

Report of the Finance and General Purposes Committee to the Parish Council

The Committee met at 8.25 pm on **Monday 1st February 2010** in Committee Room 1 at the Parish Hall in Great Baddow. Councillor Mrs C Shaw chaired the meeting.

Present: Councillors Mrs C Shaw, A Sosin, T Miller, Mrs D Ronaldson, K Ronaldson and G Jarvis

In Attendance: The Clerk of the Council
Two members of the public

608/09 Apologies for Absence

There were apologies for absence from Cllrs Mrs V Sadowsky and S Martin

609/09 Declaration of Interests

There were no declarations of interests.

610/09 Public Question Time

There were two members of the public present who spoke about item 612/09 and said that they hoped that the Council would make a decision to erect Bow Top fencing at the entrance to Noakes Place from Foxholes Road. It was agreed that this item would be brought forward on the agenda.

611/09 Minutes

- a) The minutes of the meeting held on 4th January 2010 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.
- b) The minutes of the Organisation, Methods and Personnel meeting held on 25th January 2010 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson.

612/09 Noakes Place - Fence at the Entrance from Foxholes Road

The Clerk reported that indicative prices had been obtained from the Internet for Bow Top fencing and that it would be more expensive than quotes obtained earlier for Weld mesh fencing. The Clerk also confirmed to the meeting that the Maintenance Agreement is due to end in March/April 2010 and that she had met with the officer from Chelmsford Borough Council before Christmas to discuss this and that a reply was awaited. It was agreed that the Clerk would:

- Check to see whether planning permission will be required to replace the fencing
- To see whether Chelmsford Borough Council would have any disagreement with the height of the fence being changed
- To check on the progress of the renewal of the Maintenance Agreement
- To obtain quotations for 1.5m and 1.8m fencing
- Check to see whether S106 monies could be used for the purpose of replacing the fence
- Inform the residents when the matter will be on the agenda next

613/09 Clerk's Report

1. Village Map in The Vineyards

The Clerk will make copies available to the Community Association and the library for display. The copyright issues are still being investigated.

2. Parish Hall

Enquiries are still to be made of Building Control at Chelmsford Borough Council about the matter of the double-glazing at the rear of the hall. The issues relating to the security doors at the front of the hall are still being progressed and the Clerk confirmed that no payment has been made as yet.

3. **Office IT**
A date will be arranged as soon as possible for the second part of the installation. A back up will be undertaken this weekend.
4. **Sports Court Use**
Enquiries are still being made into the use by NACRO of the courts in the latter part of last year and will be extended to cover their use of the courts during the first part of 2010. Cllr T Miller informed the meeting that at a recent meeting that he had attended, it had been suggested that NACRO may wish to use the courts from February.
5. **Centenary Award**
The Clerk confirmed that the office has let the Great Baddow Times Editor have a piece for the magazine about the award. The photographs will be sent to the Chairman.
6. **Parish Hall Cleaner**
The Clerk reported that Minster Cleaning Services are currently undertaking the Parish Hall cleaning. The Organisation, Methods and Personnel Sub Committee agreed a job description on 25th January 2010 and the position has been advertised. The closing date is 5th February 2010.
7. **VAT Claim**
Cllr T Miller asked if the VAT claim had been made yet and the Clerk said it had not.
8. **Roof at the CA Millennium Centre**
Cllr T Miller asked if any progress had been made on this matter and the Clerk said that she had received an e.mail from Hurley Porte Duell saying that they are trying to arrange a date to undertake the work/inspections.

614/09 **Financial Transactions**

The total income for January 2010 was **£8672.01** (£8547.08 Net) and expenditure for February 2010 was **£28048.63** (£27412.72 Net). These were proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs D Ronaldson. The Clerk reported to the meeting that it is looking likely that there will be a shortfall in budgeted income at the end of the financial year. It was agreed that the matter would be reviewed later in the year.

615/09 **Posters**

The Clerk reported that she had been unable to draw up a draft policy for posters to be displayed on the Council's noticeboards. There was discussion about the matter and the Clerk said that she would draft a statement to be considered at another meeting.

616/09 **Direct Debit**

The Clerk had circulated a report recommending that a Direct Debit be established in favour of Automated Systems Group Plc for photocopier charges. It was proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson that this should be done.

617/09 **Licence Charges**

Cllr T Miller declared an interest in this item and stayed in the meeting during the discussion and the decision. The Clerk had circulated paperwork relating to a proposed licence agreement between Chelmer Housing Partnership and the Parish Council for access across Brookbank to the Towerfield Allotment site. It was proposed by Cllr K Ronaldson and seconded by Cllr G Jarvis that the fee of £54.81 be paid. The matter of the agreement will be referred to the Council meeting on 8th February 2010.

618/09 **Review of Assets**

The Clerk had circulated information relating to the current Register of Assets and there was some discussion about various points raised. It was agreed that having completed an Excel training course, the Clerk was in a position to draw up a new asset register, which will be referred back to the committee in April 2010.

619/09 Matters for Information

- Cllr A Sosin asked that the income shortfall be on the agenda for the committee on 5th April 2010. This was agreed.
- Cllr T Miller reported that issues raised by Cllr B Heelis at the Council meeting relating to problems in Sandford Mill Road have been reported to the NAP meeting.
- Cllr T Miller reported that Essex County Council has approached Cllr Mrs M Miller about a proposed speed limit in Chelwater. Cllr Mrs M Miller had supported this but then received information that the plan was to be dropped. Cllr Mrs M Miller has protested about this and will keep the council apprised of any further developments.
- Cllr Mrs C Shaw asked if the matter of the copies of the electoral rolls had been progressed. The Clerk said that this would be done.
- Cllr Mrs C Shaw asked for volunteers to help with the refreshments for the Essex on Tour performance on 20th February 2010.
- Cllr Mrs C Shaw said that she had noted quite a number of people playing tennis on Saturday morning.
- The Clerk reported that the Essex Book Festival event at the Parish Hall on 4th March 2010 is now sold out. Someone from Essex County Council had visited the Parish Hall this morning to discuss arrangements.
- The Clerk told the meeting about the NALC consultation, which will be on the agenda for the Council on 8th February 2010 and that there will be a meeting at Foakes Hall on 5th February 2010.

There being no further business the meeting was closed at 10.05 pm.

Signed.....Chairman.....Date