

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

The Committee met at 8.00 pm on **Monday 14th December 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, G Jarvis and Mrs S Young

In Attendance: The Clerk of the Council
Cllr Mrs M Miller

576/15 Apologies for Absence

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

577/15 Declaration of Interests

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

578/15 Public Question Time

There were no members of the public present.

579/15 Minutes

The minutes of the meetings held on 9th November 2015 and 30th November 2015 were signed as a true record. Both proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

580/15 Clerk's Report

1. Computers

The necessary equipment for the Grounds office has been purchased and will be installed as soon as possible. The specification for the maintenance contract will be sent out shortly.

2. Parish Hall

The Clerk still needs to contact the builder about the problem with the down pipe at the front entrance of the hall.

3. Bad Debt

The action agreed by the committee (a small claims action) still needs to be carried out.

4. Tree and Legionella Surveys

The Clerk still needs to speak to Chelmsford City Council about the tree surveys in Noakes Place. The contractor for the Legionella Surveys still needs to be contacted.

5. Energy Efficiency Certificate

The Clerk needs to contact a registered auditor and also to speak to the Community Association about the Millennium Hall.

6. Mobile Telephones

The Clerk is drawing up an agreement for the use of their personal mobile telephones for the staff to sign and the informal agreement is still in place.

7. Committee Terms of Reference

Due again to difficulty in finding meeting dates, a meeting to discuss the Terms of Reference will be fixed for the New Year.

8. Great Baddow Times Delivery

Cllr A Sosin reported that he still needs to look at the delivery schedule and the matter was deferred to a meeting in the New Year.

581/15 Financial Transactions

1. The amended Expenditure for November 2015 was **£34458.28** (£33888.78 Net).
2. The Income for November 2015 was **£8998.10** (£8939.27 Net).
3. The November/December Expenditure to be paid from the Unity Trust current account in December is **£34878.44** (£33354.93 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
14/12/2015	300705	Ashe Green Civil Engineers Ltd – TPA Repairs	2652.00	442.00	2210.00
14/12/2015	300707	British Gas – PH Electricity	550.64	91.77	458.87
14/12/2015	300714	FRS Countrywear Ltd – Protective Clothing	1049.28	165.62	883.66
14/12/2015	300715	George Browns Ltd – Tractor Repair	1834.63	305.79	1528.84
14/12/2015	300717	Proludic Ltd – Play Equipment Repairs	588.34	98.05	490.29
14/12/2015	300725	Delivering Success Ltd – GBT Delivery	518.70	86.45	432.25

582/15 Financial Review

The Clerk circulated a copy of the summary income and expenditure to date and told the meeting that the incomes for the Grounds Committee (Tennis and AWSC) are still low. This was noted. Overall, the income stands at 93% of budget.

583/15 CIL Payments

The Clerk had circulated some information received from Chelmsford City Council, prior to the meeting. The Community Infrastructure Levy (CIL) is a charge on new buildings to help pay for supporting infrastructure. CIL is non-negotiable and applies to all new homes and new buildings and large extensions to be used for retail purposes. Affordable housing and certain charitable-led developments are exempt. The income from CIL can be used for the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area. The Clerk was asked to check whether this covers use for public building projects. The Council will have to report how it has spent CIL money annually, both on its website and to the City Council. The City Council can require the return of unspent money after 5 years. The City Council has paid £1762.50 to the Parish Council, which represents two sums from the Bringey Cottage development.

584/15 Card Payments

The Clerk had circulated a report prior to the meeting about the use of personal credit/debit cards. Section 6.20 of the Council's Financial Regulations states that personal credit or debit cards of members of staff shall not be used under any circumstances. The use of personal cards

has continued since the adoption of the Regulations in October 2014 because purchases have had to be made to allow for the continuing function of the Council and no other arrangements have been put in place. The Clerk said that the items purchased on the cards will show on the list of expenditure that is presented to the committee each month and it is probable that a bank transfer can be used to top-up the cards. The Clerk recommended that ALTO Mastercard Prepaid cards are set up for the Clerk of the Council and the Assistant Clerk of the Council with limits of £1000.00. This was proposed by Cllr Mrs C Shaw, seconded by Cllr Mrs S Young and agreed.

585/15 Standing Orders

The Clerk had circulated a report prior to the meeting, along with various documents including NALC's L05-14, LTN35 and LTN87. It was proposed by Cllr Mrs C Shaw, seconded by Cllr Mrs S Young and agreed that the following wording should be added to section 18 of the Standing Orders:

"The procurement and award of contracts covered by the Public Contracts Regulations 2015 which have an estimated value of £25,000 or more must also satisfy the requirements of the 2015 Regulations which include use of the Contracts Finder website and other light touch rules detailed in the 2015 Regulations."

586/15 e.mail, Internet and IT Security Policies

The Clerk had circulated a report prior to the meeting about the current policies that have been in place since 2005. The Clerk told the meeting that she will be meeting with the representative from Wirehouse Employer Services on 15th December 2015, where advice would be sought about these policies. This meeting should have taken place on 1st December 2015 but was postponed at the request of Wirehouse and hence why no information is available for this meeting. A suggestion has been made that the policies could be rolled together and that they could be incorporated into the Handbook. The committee agreed that it would prefer to see policies kept separate from the Handbook. At the request of Cllr Mrs S Young, it was agreed that the existing policies would be circulated electronically to all councillors, so that amendments can be seen more readily.

587/15 Matters for Information

- Cllr Mrs J Sosin reminded those present that the pre-meet and surgery will be on Saturday 19th December 2015. Due to a hospital appointment, the Clerk will not be available and so the office will be closed. A notice will be left to be put up on the door of CR2.

There being no further business the meeting was closed at 8.46 pm.

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