

Broughton & Milton Keynes Parish Council
Monday 5th September 2016 at 7.15pm
Middleton Pavilion

Minutes

Present:

Cllr J Chambers	Milton Keynes Village Ward
Cllr A Kidd (Chair)	Milton Keynes Village Ward
Cllr D Monk	Milton Keynes Village Ward
Cllr J Small	Milton Keynes Village Ward
Cllr T Small	Broughton & Atterbury Ward
Cllr M Solanki	Broughton & Atterbury Ward
Cllr G Stimson	Broughton & Atterbury Ward

In attendance:

Mrs H Ward	Parish Clerk
7 members of the public	

1.	Apologies												
	Members consented to the absence of Cllr Brighton, Cllr Craig and Cllr Tyler.												
2.	Declaration of Interests												
	None												
3.	Minutes of previous meetings												
	The minutes were approved as a true record of the meetings held on 4 July and 18 July, and were signed by Cllr Kidd.												
4.	Finance												
	<p>a. Internal audit annual performance review</p> <p>The report had been circulated to members prior to the meeting. There were no comments. Members accepted the report and the review is now complete.</p> <p>b. 2016-17 internal auditor</p> <p>Mr Chris Davies had volunteered his services to undertake the 2016-17 internal audit. Cllr Kidd proposed that Mr Davies is appointed. There were no objections.</p> <p>c. Report of income, expenditure, balances and reconciliation for July & August</p> <p>The report had been circulated to members prior to the meeting. There were no comments.</p> <p>Income received during July & August</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="text-align: right;">£2.63</td> <td>30 day bank account interest</td> </tr> <tr> <td style="text-align: right;">£18.62</td> <td>Public sector deposit fund interest</td> </tr> <tr> <td style="text-align: right;">£150.00</td> <td>Paddock rent</td> </tr> <tr> <td style="text-align: right;">£225.00</td> <td>Allotment deposits</td> </tr> <tr> <td style="text-align: right;">£1,340.00</td> <td>Middleton pavilion</td> </tr> </table> <p>Treasurer Account</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="text-align: right;">£106,373.66</td> <td>Bank statement, 16 August 2016</td> </tr> </table>	£2.63	30 day bank account interest	£18.62	Public sector deposit fund interest	£150.00	Paddock rent	£225.00	Allotment deposits	£1,340.00	Middleton pavilion	£106,373.66	Bank statement, 16 August 2016
£2.63	30 day bank account interest												
£18.62	Public sector deposit fund interest												
£150.00	Paddock rent												
£225.00	Allotment deposits												
£1,340.00	Middleton pavilion												
£106,373.66	Bank statement, 16 August 2016												

£9,335.63	Payments issued, not yet cleared
£460.00	Payments received, not yet on statement
£97,498.03	Balance after above
£69,686.51	Opening balance, 1 April 2016
£98,584.77	Cash book receipts, 1 April 2016 – 31 August 2016
£45,773.25	Cash book payments, 1 April 2016 – 31 August 2016
£25,000.00	Transfer to CCLA 31 May 2016
£97,498.03	Balance, 31 August 2016

30 day Account

£31,572.30	Bank statement, 10 August 2016
£31,565.69	Opening balance, 1 April 2016
£6.61	Interest received, 1 April 2016 – 31 August 2016
£31,572.30	Balance, 31 August 2016

1 year fixed term deposit

£50,000.00	Transfer from Treasurer account, 21 December 2015
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CCLA public sector deposit fund

£25,000.00	Transfer from Treasurer account, 31 May 2016
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d. Schedule of payments

The following payments were noted:

