

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

The Committee met at 8.09 pm on **Monday 7th June 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, Mrs V Sadowsky, G Jarvis, Mrs D Ronaldson and K Ronaldson

In Attendance: The Clerk of the Council

112/10 Apologies for Absence

There were apologies for absence from Cllr T Miller and Cllr A Sosin, who would be late

113/10 Declaration of Interests

There were no declarations of interests.

114/10 Public Question Time

There were no members of the public present.

115/10 Minutes

The minutes of the meeting held on 4th May 2010 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson.

116/10 Clerk's Report

1. Fence in Noakes Place at the end of Foxholes Road

Due to continuing staffing shortages, the fence has not yet been repaired.

2. Parish Hall

The matter of the enquiries being made of Building Control at Chelmsford Borough Council is still being progressed.

The new handle on the front security door has now been fitted.

Cllr A Sosin entered the meeting at 8.14 pm

3. Roof at the CA Millennium Centre

The Community Association have sent a letter to the Parish Council to explain that the work was carried out on the roof between 13th and 15th April 2010. Hurley Porte Duell has sent their invoice to the Council but there was no report. The Clerk will chase the matter and then submit the invoice for payment.

4. Outdoor Gym

Enquiries have been made about which body the application for a grant should be made to, following a change last year in the scope of Awards for All. Now that this has been established, an application is being drafted.

Cllr Mrs C Shaw reported that she had found out some information about the concrete table tennis tables, which cost approximately £2000. These could be considered in the budgeting process.

5. Bowling Green

A letter has been received from the Bowling Club asking about progress on the matter of the lighting and footway resurfacing and the Clerk will reply to them as soon as possible.

6. Insurance

Cllr Mrs C Shaw asked about the proposal for the raised Fidelity Guarantee insurance and the Clerk said that this would be an agenda item for the Council meeting on 14th June 2010.

117/10 Financial Transactions

- a) The total amended Income for April 2010 was **£172774.70** (£172543.05 Net), which included an additional figure for the Treasury Reserve Interest

and a banking error correction. The amended Expenditure for April 2010 was **£30106.69** (£29806.15 Net), which included the additional figures of the two Direct Debit payments. These were proposed by Cllr A Sosin and seconded by Cllr Mrs D Ronaldson.

- b) The total income for May 2010 was **£17676.56** (£17496.60 Net) and expenditure for June 2010 was **£45004.19** (£42786.72 Net). These were proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky.

118/10 **Ring Fencing**

It was proposed by Cllr Mrs C Shaw and seconded by Cllr G Jarvis that the following amounts be ring fenced and carried over from the 2009/2010 financial year:

- **Allotments Committee**
Towerfield Allotment Fence - £1900.00
New Allotments Budget - £750
TOTAL - £2650.00
- **Highways Committee**
Lights at Sawkins Avenue - £600.00
Street Lighting - £2120.00
New Bus Shelter - £2760.00
Street Furniture - £1000.00
TOTAL - £6480.00
- **Grounds Committee**
Training - £500.00
TOTAL - £500.00
- **Council**
VDS Group - £1500.00
ECC Grant - £1000.00
Estric Field S106 Payment - £17952.00
S106 Payments - £40773.00
Training - £500.00
Youth Café - £5150.00
TOTAL - £66875.00
- **Parish Hall**
Tables - £300
Replacement Windows - £3500.00
TOTAL - £3800.00
- **Cemetery**
LC Bins - £250
TOTAL - £250.00

119/10 **Recreation Ground Fuel Tank**

The Clerk had circulated a report relating to the replacement of the red diesel tank in the Recreation Ground. It was proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson that providing the reply from the insurance company relating to the building works is positive, that the work be carried out to replace the fuel tank and the money taken from the Council's reserves.

120/10 **Recreation Ground**

The Clerk had circulated an application form for the hire of part of the Recreation Ground for Buggy Bootcamps. Further information from the prospective hirer had indicated that the area of use is actually in Noakes Place. It was proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson that application be approved with a fee requested of £5.00 per session. The Clerk was asked to check with Chelmsford Borough Council that the arrangement is agreeable to them.

121/10 **Great Baddow Cricket Club**

The Clerk had circulated a letter from the Cricket Club prior to the meeting, requesting the use of the changing rooms without charge for Colts matches

at weekends. The Clerk told the meeting that this use of the changing rooms by the Colts is followed by a Senior game, which means that the use is continuous and that only one charge should be made for this hire. This was agreed.

122/10 Office Computers

Following the loss of access to the e.mail and internet in May, Mike Letch of LetchWood has recommended that a Pay-As-You-Go mobile (wireless) broadband dongle be purchased. This would provide an alternative method of accessing the internet until the normal connection can be restored. Cllr K Ronaldson asked if the Clerk could investigate installing an uninterrupted power supply. It was proposed by Cllr A Sosin and seconded by Cllr Mrs D Ronaldson that the recommendation be accepted and the device be purchased.

123/10 Training

A quotation had been received from Flexible HR for Staff Appraisal training and to create an appraisal form. In addition to the staff who would undertake the training, the Chairman and Vice Chairman of the Organisation, Methods and Personnel Sub Committee would also complete the training. It was agreed as well that the Clerk should source an introductory session to appraisals for all members of staff. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs D Ronaldson.

124/10 Matters for Information

- Cllr A Sosin told the meeting that Chelmsford Borough Council is shortly to consider a petitions scheme. The Clerk was asked to check whether or not parish councils have to have similar schemes in place.
- Cllr Mrs C Shaw reminded those present about the surgery on Saturday morning, 12th June 2010.

It was resolved under the Public Bodies (Admission to Meetings) Act 1960 to close the meeting to the public and press for the following items.

125/10 Noakes Place

The Clerk reported that she and Cllrs Mrs C Shaw, T Miller and A Sosin had attended a meeting with G Parkington and P van Damme from Chelmsford Borough Council on 18th May 2010. Notes of this meeting have now been received and will be circulated as soon as possible.

126/10 Cricket Practice Facility

The Clerk reported that a meeting had been arranged with the Cricket Club for 8th June 2010 to discuss matters related to the proposed licence agreement. This will be reported back to the Council at the next appropriate meeting.

127/10 Parish Hall Handyman

A draft job description had been circulated prior to the meeting and was agreed. It was agreed to advertise the vacancy on the website, on the noticeboards and in Martins the newsagent

There being no further business the meeting was closed at 9.30 pm.

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