

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

The Committee met at 8.00 pm on Monday 1<sup>st</sup> December 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, A Sosin and Mrs J Sosin

In Attendance: Assistant Clerk of the Council

### **491/14 Apologies for Absence**

There were apologies for absence from Cllr G Jarvis.

### **492/14 Declaration of Interests**

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

### **493/14 Public Question Time**

There were no members of the public present.

### **494/14 Minutes**

The minutes of the meeting held on 3<sup>rd</sup> November 2014 were signed as a true record with the following amendments: Item 372/14, sub heading No.4, additional sentence to be added to read 'This proposal was agreed'; Item 372/14 to be renumbered 441A/14. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

The minutes of the meeting held on 24<sup>th</sup> November 2014 were signed as a true record with the following amendment: Item 479/14, second paragraph, third line, the date '2015/201' to be deleted and replaced by '2015/2016' and the words '(gross of LCTS grant understood to be £25,717.00)' to be added after the figure '£355,717.00'.

### **495/14 Clerk's Report**

#### **1. Broken Equipment in the Recreation Ground**

A piece of the Proludic play equipment has been vandalised and a new platform will be required. The cost will be £472.77 plus VAT. It was agreed that a new platform should be ordered from Proludic, as such specialist equipment is not available from any other supplier. There was some discussion as to whether this cost could be met by insurance and the Assistant Clerk will contact the Parish Council's insurance company about the level of the excess on the policy. Proposed by Cllr Mrs S Young and seconded by Cllr T Miller.

Two pieces of the Wicksteed play equipment have also been damaged, and four bump stops have been removed from both the Surfer and the Space Walker. It was agreed that replacements should be ordered at a cost of £56 plus VAT and carriage. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin. Cllr Mrs S Young suggested that super glue should be used as additional security when the new stops are fitted.

#### **2. Seat at Plumtree Avenue**

The replacement seat for Plumtree Avenue was ordered at a cost of £428.71 and it was delivered this morning. The Grounds Manager will now attend to the plinth before fitting the new seat.

3. **Bicycle Racks at the Parish Hall**

Two bicycle racks have now been installed on a purpose made concrete base at the side of the Parish Hall.

4. **Replacement Dog Waste Bins**

The Assistant Clerk had contacted Tim May at Chelmsford City Council with regard to the replacement of two dog waste bins but a reply had not yet been received. Cllr A Sosin will chase this up.

It was noted that there was no update to report on the following items from the last meeting:

1. Banking arrangements
2. Bell Centre downpipe
3. Caretaking
4. Verge Cutting in Maldon Road
5. Great Baddow Times advertising

5. **YMCA**

The Assistant Clerk reported that two emails had been received concerning an incident at the Bell Centre last week and these will be placed on the agenda for the next Council meeting on 8<sup>th</sup> December.

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

The Assistant Clerk reported that following the access problems that had occurred when the burglar alarm had developed a fault last month, a new front door key had been given to Thorndon Security for emergency access to the building, and a bar key had been given to the caretaker for access to the main fuse box.

7. **New bank accounts**

Cllr A Sosin noted that there was no update available on the queries raised last month relating to the closure of the Nat West current account and the transfer of some monies to a higher yield account.

In the absence of the Clerk on sick leave, there was some discussion about the inability to access the Imprest Account for office cash. It was agreed that the Administrative Assistant and the Chairman should be added to the list of signatories for that account. This change will require the authorisation of the two existing signatories on the account, who are the Clerk and the Assistant Clerk, and this authorisation will be sought. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young.

Cllr A Sosin proposed that priority should be given to reviewing office procedures relating to the recording of cash and cheques that are received in the office, as the current arrangement may be preventing the payment of monthly income into the main bank account. This is resulting in unacceptably high balances in the Imprest Account. Proposed by Cllr A Sosin and seconded by Cllr Mrs J Sosin.

