next Finance, Policy and Asset Committee meeting for approval and for future  
recommendation to Full Council.

**TM**

**191. Date of Next Meeting**

Thursday 24<sup>th</sup> October 2024 at 7.30 pm

The Chairman closed the meeting at 9.55 pm

CHAIRMAN’S SIGNATURE: .....

DATE: .....