

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

The Committee met at 8.26 pm on Monday 13th 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, Mrs J Sosin, A Sosin, K Ronaldson, Mrs D Ronaldson, G Jarvis and Cllr T Miller

In Attendance: Clerk of the Council

25/15 Apologies for Absence

There were no apologies for absence as all members of the committee were present.

26/15 Declaration of Interests

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

27/15 Public Question Time

There were no members of the public present.

28/15 Minutes

The minutes of the meeting held on 9th March 2015 were signed as a true record, with the following amendment – Item 710/14, paragraph three to be renumbered “3”. Proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson.

8.28 Cllr G Jarvis entered the meeting

29/15 Clerk's Report

1. Heating in the Bell Centre

Under item 711/14 from the previous minutes, the Clerk confirmed that the handyman had checked the heating timer and the thermostat at the Bell Centre and had reduced the temperature slightly.

2. Centenary Award Board

Under item 711/14 from the previous minutes, the Clerk confirmed that that the engraved shields for the Centenary Award board have not yet been done but the request will be sent to Clearcut Engraving as soon as possible.

3. Electrical Repairs in the Recreation Ground buildings

The Clerk confirmed that the work had been done but that the extractor fans had not been cleaned. This is being taken up with the contractor and in the meantime, the cheque is being withheld.

30/15 Financial Transactions

The income for March 2015 was **£7407.86** (£7225.99 Net) and the expenditure for March 2015 was **£53236.43** (£51051.04 net). These figures may alter slightly and have to be amended following the completion of the end of year accounts.

March/April expenditure being paid this month is **£40784.31** (£39594.43 Net).

The complete income and expenditure for March 2015 and the expenditure for April 2015 was proposed for acceptance by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young and was agreed.

The Clerk told the meeting that the Autopay charge will be queried as it is not known why the charge has been made. The Clerk confirmed that the cheques for Newsquest Ltd and SEC Ltd are both being held back, pending investigations. The two payments to the window cleaner were queried and the Clerk explained that one was for the window cleaning in March and one for April.

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

Date	Number	PAYEE	Amount	VAT	TOTAL
13/04/2015	300381	Berewood Ltd – New machinery, machinery service and tractor repairs	5780.75	963.46	4817.29
13/04/2015	300382	Chelmsford City Council – Non domestic rates	2784.00	-	2784.00
13/04/2015	300386	L R Fuller – Accounts Assistance	707.30	-	707.30
13/04/2015	300388	Lambert Smith Hampton – Bell Centre Rent	1073.75	-	1073.75
13/04/2015	300390	S D Grounds Care Ltd – sports pitch supplies	1232.32	144.22	1088.10
13/04/2015	300396	J H Swain – Community Celebration tea	1191.00	-	1191.00

31/15 Financial Review

A comparison of the income and expenditure to the end of March 2015 was circulated and noted. The Clerk told the meeting that there may be small amendments to the figures following the preparation of the End of Year accounts but that the figures are largely correct.

It was noted that the sports courts had only attained 66.7% and the cemetery 76.7% of the agreed budget. The Clerk confirmed that the income budgets for both these items had been reduced in the 2015/2016 year. Cllr Mrs S Young said that if a general review of the Grounds service is carried out, this will look at the problem of the falling use of the courts and the resultant effect that this has on income.

32/15 Ring Fenced and Available Monies

The Clerk circulated a report showing the end of year figures and the ring fenced monies. It was agreed that these are currently draft figures pending the completion of the End of Year accounts and will be considered again on 27th April 2015.

Following discussion, it was agreed that the monies ring fenced for the replacement fencing at the Towerfield Allotment Site in 2011/2012 will be removed from the list. This amounts to £1900.00. Also, a budget from the same year for Street Furniture of £1000.00 should also be removed. It was noted that the budget for Seats in Noakes Place from the same year should read Seats for the Toddlers Play Area.

The Clerk also circulated a report about the S106 monies available to the Council. The committee discussed the report and it was agreed that the Clerk should contact Chelmsford City Council to request a change of use of the monies set aside for football pitch improvements to resurfacing of the All Weather Sports Courts. Cllr Mrs S Young said that

she would ask the surveyor to indicate to the Council how much a resurfacing project on the All Weather Sports Courts might cost.

The Clerk told the meeting that the Council would shortly also be in receipt of £1315.49 of S106 monies from the development in Westbourne Grove and £1795.50 of CIL monies from the developments in Bell Street and Bringey Cottage.

33/15 Banking Arrangements

The Clerk had contacted the Internal Auditor and circulated a report giving advice about the procedure for transferring between bank accounts. Following discussion, the following procedure was recommended for adoption:

1. When the precept and LCTS grant are paid into the Council's current account, they will be transferred straight away to the deposit account
2. When the cheques are signed at the Finance and General Purposes committee meeting, a resolution will be passed to transfer an amount from the deposit account to the current account to cover those cheques
3. If cheques have to be written outside a Finance and General Purposes committee meeting, an amount to cover the cheque/s will be authorised by the Clerk and the Chairman of the Council to be transferred from the deposit account to the current account.

This was proposed by Cllr A Sosin and seconded by Cllr Mrs V Sadowsky.

34/15 Parish Hall

The Clerk told the meeting that following a complaint by a parishioner about a smell in the Parish Hall, further investigations had been undertaken. These had shown that there is an area in the bar where the plaster has blown off the wall and there is a lot of damp. There are two other areas in the hall where there is a similar situation. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin that a surveyor should be appointed to inspect the areas of damp in the Parish Hall.

35/15 Website

Cllr Mrs J Sosin informed the meeting that the new website was now live and is being updated. She also said that the new site is easy to maintain and Cllr Mrs C Shaw confirmed this. It is also accessible to more people for updating.

Cllr K Ronaldson raised the matter of the removal of the agendas from the site and Cllr Mrs J Sosin said that she will speak to the Administrative Assistant.

36/15 Matters for Information

- Cllr Mrs J Sosin reminded those present about the Village Conference on Thursday 16th April 2015 at the Bell Centre and the surgery and pre-meet on Saturday 18th April 2015 at the Parish Hall. She gave her apologies for the surgery and pre-meet.
- Cllr T Miller asked if the Parish Council was involved in the Community Day of Action in Meadgate on 18th April 2015 and was told that the Council supported the event and had publicised it but had no further involvement.
- Cllr Mrs S Young reported that the nets are not up on the grass tennis courts and that they have not been white lined. The Clerk said that she will speak to the Grounds staff.

- Cllr Mrs S Young asked about the work on the hard tennis courts and the Clerk said that the contract had been accepted by the Council and a date for the work to be done is awaited from the contractor. Cllr Mrs S Young also said that the courts need to be pressure washed.
- Cllr A Sosin said that he has sent an e.mail to the office about parking requests and it was agreed that this will be forwarded to all councillors and put on the agenda for the Highways and Amenities committee on 22nd June 2015.
- Cllr Mrs V Sadowsky told the meeting about two matters that are being publicised by the Chelmsford CVS. The first is a free Community Action Boot Camp on 28th April 2015 which will consist of shared learning and activities to build skills and confidence to enable people to tackle issues that matter to their community. The second matter is the introduction of text messages from Essex Police to inform people about issues in their locality. It was agreed that this information about the community messaging should be put in the Great Baddow Times.

There being no further business the meeting was closed at 9.36 pm.

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