Net	VAT	Total	Payee	Expense	Payment method	Payment date
£1,076.67		£1,076.67	HMRC	Quarterly NI/PAYE	Chq	4 Jul 16
£5.00		£5.00	Mr R Pitt	Allotment key deposit refund	Chq	4 Jul 16
£35.00		£35.00	Mr J Lukauskaite	Allotment deposit refund	Chq	4 Jul 16
£5.00		£5.00	Mr J Meazza	Allotment key deposit refund	Chq	4 Jul 16
£337.75		£337.75	Mr C Bowker	Centre Manager contract, June	BT	5 Jul 16
£125.00	£25.00	£150.00	Fire Electrical & Safety	Middleton pavilion	BT	5 Jul 16
£46.76		£46.76	Anglian Water	Allotments	BT	7 Jul 16
£37.68	£2.48	£40.16	Anglian Water	Middleton pavilion	BT	7 Jul 16
£449.71		£449.71	Bucks County Council	Staff pension contributions	BT	11 Jul 16
£273.47	£54.69	£328.16	ProKleen	Cleaning, Middleton pavilion, June	BT	14 Jul 16
£20.26		£20.26	EE	Office broadband monthly contract	BT	14 Jul 16
£1,605.00	£321.00	£1,926.00	MK Council	Project management services	BT	15 Jul 16
£500.00		£500.00	Broughton & B CC	Grant	BT	15 Jul 16
£24.50	£4.90	£29.40	BT	Telephone, Middleton pavilion	DD	18 Jul 16
£1,684.23	£336.85	£2,021.08	Marcus Young Landscapes	Landscaping & bin contract, June plus allotments and Middleton pavilion	BT	20 Jul 16
£5.08		£5.08	Virgin mobile	Monthly contract	DD	21 Jul 16
£4,057.20		£4,057.20	MK Village Hall	Grant	Chq	21 Jul 16
£100.00		£100.00	Mr N Welch	Compensation payment	Chq	21 Jul 16
£100.00		£100.00	Mrs B Gondora	Compensation payment	Chq	21 Jul 16
£100.00		£100.00	Mr R Rucki	Compensation payment	Chq	21 Jul 16
£100.00		£100.00	Ms L Dower	Compensation payment	Chq	21 Jul 16
£247.51	£12.37	£259.88	British Gas	Middleton pavilion	BT	29 Jul 16
£319.00		£319.00	MK Council	Business rates, Middleton pavilion	BT	29 Jul 16

£1,835.54		£1,835.54	Employees	July salaries	BT	29 Jul 16
£477.34	£54.66	£532.00	British Gas	Middleton pavilion	BT	8 Aug 16
£120.00	£24.00	£144.00	BT	Broadband, Middleton pavilion	BT	9 Aug 16
£449.71		£449.71	Bucks County Council	Staff pension contributions	BT	11 Aug 16
£20.26		£20.26	EE	Office broadband monthly contract	BT	16 Aug 16
£27.85	£5.57	£33.42	BT	Telephone, Middleton pavilion	DD	16 Aug 16
£296.80	£59.36	£356.16	ProKleen UK	Cleaning, Middleton pavilion, July	BT	16 Aug 16
£228.00		£228.00	Great Linford PC	Ranger services	BT	18 Aug 16
£5.08		£5.08	Virgin mobile	Monthly contract	DD	22 Aug 16
£17.86		£17.86	Anglian Water	Walton Road allotments	BT	22 Aug 16
£49.97		£49.97	Anglian Water	Broughton Road allotments	BT	23 Aug 16
£62.86		£62.86	Anglian Water	Paddock	BT	25 Aug 16
£1,516.93	£303.39	£1,820.32	Marcus Young	Landscaping & bin contract, July plus allotments and Middleton pavilion	BT	25 Aug 16
£319.00		£319.00	MK Council	Business rates, Middleton pavilion	BT	31 Aug 16
£1,835.34		£1,835.34	Employees	August salaries	BT	31 Aug 16

The following forthcoming payments were noted:

