

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

The Committee met at 8.06 pm on Monday 27th April 2015 in Committee Room 1 at the Parish Hall in Great Baddow. Councillor Mrs C Shaw chaired the meeting.

Present: Councillors Mrs C Shaw, Mrs V Sadowsky, Mrs S Young, A Sosin, K Ronaldson, Mrs D Ronaldson, T Miller and Mrs M Miller

In Attendance: Clerk of the Council

64/15 Apologies for Absence

There were apologies for absence from Cllr G Jarvis and Cllr Mrs J Sosin, who had substituted Cllr Mrs M Miller.

65/15 Declaration of Interests

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

66/15 Public Question Time

There were no members of the public present.

67/15 Minutes

The minutes of the meeting held on 13th April 2015 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

68/15 Clerk's Report

1. Centenary Award Board

A request for further engraved shields for the board has been sent to Clearcut Engraving.

2. Electrical Repairs in the Recreation Ground buildings

This matter is still being dealt with and the cheque is being withheld.

3. Newsquest

It was agreed that the credit note that has been given by Newsquest on the last invoice was acceptable and a new cheque will be written.

4. Recreation Ground

The Clerk reported that the Community Association has erected some banners on the fencing in the Recreation Ground. No permission was sought for this and another recent request from a hirer for advertising banners had been refused by the Council. The Clerk was asked to speak to the manager at the Millennium Centre.

5. Computers

The Clerk asked if anyone could help with specifying the contract for the office computer maintenance and support. It was agreed that the Clerk should speak to South Woodham Ferrers Town Council and Springfield Parish Council.

69/15 Financial Transactions

The amended income for March 2015 was **£7237.26** (£7055.39 Net) and the amended expenditure for March 2015 was **£52045.43** (£49860.04 net). These figures had been extracted from the End of Year Accounts. The income for April 2015 (up to 27th April 2015) was **£8167.83** (£8081.06 Net). The March/April expenditure being paid this month is **£78582.43** (£76557.38 Net).

The complete income and expenditure for March 2015, the income to date for April 2015 and expenditure for April 2015 was proposed for acceptance by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky and was agreed.

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

Date	Number	PAYEE	Amount	VAT	TOTAL
27/04/2015	300400	British Gas – PH Heating	1626.06	97.51	1723.57
27/04/2015	300402	Chelmsford City Council – Trade Waste and PITP	1717.36	-	1717.36
27/04/2015	300406	EALC – Affiliation Fee	1196.70	-	1196.70
27/04/2015	300408	Hurley Porte & Duell – Bell Centre Architectural Services	1559.96	311.99	1871.95
27/04/2015	300411	RBS Software Solutions – EoY Accounts	499.25	99.85	599.10
27/04/2015	300414	Total Cleaning Supplies – Cleaning supplies	421.19	84.23	505.42

70/15 **Ring Fenced and Available Monies**

The Clerk circulated an amended report showing the end of year figures and the ring fenced monies. It was agreed that as these are now final figures, having been extracted from the End of Year accounts, the figures shown are now accurate. The report was noted.

71/15 **HR Support**

Vine HR had submitted a proposal, which includes implementation of the new staff structure and job profiles and post consultation work which includes job evaluations, development of HR policies and development of the staff handbook. The proposal was at a cost of £6600.00. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young that the proposal be accepted. It was agreed that the monies should be taken from the Council's reserves. It was also agreed that the action to consult on the job profiles and to implement the new structure should take place as soon as possible.

72/15 **Complaints and Compliments Procedure and Policy**

The Clerk had re-drafted the procedure and policy as requested by the Organisation, Methods and Personnel and presented the third draft for consideration. It was agreed that, with a couple of minor amendments, this should now go forward to the Council on 18th May 2015 for adoption, as the recommendation of this committee. Cllr Mrs C Shaw told the meeting that a new tab for policies has been created on the website.

73/15 **Matters for Information**

- Cllr A Sosin asked if the signing of the members' Declarations of Acceptance of Office can be done before the Annual Meeting. The Clerk said that declarations can be signed before the meeting.

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

74/15 Staff Sickness Absence

The Clerk reported to the meeting that the member of staff who has been on long term sickness absence has now returned to work on a phased return plan. Long term changes may have to be made but these will be identified once the phased return to work has been completed.

There being no further business the meeting was closed at 9.03 pm.

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