

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

The Committee met at 8.47 pm on **Monday 13th July 2015** in The Parish Hall in Great Baddow. Councillor Mrs C Shaw chaired the meeting.

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

In Attendance: The Clerk of the Council

202/15 Apologies for Absence

There were apologies for absence from Cllr G Jarvis.

203/15 Declaration of Interests

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

204/15 Minutes

The minutes of the meeting held on 8th June 2015 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

205/15 Public Question Time

There were no members of the public present.

206/15 Clerk's Report

1. Recreation Ground

The manager at the Millennium Centre has removed the banners from the fencing in the Recreation Ground.

2. Computers

The Clerk has yet to speak to South Woodham Ferrers Town Council and Springfield Parish Council about the computer maintenance and support, to enable a specification to be drawn up.

3. Insurance

The meeting on 11th June 2015 was cancelled by Came & Co. but the representative came to the office on 26th June 2015 instead. Various issues were discussed, which will be placed on the next appropriate agenda for the committee to consider. It was agreed that the representative will make another visit in January 2016.

4. Great Baddow Times Delivery

The recent issue of the Great Baddow Times was delivered by Delivering Success. The Clerk has had some further correspondence from them about the delivery, which will be passed to Cllr A Sosin. Cllr Mrs J Sosin told the meeting that the Editor had e.mailed her and confirmed that the next delivery has been booked for the week commencing 7th September 2015.

5. Parish Hall

Cllr Mrs D Ronaldson has supplied the contact details for a builder to the office and he will be contacted to look at the problem with the down pipe at the front entrance of the hall.

6. Mobile Telephones

The matter of lone working members of staff and the supply of mobile telephones has been addressed by the Health, Safety and Welfare at Work committee, which has agreed to assess the lone working amongst the staff.

207/15 Financial Transactions

1. The amended Expenditure for June 2015 was **£66595.82** (£63761.44 Net).
2. The Income for June 2015 was **£11682.62** (£11501.20 Net).
3. The June/July Expenditure to be paid from the Unity Trust current account in July is **£41620.23** (£40283.07 Net).

The above items were proposed for acceptance by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky and were agreed.

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

Date	Number	PAYEE	Amount	VAT	TOTAL
13/07/2015	300463	Baker Ross – Playscheme Supplies	544.15	90.69	453.46
13/07/2015	300464	British Gas – Electricity at the Recreation Ground	533.52	88.92	444.60
13/07/2015	300465	BT Payment Services Ltd – Telephones	506.82	84.47	422.35
13/07/2015	300466	The Broker Network Ltd – Motor Vehicle Insurance	1023.45	-	1023.45
13/07/2015	300467	Chelmsford City Council – Installation of bollards at RG and Noakes Place lease	2518.45	406.20	2112.25
13/07/2015	300470	Delivering Success – Delivery of the Great Baddow Times	518.70	86.45	432.25
13/07/2015	300478	Rigby Taylor – Sports Supplies	979.07	163.18	815.89
13/07/2015	300479	Total Cleaning Supplies – Cleaning Supplies	638.06	106.34	531.72
13/07/2015	300485	Chelmsford YMCA – Bell Centre Youth Club and Drop In	4500.00	-	4500.00

208/15 Financial Review

The Clerk circulated a copy of the summary income and expenditure to date. The Clerk told the meeting that some of the incomes for the Grounds Committee (Tennis, AWSC and Cemetery) are already very low and this was noted. Further detailed discussion of the income and expenditure would take place under the next item.

209/15 Revenue Forecast and Forward Work Plan

Prior to the meeting, the Clerk had circulated some information drawn up by Cllr A Sosin, following their meeting on 24th June 2015. After discussion it was agreed that:

1. The date for the Community Celebration will be changed from March 2016 to April 2016
2. There will only be 3 editions of the Great Baddow Times in future and the Clerk will speak to the Editor about how this will be accomplished

3. A timetable for the Grounds Service Review will be set
4. A working group will be established to investigate the income and expenditure for the Council and in particular the fall in income from the cemetery.

210/15 Bad Debt

Prior to the meeting, the Clerk had circulated a further report relating to an unpaid debt for the Great Baddow Times advertising. Following the last meeting, a further communication had been sent to Mr Barker but he has not paid and he has not contacted the office. The Clerk had recommended taking a small claims court action. It was proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin that a small claims action should be commenced for the recovery of the debt.

211/15 Photocopier

Prior to the meeting, the Clerk had circulated a report proposing a new agreement for a replacement photocopier. The report explained that the current photocopier was extremely unreliable and that relations with the leasing company ASL Ltd are very poor, following the method of selling of the current lease in 2012. The proposal has been put forward by Digital Copier Systems for a contract for a Konica Minolta C220 photocopier at a cost of £135.00 + VAT per quarter plus maintenance and servicing costs. The new machine will have all the functions of the current copier and it will have the extra benefit of being able to copy/print in colour. References were supplied (St Marys Church, Great Baddow and Tiptree Parish Council) and the Clerk had contacted them both and had been given extremely good feedback. It was proposed by Cllr K Ronaldson and seconded by Cllr Mrs S Young that a contract in these terms should be taken with Digital Copier Systems.

212/15 HR Support

The Clerk had put this item on the agenda as requested but had been given no further information. It was agreed to defer this item pending receipt of the information.

213/15 Fees and Charges 2016/2017

Cllr A Sosin presented the draft fees for the cemetery and burial ground, which followed the Council's policy of matching the fees charged by Chelmsford City Council. It was proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw that this increase in the fees should be recommended.

Cllr A Sosin then presented the fees and charges for the halls, sports, allotments and Great Baddow Times advertising. There was discussion on these fees and the following were proposed:

The Parish Hall and Bell Centre hire charges will rise by 2%. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin.

The charges for the sports courts and pitches will have a 0% increase. Proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw.

The charges for the allotments will be £19.00 for parishioners (£11.00 for concessions) and £37.00 for non-parishioners (£21.00 for concessions). Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky.

The charges for advertising in the Great Baddow Times will have a 0% increase. Proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw.

214/15 Grant

The committee was asked to consider a grant application from CGC Baddow Church. After discussion, it was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young that a grant of £135.00 for first aid training will be made.

It was agreed that generally, the Council does not wish to fund requests for monies to cover hall hire fees, where the applicants are not using the Council's halls. It was also agreed that the Council would be willing to consider another application when the group is up and running and when they have some accounts.

215/15 Committee Terms of Reference

Prior to the meeting, the Clerk had circulated the first draft of the proposed Terms of Reference for the Council's committees and sub committees. The Clerk was thanked for the work that had been put into producing this initial draft.

It was agreed that councillors will be asked to look through the document and to make comments to the Clerk. The draft document will then be referred back to an appropriate meeting for discussion and implementation.

216/15 Matters for Information

- Cllr Mrs V Sadowsky told the meeting that she had spoken to her neighbours and that they had confirmed that they had all received a copy of the Great Baddow Times.
- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 18th July 2015.
- Cllr Mrs S Young told the meeting that she had attended an event to celebrate the roof repairs at St Paul's church. She had been asked to act as the representative from the Parish Council and as such was thanked by the church for the grant from the Parish Council towards the roof repairs.
- Cllr A Sosin said that there had been something in the recent NALC DIS that had been circulated about the display of Energy Efficiency certificates in buildings. The Clerk said that she would investigate this matter.

There being no further business the meeting was closed at 10.18 pm.

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