£10.00		£10.00	Ms E Zhang	Allotment key deposit refund	Chq	5 Sep 16
£5.00		£5.00	Mr L Chilvers	Allotment key deposit refund	Chq	5 Sep 16
£45.00		£45.00	Mrs J Charman	Allotment deposit refund	Chq	5 Sep 16
£25.56		£25.56	Mrs H Ward	Expenses, Jun - Aug	BT	6 Sep 16
£449.71		£449.71	Bucks County Council	Staff pension contributions	BT	8 Sep 16
£TBA	£TBA	£TBA	Marcus Young	Landscaping & bin contract, August plus Middleton pavilion	BT	14 Sep 16
£286.00	£57.20	£343.20	ProKleen	Cleaning, Middleton pavilion, August	BT	14 Sep 16
£20.99 plus	TBA	TBA	BT	Telephone, Middleton pavilion	DD	TBA
£20.26		£20.26	EE	Office broadband monthly contract	BT	TBA
£5.08		£5.08	Virgin mobile	Monthly contract	DD	TBA
£TBA		£TBA	Royal Mail	PO Box address	TBA	TBA
£75.00		£75.00	Communicorp	Local Councils Update annual subs	BT	30 Sep 16
£319.00		£319.00	MK Council	Business rates, Middleton pavilion	BT	30 Sep 16
£TBA		£TBA	Employees	September salaries	BT	30 Sep 16

e. Grant request : Middleton & MK Village Community Group

It was agreed to award a grant of £900 for the Lantern Parade to be held on 10 December.

5. Landscape Contract

It was agreed to award the two year extension to the existing contract with Marcus Young Landscapes. The contract will expire on 31 March 2019.
It was noted that Mr Young has offered a walk about in October for members to address any issues and discuss future plans.

6. Middleton Pavilion

a. Working group update

The working group met on 30 August and the notes from the meeting had been circulated to members prior to the meeting. Cllr Monk asked for questions, there were none.
Cllr Monk advised that the tender documents were being compiled and that the condition and safety of the building is the next task to ensure it is in good condition for leasing.
Cllr T Small offered to review any documents if required.

	<p>Cllr Monk advised that a number of draft documents had been emailed to the working group for comment. The next working group meeting will be on 15 September.</p> <p>b. Legal action, previous tenants Cllr Monk proposed that legal action against Mr & Mrs Schwartz is withdrawn. There were no objections.</p>												
7.	Councillors' reports and items for future agendas												
	<ul style="list-style-type: none"> • Cllr J Small asked to present her proposal for the MK Village play area and benches at the October meeting. • Cllr Kidd advised that he and Cllr Craig had met with MK Council regarding the steering groups for the Broughton & Brooklands pavilions and a further meeting is to be held with 1Life to agree terms of reference for the groups. Membership of the steering groups will then need to be considered at the October meeting. <i>(Ward Cllr Crooks added that there is a second role for the parish council, to assess and monitor the KPI's for the contract).</i> • Cllr Kidd advised that the HR working group had met and the following will be brought to the October meeting – review of the working group terms of reference, proposal for another staff member and proposal to extend the Clerk's hours. The group were proceeding with the recruitment of a Warden and expect to conduct interviews mid-October. • Cllr Kidd asked whether there would be a follow up from the Strategy meeting. Cllr T Small offered to discuss with Cllr Craig. 												
8.	Parishes Forum												
	<p>It was noted that the nominated representatives Cllr Kidd and Cllr Brighton are both unable to attend the meeting on 22 September. The Clerk suggested that it would be useful if someone was able to attend as a substitution as it was expected that devolved services to parishes will be an agenda topic. It was agreed that the Clerk will circulate the agenda and reports when they have been published and for members to check their availability to attend.</p>												
9.	Correspondence												
	There were no items to consider.												
10.	2017 meeting dates												
	<p>2017 meeting dates were confirmed as follows:</p> <table> <tr> <td>9 January</td> <td>6 February</td> <td>6 March</td> </tr> <tr> <td>3 April</td> <td>8 May</td> <td>5 June</td> </tr> <tr> <td>3 July</td> <td>No mtg in August</td> <td>4 September</td> </tr> <tr> <td>2 October</td> <td>6 November</td> <td>4 December</td> </tr> </table>	9 January	6 February	6 March	3 April	8 May	5 June	3 July	No mtg in August	4 September	2 October	6 November	4 December
9 January	6 February	6 March											
3 April	8 May	5 June											
3 July	No mtg in August	4 September											
2 October	6 November	4 December											
11.	Next meeting												
	The next meeting will be held on Monday 3 October 2016 in the Middleton Pavilion.												

Signed..... 3 October 2016