496/14 **Financial Transactions**

1. The report detailing the amended income for October 2014 and amended expenditure for November 2014 was not available and this will be presented to the next meeting of this committee.
2. The income to date for November 2014 was **£4761.55** (£4668.04 Net) and the expenditure for December 2014 was **£30274.57** (£26113.14 Net). Cllr A Sosin noted that there was no breakdown of the petty cash, as this had not yet been entered.

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
1/12/2014	300259	Barham & Moore Ltd – GBT Printing	1076.00		1076.00
1/12/2014	300269	Sterling Electrical Ltd – PH, BC, RG annual electrical inspections	1048.73	174.79	873.94

#### 497/14 **Financial Review**

A comparison of the income and expenditure to the end of October 2014 was circulated and noted. Cllr Mrs S Young noted that the date shown on the document header was 1/10/2014 and queried whether this should have been changed to 31/10/2014.

#### 498/14 **Works in the Parish Hall**

The Assistant Clerk reported that one quotation had been received for the outside redecoration of the Parish Hall, and two more have been requested. It was agreed that these should be considered at the Council meeting on 8th December 2014.

A quotation has been received from Wickford Flooring Solutions Ltd to uplift the existing corridor and bar flooring, attend to the subfloor and fit new floor covering at a cost of £4083.33 plus VAT. It was agreed that this should be accepted, without securing further quotations, as the contractor has carried out prior remedial work on the floor and is aware of the particular difficulties associated with this work. The Assistant Clerk will ask for a risk assessment and method statement to be provided. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

#### 499/14 **Website**

The Assistant Clerk reported that an appointment has been made with Mike Letch to carry out further work on the website, and provide additional training to the office staff, on Friday 12<sup>th</sup> December. Cllr Mrs J Sosin will contact Mike Letch with regard to councillor training on the site.

#### 500/14 **Matters for Information**

- Cllr K Ronaldson reported that a meeting had taken place at the Bell Centre with the surveyor from Hurley Porte & Duell to enable initial plans to be drawn up
- Cllr Mrs J Sosin informed the meeting that she had seen an alternative method for displaying plaques on memorial benches, and a photograph was shown to the meeting. The plaques had been attached to a pillar installed at the side of the bench, which enabled 5 or 6 plaques to be displayed next to each bench.
- Cllr Mrs C Shaw reminded the meeting of the pre-meet on Saturday 6<sup>th</sup> December, and the Assistant Clerk reported that she would not be able to open the office on that day.
- Cllr Mrs S Young reported that she would be submitting a draft Health and Safety Policy for consideration at the Council meeting on 8<sup>th</sup> December.
- Cllr Mrs C Shaw enquired whether there was any further information on the request from Mr Southee to use the Bell Centre car park on a Tuesday afternoon for the collection of food boxes. The Assistant Clerk

replied that a second email had been received and this would be placed on the agenda for the Council meeting on 8<sup>th</sup> December.

- The Assistant Clerk outlined the problems that are currently being encountered in the office due to the inability to obtain petty cash. Refreshments will need to be purchased for the forthcoming Allotment competition evening and prize money will also be required. Cllr Mrs S Young proposed that an advance should be given to the Assistant Clerk to facilitate the purchase of refreshments for the allotment prize giving evening. A sum of £320 was agreed, based on the expenditure required in previous years. Proposed by Cllr A Sosin and seconded by Cllr Mrs V Sadowsky. Cllrs Mrs S Young and Mrs C Shaw confirmed that they would be able to attend the prize giving evening.

*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*

#### **501/14 Staffing**

Cllr Mrs S Young informed the meeting that the Clerk was not yet able to return from sick leave, and required further medical investigation. The Assistant Clerk confirmed that a sick note had not been received in the office and Cllr Mrs J Sosin will chase this. The Assistant Clerk was asked to discuss the staffing arrangements in the office with the Administrative Assistant and to advise whether additional assistance is required.

Cllr Mrs S Young reported that an additional meeting of the Organisation Methods and Personnel Committee would be called on Tuesday 16<sup>th</sup> December to receive a draft interim report from Vine HR, and a consultant from Vine HR will attend the meeting.

There being no further business the meeting was closed at 9.50 pm.

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