

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

The Committee met at 8.22 pm on **Monday 7<sup>th</sup> December 2009** in Committee Room 1 at the Parish Hall in Great Baddow. Councillor Mrs C Shaw chaired the meeting.

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

In Attendance: The Clerk of the Council

### **518/09 Apologies for Absence**

There were apologies for absence from Cllr S Martin.

### **519/09 Declaration of Interests**

There were no declarations of interests.

### **520/09 Public Question Time**

There were no members of the public present.

### **521/09 Minutes**

It was noted that the agenda was incorrect in that it stated that the minutes from the 2<sup>nd</sup> December 2009 were to be received when it should have read 2<sup>nd</sup> November 2009. Also, the minutes of the meeting on 23<sup>rd</sup> November were not on the agenda but the meeting agreed to deal with them.

a) The minutes of the meeting held on 2<sup>nd</sup> November 2009 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson.

b) The minutes of the meeting of the meeting held on 23<sup>rd</sup> November 2009 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs D Ronaldson.

### **522/09 Clerk's Report**

#### **1. Village Map in The Vineyards**

The paper copies of the map have arrived and will be circulated to members. It was agreed to give a copies to the Community Association and the library for display. The copyright issues are still being investigated.

#### **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 but has not been installed yet.

#### **4. Sports Court Use**

Enquiries are still being made into the use by NACRO of the courts.

#### **5. Great Baddow Times**

Due to a misunderstanding, the 1/8<sup>th</sup> size advertisements will now appear in the next edition of the magazine.

#### **6. Centenary Award**

The Centenary Award Committee met on 7<sup>th</sup> December 2009 and has chosen two recipients. The committee expressed concerns that that award is not widely known about and it was suggested that an article about it is placed in the Great Baddow Times.

### **523/09 Financial Transactions**

The total income for November 2009 was **£26160.64** (£25925.32 Net) and expenditure for December 2009 was **£33135.56** (£32447.27 Net). These were proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky.

**524/09 Great Baddow Millennium Community Centre**

The Clerk had contacted Hurley Porte Duell, who had said that they were going to arrange a site meeting with the contractors. This site meeting took place on 18<sup>th</sup> November 2009. The Parish Council was not informed that it was taking place. The contractors present apparently concluded that there was nothing significantly wrong with the roof but as a gesture of goodwill, the tiles would be reset. The Chairman of the Community Association has asked the Council to obtain written confirmation that this work will be sufficient and that there will be no problems in the future. It was agreed that this should be done and a start date for the work should be requested.

**525/09 Standing Orders and Financial Regulations**

The Clerk reported that although the review of the Standing Orders and Financial Regulations are overdue, a new pro forma is to be issued by NALC early in 2010 and it would be better to wait for this rather than to carry on with a review now and then potentially have to repeat the process again in a few months time. It was agreed to wait for the issue of the pro forma.

**526/09 Co-option Procedure**

The Clerk had issued a draft procedure for co-options prior to the meeting and following discussion and one amendment being made to the wording to add "to make every effort" after "expected" in line 1 of paragraph 11, it was proposed by Cllr A Sosin and seconded by Cllr G Jarvis that the procedure should be recommended for adoption by the Council.

**527/09 Matters for Information**

- Cllr Mrs D Ronaldson told the meeting that the underpass at the Army and Navy has recently been closed due to flooding and that a resident has asked whether early warning signs could be erected when this happens. The Clerk said that the Highways Department would be asked if this could happen.
- Cllr Mrs D Ronaldson reported that a resident has requested that directional signs be erected to show the locations of Newport House and Hargrave House. The Clerk will contact the necessary authorities with the request..
- Cllr Mrs C Shaw reminded the meeting about the pre-meet and surgery on Saturday 12<sup>th</sup> December 2009
- Cllr Mrs C Shaw reported that a "To Let" sign has been placed in the empty shop in the Vineyards.
- Cllr Mrs C Shaw reported that she had attended a meeting with the Borough Council's Arts Development Officer and Essex On Tour to discuss future funding.
- The Clerk reported that the Parish Hall cleaner had tendered her resignation.

There being no further business the meeting was closed at 9.40 pm.

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