

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

The Committee met at 8.00 pm on **Tuesday 2nd June 2014** 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 J Sosin, T Miller, Mrs D Ronaldson, K Ronaldson, Mrs V Sadowsky and Mrs S Young

In Attendance: The Clerk of the Council

107/14 Apologies for Absence

There were apologies for absence from Cllr G Jarvis.

108/14 Declaration of Interests

There were no declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests or Registerable Non Pecuniary Interests.

109/14 Public Question Time

There were no members of the public present.

110/14 Minutes

The minutes of the meeting held on 6th May 2014 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

111/14 Clerk's Report

1. Outside Redecoration

This was discussed by the Clerk and Cllrs A Sosin and T Miller at a meeting on 29th May 2014. Further information will be obtained from both companies that quoted.

2. Banking Arrangements

The Clerk told the meeting that the banking arrangements remain as they were last month. However, Unity Trust Bank has been contacted about the paying in arrangements. This can take up to six weeks to complete and so should definitely be completed towards the end of June.

A cheque for £130,313.06 was written from the NatWest Petty Cash Imprest Account on 30th May 2014 and sent by first class post to Unity Trust Bank in Birmingham. It has appeared on the statement today, although has not cleared.

The Clerk also informed the meeting that under S13(1) of The Money Laundering Regulations 2007 "A relevant person is not required to apply customer due diligence measures in the circumstances mentioned in regulation 7(1)(a), (b) or (d) where he has reasonable grounds for believing that the customer, transaction or product related to such transaction, falls within any of the following paragraphs: (5) The customer is a public authority in the United Kingdom."

3. May Fair Funds

The Clerk wrote to the ex member of the May Fair about the remaining funds and has received a reply. This letter confirmed that thoughts have been given to the appearance of the green outside The White Horse. The Clerk has replied saying that the Parish Council cannot undertake work on this area at the moment but that the Council is going to speak to Essex County Council about the possibility of taking on the management of the green. This item will be removed from the

agenda until September 2014, when the Clerk will give an update report on progress.

112/14 Financial Transactions

1. The amended income for April 2014 was **£186028.74** (£185711.76 Net). The amended expenditure for May 2014 was **£39235.12** (£37850.56 Net).
2. The total income for May 2014 was **£19237.14** (£19131.38 Net) and the total expenditure for June 2014 was **£43309.17** (£42531.14 Net). The figures were proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young.

The following cheques were issued to cover expenditure of over £500.

Date	Number	PAYEE	Amount	VAT	TOTAL
2/6/2014	300104	Baker Ross Ltd – Playscheme Supplies	600.43	100.07	500.36
2/6/2014	300105	Barham & Moore Ltd – Stationery and GBT Printing	1350.00	16.00	1334.00
2/6/2014	300107	British Gas – PH and BC Heating	2166.49	198.69	1967.80
2/6/2014	300108	Broker Network Ltd – Insurance	10378.04	-	10378.04
2/6/2014	300114	Kalamazoo Secure Solutions – F&GP Receipts	536.34	89.39	446.95
2/6/2014	300118	Total Cleaning Services – Cleaning Supplies	738.32	123.05	615.27

113/14 Financial Review

A comparison of the income and expenditure for May 2014 was circulated. The committee discussed the continuing downward trend regarding income from the sports courts. The comparison was noted.

114/14 Ring Fenced Money

The Clerk and Cllrs A Sosin and T Miller had met on 29th May 2014 to discuss the reserves and the ring fenced money to carry over. A report had been circulated prior to the meeting for consideration by the committee.

Cllr A Sosin told the meeting that both he and Cllr T Miller had looked at the figures with the Clerk and had agreed to ask for all the project money to be carried forward with the exception of the tables for the Parish Hall, which had been removed from the list. Cllr Mrs S Young asked about the priority of the projects and Cllr A Sosin explained that both the urgency of the project and cash flow had been taken into account when deciding the priority. The Clerk said that a number of the projects were due to be commenced immediately and others were being dealt with. It was agreed that the Clerk will give an update report on the projects to the August 2014 meeting.

115/14 Payroll

The Clerk told the meeting that she has spoken to another more local payroll company and the service offered compares favourably with the quote from the national company and is cheaper. However, a written quote is awaited and this will be placed on an agenda when it is received for the committee to make a formal recommendation.

115/14 Website

The Clerk told the meeting that the staff training on the website has unfortunately still not been undertaken due to circumstances in the office but will be arranged as soon as is practicable. It was agreed that the staff training must take place prior to the member training.

116/14 Caretaking

The Clerk had circulated a report and draft advertisement prior to the meeting setting out current payment and hours arrangements for the existing staff and the potential arrangements for an additional caretaker/cleaner. There was discussion about the contract being a zero-hours contract but the Clerk said that no restrictions would be placed on the person about taking on other jobs, that the position offers NJC Terms and Conditions and that in the majority of cases, at least 3-4 weeks' notice will be given of the requirement to work.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky that the advert can be placed on the notice boards and in Martins the Newsagents from the end of June.

117/14 Financial Regulations

The Clerk had circulated the draft Financial Regulations prior to the meeting. There was much discussion about the draft and it was agreed that paragraphs 9.10 and 16 can be deleted, as they do not apply to Great Baddow Parish Council.

After discussion it was agreed that:

1. The Finance and General Purposes committee members will study the draft document and if anyone has any questions, they will contact the Clerk for further information by 13th June 2014.
2. Cllrs A Sosin, T Miller and Mrs S Young will specifically look at the amounts in the document and put forward recommendations to the working group
3. A working group of the members of the committee will be set up and a meeting will be held at the end of July or beginning of August for detailed discussion about the document.
4. A recommendation will be placed on the agenda for the September Council meeting for agreement of and adoption of the Financial Regulations.

9.50pm – Cllr Mrs V Sadowsky left the meeting

118/14 Matters for Information

- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 7th June 2014.
- Cllr A Sosin told the meeting that a date had been set for the Best Kept Allotment Competition judging for 20th June 2014. The Clerk was asked to e.mail all councillors to ask whether anyone would be available to undertake the role.

There being no further business the meeting was closed at 9.58 pm.

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