

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

The Committee met at 8.00 pm on Monday **6th October 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 and Mrs M Miller

In Attendance: The Clerk of the Council
Mr John Emery

365/14 Apologies for Absence

There were apologies for absence from Cllrs Mrs J Sosin and A Sosin. Cllr Mrs J Sosin had substituted Cllr Mrs M Miller.

Cllr Mrs C Shaw welcomed John Emery, the Editor of the Great Baddow Times to the meeting.

366/14 Declaration of Interests

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

367/14 Public Question Time

There were no members of the public present.

368/14 Minutes

The minutes of the meeting held on 1st September 2014 were signed as a true record. Proposed by Cllr Mrs Shaw and seconded by Cllr Mrs D Ronaldson.

369/14 Great Baddow Times

The Editor of the magazine John Emery had circulated a short policy document prior to the meeting, which was discussed and agreed. Cllr Mrs S Young raised the question of advertisers paying in advance and the Clerk said that this was being investigated and a report will be submitted to the next appropriate meeting.

370/14 Clerk's Report

1. Banking Arrangements

Due to the Post Office being closed for refurbishment, the new banking arrangements could not be undertaken. It is hoped that a trial can be undertaken this week.

2. Bell Centre

The Clerk told the meeting that she had been advised that the work to replace the guttering at the Bell Centre will take place tomorrow, 7th October 2014.

3. Caretaking

The advertisement for the additional caretaker/cleaner has not yet been placed and this will be done as soon as possible.

4. Verge Cutting in Maldon Road

The Clerk said that the matter of the overgrown vegetation and the self set bushes/trees on the verge in Maldon Road had been reported but that no action had been taken by Chelmsford City Council. The matter will be reported again.

371/14 Financial Transactions

1. The amended income for August 2014 was **£5225.58** (£5078.56 Net) and amended expenditure for September 2014 was **£35384.42** (£34453.90 Net).
2. The income for September 2014 was **£187069.93** (£186825.25 Net) and the total expenditure for October 2014 was **£49488.43** (£48227.63 Net).

The figures were proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky.

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

Date	Number	PAYEE	Amount	VAT	TOTAL
6/10/2014	300203	Anglian Water – RG Water Rates	734.39	-	734.39
6/10/2014	300206	BT Payment Service Ltd – Telephones/fax/internet	517.96	86.32	431.64
6/10/2014	300207	Chelmsford City Council, - Business Rates, Trade Waste, NP Lease and Sports Programme	4784.01	-	4784.01
6/10/2014	300214	Newsquest Media Group	596.05	99.34	496.71
6/10/2014	300215	Lloyds Bank Commercial Finance – Temporary Staff	1142.61	190.44	952.17
6/10/2014	300216	Roger Hyde Ltd – PH Floor Scrub and seal	1098.00	183.00	915.00
6/10/2014	300218	Sterling Electrical Contractors – AWSC Lights Maintenance	979.20	163.20	816.00
6/10/2014	300219	Thorndon Security & Fire – PH Burglar & Fire Alarm Systems	1100.40	183.40	917.00
6/10/2014	300222	Chelmsford YMCA – BC Youth Club and Drop In grant	9000.00	-	9000.00
6/10/2014	300224	Miss Ann C Wood – Essential Car User Allowance	585.00	-	585.00

372/14 Financial Review

A comparison of the income and expenditure for September 2014 was circulated and noted. The Clerk told the meeting that there have been no major changes in any of the income patterns over the last month.

373/14 Financial Regulations

Members of the committee had met with the Clerk on Friday 12th September 2014 and had discussed amendments to be made to the Financial Regulations. Those amendments had been made and were in front of the committee. It was proposed that the amended Financial Regulations should be recommended for acceptance to the Council. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young.

374/14 Utilities

A report had been circulated prior to the meeting regarding a proposal from Utilitywise to manage the Council's energy and water bills. After discussion it was agreed that further information should be sought and the matter referred back to the committee.

375/14 Telephones

A report had been circulated prior to the meeting regarding a proposal from Whos Calling Limited to change the Council's telephone lines provider from BT. After discussion it was agreed that further information should be sought and the matter referred back to the committee.

376/14 Website

The Clerk reported that initial staff training had taken place in the office on Friday 26th September 2014. A problem had been identified with the internet browser and this is being investigated. As soon as this is resolved, further training for staff and training for councillors can be undertaken.

377/14 Budget

1. Review of the Budget Spending for 2014/2015

A report had been circulated prior to the meeting and was noted.

2. To consider the first draft budget for 2015/2016

The draft budget had been circulated prior to the meeting and was discussed. It was agreed that money to purchase a colour printer and a contingency sum of £1000.00 should both be added to the budget.

It was agreed that the budget, with the proposed amendments, should be referred to the Finance and General Purposes Committee. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young.

378/14 Matters for Information

- Cllr Mrs D Ronaldson told the meeting that she had prepared a report for the Council regarding the consultation on the proposed Immediate Care Services re-design. Cllr Mrs D Ronaldson will circulate this to the other councillors and copy it to the Clerk.
- Cllr Mrs C Shaw reminded those present about the surgery and pre-meet on Saturday 11th October 2014. She also gave her apologies for the pre-meet.
- Cllr Mrs C Shaw told the meeting that a date has been arranged for a meeting with the YMCA on 16th October 2014.

There being no further business the meeting was closed at 9.27 pm.

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