

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

The Committee met at 8.00 pm on **Monday 4th January 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, G Jarvis, Mrs V Sadowsky and S Martin

In Attendance: The Clerk of the Council

559/09 Apologies for Absence

There were no apologies for absence.

560/09 Declaration of Interests

There were no declarations of interests.

561/09 Public Question Time

There were no members of the public present.

562/09 Minutes

The minutes of the meeting held on 7th December 2009 were signed as a true record with the following amendment to the list of those present: After the word 'Sosin' the ')' to be removed. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

563/09 Clerk's Report

1. Village Map in The Vineyards

The Clerk will check whether copies have been given to the Community Association and the library for display. The copyright issues are still being investigated but the company is slow to respond.

2. Parish Hall

Enquiries are being 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.

3. Office IT

The new office IT is being progressed and the server has been installed. The Clerk confirmed that backups will not be a problem and that one was done before the files were transferred and is being kept off-site. The second part of the installation will follow shortly and an overhaul of the filing system will be undertaken.

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.

5. Centenary Award

The Clerk confirmed that the office would let the Great Baddow Times Editor have a piece for the magazine about the award. Copies of the nomination forms will be sent to the Chairman.

6. Parish Hall Cleaner

Following the resignation of the Parish Hall Cleaner, the matter will be placed on the agenda for the Organisation, Methods and Personnel Sub Committee on 25th January 2010.

564/09 Financial Transactions

The total income for December 2009 was **£5601.43** (£5430.02 Net) and expenditure for January 2010 was **£28589.69** (£28141.33 Net). These were proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky.

Cllr A Sosin asked whether a VAT claim had been made recently. The Clerk confirmed that it had not but that one will be made as soon as possible.

565/09 Great Baddow Millennium Community Centre

Hurley Porte & Duell has written to the Council confirming that the contractors have agreed that the tiles on the roof will be reset free of charge, as a gesture of goodwill. Hurley Porte & Duell has offered to inspect the original work and the new work for the sum of £250.00, which will constitute two visits to the site. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs D Ronaldson that this fee is paid and the inspections are undertaken. Once the inspections have been carried out, a copy of the written report will be sent to the Community Association.

566/09 Code of Conduct - Dispensations

The Clerk reported that a meeting had been held with June Clare and Catherine Ashurst from Chelmsford Borough Council on 15th December 2009, at which the Chairman Cllr Mrs C Shaw and the Clerk were both present as well. The main reason for the meeting was to discuss the procedure for dispensations and it was confirmed that there might be some occasions when dispensations may not be available, due to the time constraint. This will result in the situation that the Parish Council will not be able to formally consider and comment on the issue on the agenda.

It was also confirmed that Chelmsford Borough Council intends to continue with the training sessions for Parish Councils. This was welcomed.

567/09 Risk Assessments

It was agreed that the working group should consist of Councillors Mrs C Shaw, T Miller, K Ronaldson and G Jarvis and the Clerk. It was also agreed that as the Risk Assessments have to be reviewed every year, the composition of the working group would be considered with the appointments to committees in May. A date was fixed for the group to meet on Tuesday 9th February 2010 at 7.30pm.

568/09 Matters for Information

- Cllr K Ronaldson told the meeting about an article in the Eastern Daily Press of 11th December 2009 about a request to change the rules about complaints to Standards Committees. The article will be circulated to all members.
- Cllr Mrs C Shaw reminded those present about the meeting to discuss the Bell Centre on Thursday 7th January 2010 at 7.30pm and the surgery and pre-meet on Saturday 9th January 2010.
- The Clerk reported that the Essex Book Festival online booking opens on 7th January 2010 and that the event at the Parish Hall has been confirmed as Penelope Lively on 4th March 2010 at 2.00pm.
- Cllr K Ronaldson asked whether the meeting of the Burgess Award Committee is going ahead on Friday 8th January 2010 and the Clerk confirmed that it will be.

There being no further business the meeting was closed at 9.00 pm.

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