

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

The Committee met at 8.00 pm on Monday **3<sup>rd</sup> November 2014** 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, Mrs V Sadowsky, Mrs S Young, G Jarvis, A Sosin and Mrs J Sosin

In Attendance: Assistant Clerk of the Council

Cllr Mrs C Shaw proposed that an additional Private and Confidential item should be added to the end of the agenda to discuss staffing matters and this was agreed.

### **436/14 Apologies for Absence**

There were no apologies for absence.

### **437/14 Declaration of Interests**

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

### **438/14 Public Question Time**

There were no members of the public present.

### **439/14 Minutes**

The minutes of the meeting held on 6<sup>th</sup> October 2014 were signed as a true record. Proposed by Cllr Mrs Shaw and seconded by Cllr A Sosin.

### **440/14 Clerk's Report**

#### **1. Banking Arrangements**

Cllr A Sosin enquired whether the new banking arrangements had been introduced to enable payments to be made into the Unity account at the Post Office. The Assistant Clerk replied that this was not yet in place.

#### **2. Bell Centre**

Cllr A Sosin noted that the defective guttering at the Bell Centre had been replaced but a possible problem remained with the down pipes. It was also reported that the builders working on a house opposite the Bell Centre had been seen depositing their building rubble on the land that had been cleared alongside the Centre. The Assistant Clerk will contact the owners about this matter.

#### **3. Caretaking**

Cllr A Sosin enquired whether the advertisement for the additional caretaker/cleaner had been displayed, and was advised that this had not yet been placed. Cllr Mrs S Young proposed that the matter should be discussed at the next Council meeting.

#### **4. Verge Cutting in Maldon Road**

Cllr A Sosin noted that the overgrown verge on Maldon Road had not yet been attended to.

#### **5. YMCA Drop In**

Cllr Mrs C Shaw reported that a meeting had taken place with the YMCA to discuss the problems that have arisen as a result of the failure of the water supply at the Drop In Centre and the resultant temporary closure of the building. The Assistant Clerk reported that the caretaker had driven past the Bell Centre earlier in the evening and

found that the Youth Leader had opened the premises for a group of young people from the Drop In, and when she had spoken to one of them she had been verbally abused. Cllr Mrs C Shaw confirmed that permission had not been given for this use and the Assistant Clerk will contact Mike Humphrey about the matter. The YMCA have been advised that the water should be restored to the Drop In Centre by the end of this week.

**6. Great Baddow Times**

Cllr Mrs S Young enquired whether a report had been prepared with regard to advance payments for advertising in the Great Baddow Times and the Assistant Clerk replied that this was not yet available.

**7. Burglar Alarm at the Parish Hall**

The Assistant Clerk reported that a fault had occurred with the burglar alarm in the Parish Hall on Saturday, and Thorndon Security had been called out twice on that day. A new control board will be fitted, and a new key given to Thorndon for emergency access. It was also agreed that a key for the bar should be given to the caretaker to enable emergency access to be obtained to the main fuse box for the building, without first gaining entry to the key box, in the Clerk's office, at the back of the building.

**441/14 Financial Transactions**

1. The report detailing the amended income for September 2014 and amended expenditure for October 2014 was not available and this will be presented to the next meeting of this committee.
2. The income to date for October 2014 was **£25765.29** (£25630.30 Net) with one more week's income to be added. The total expenditure for November 2014 was **£30488.91** (£29834.95 Net). Cllr A Sosin noted that there was no breakdown of the petty cash. The figures were proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin.

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

<b>Date</b>	<b>Number</b>	<b>PAYEE</b>	<b>Amount</b>	<b>VAT</b>	<b>TOTAL</b>
3/11/2014	300232	Binder Loams – Bowling Green supplies	762.24	127.04	635.20
3/11/2014	300245	Sterling Electrical Ltd – PH, BC, RG repairs and PAT testing	510.19	85.03	425.16

**372/14 Financial Review**

Cllr A Sosin introduced a report which had been circulated prior to the meeting, relating to forecast cash flow and expenditure on budget headings, and the following items were noted:

1. Query as to whether the Nat West current account containing £15,200 should be closed, and the monies transferred, in order to reduce the number of accounts being held.
2. Query as to whether some of the £303,000.20 should be placed in a higher yield account. A report was requested on the options currently available in this area.
3. An enquiry was made as to the expected date for installation of the play equipment.
4. An update was requested on the quotations for the internal redecoration of the Parish Hall, and Cllr Mrs D Ronaldson proposed that a previous suggestion of fitting shelves over the radiators in

CR1 to reduce the marking to the walls, should be carried out prior to any redecoration.

5. An enquiry was made about the progress on installing the seat at Plumtree Avenue.
6. The replacement of litter bins was discussed, and the possible inclusion of funding next year for some bins to be stored in the Grounds shed for use when required.
7. Quotations are required for the Parish Hall external redecoration which could be carried out next spring. It was agreed that the funds for replacement radiators should be moved from category 'B' to 'C'.
8. Query as to whether another skip is required at the allotments this year as funding is available.
9. Confirmation has been received from Chelmsford City Council that it will not be able to install any new dog waste bins at the current time.

Cllr K Ronaldson left the meeting at 9pm.

The review of income and comparison to budget for all committees was not available and this will be circulated when the Clerk returns from sick leave.

Cllr K Ronaldson returned to the meeting at 9.05pm.

#### **442/14NJCLGS Local Government Pay Consultation**

The Clerk had circulated a report prior to the meeting on the additional expenditure required to meet the proposals of the Local Government Pay Consultation. It was agreed that approximately £516 should be authorised for additional expenditure in this financial year, and this will be monitored at the next monthly financial review. It was also agreed that £2500 should be added to the budget for 2015/2016, and this should be allocated to the appropriate salary budget heading for each committee. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky.

#### **443/14Budget Expenditure exceeding the amounts provided in the Revenue Budgets and Viring Budgets**

The Clerk had circulated a report prior to the meeting outlining the revenue budgets where the expenditure has already been exceeded or is likely to exceed the amounts provided in the budgets.

1. The Stationery budget has already been exceeded, and it was agreed that the S137 budget should be reduced by £500 to enable this amount to be vired into the stationery budget, and a review should be undertaken of the F&GP budget. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky.
2. The possible overspend on the Mowers Repair and Maintenance budget was noted.
3. It was agreed that the budget of £700 for sprinkler maintenance on the Bowling Green should be reallocated for work to the gulleys, as the maintenance has not been required this year. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin.
4. The Vicarage Lane General Expenditure budget has been overspent following the removal of 20 sheets of asbestos from the site. It was agreed that funds should be vired from the Council Projects budget. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young.

Cllr Mrs S Young requested that a copy of the Financial Regulations be sent to all councillors.

**444/14 2015/2016 Budget**

The budget for 2015/2016 was discussed. It was noted that the sum of £5000, which the Grounds Committee agreed to add to the Council budget for cemetery roads, had not been included. A further £500 had also been requested at the Council meeting on 13<sup>th</sup> October 2014 for a noticeboard on the exterior of the Groundsmans Office. The Grounds Manager will be asked to provide a quotation or best estimate for the birdlap fencing in the Recreation Ground.

**445/14 Utilities**

The update report on the management system for the Council’s energy and water bills was not available due to the Clerk’s absence on sick leave.

**446/14 Telephones**

The update report on the change of telephone provider was not available. The Assistant Clerk reported that a problem had been identified with the provision of a dual line in the office.

**447/14 Website**

Cllr Mrs S Young enquired about the current status of the new website and the Assistant Clerk confirmed that there was a problem with regard to uploading documents on to the site. It was agreed that the Council’s IT Consultant should be asked to report on how the problem can be resolved.

Cllr A Sosin noted that two cheques numbers in the payments list were incorrect. Cheque number 399240 should be changed to 300240 and cheque number 399241 should be changed to 300241.

**448/14 Matters for Information**

- Cllr Mrs C Shaw reminded those present about the Council premeet and Surgery on Saturday 8<sup>th</sup> November. Cllr Mrs J Sosin gave apologies from herself and Cllr A Sosin.
- Cllr Mrs J Sosin informed the meeting that following a talk she had given at the Rotary Club, a donation of £250 was available for a Great Baddow charity, and she asked for any suggestions as to possible recipients.
- Cllr Mrs C Shaw thanked the Assistant Clerk for her work during the Clerk’s absence on sick leave.

*It was resolved that the meeting would be closed to the public and press under the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted in the following item*

**449/14 Staffing**

Cllr Mrs S Young enquired about access to financial information during the Clerk’s absence on sick leave and the Assistant Clerk replied that this information is held on the Clerk’s computer. It was noted that an ‘Out of Office’ reply was being sent from the Clerk’s email address and Cllr Mrs J Sosin will contact the Council’s IT consultant about the message.

There being no further business the meeting was closed at 9.55 pm.

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