

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

The Committee met at 8.34 pm on **Monday 14th September 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, Mrs S Young and G Jarvis

In Attendance: The Clerk of the Council

300/15 Apologies for Absence

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

301/15 Declaration of Interests

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

302/15 Public Question Time

There were no members of the public present.

8.36pm – Cllr Mrs J Sosin entered the meeting.

303/15 Minutes

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

304/15 Clerk's Report

1. Computers

The Clerk is drawing up a specification for the new IT and it is hoped that it will be sent out later this week. Once this has been done, a specification will be drawn up for the computer maintenance and support. Both specifications will be sent out to IT companies identified earlier in the year.

2. Great Baddow Times Delivery

The Great Baddow Times was collected by Delivering Success on 10th September 2015, for delivery over the weekend. Unfortunately, their van broke down and it is now hoped that the magazine will be delivered tomorrow, Tuesday 15th September 2015.

3. Parish Hall

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

4. Mobile Telephones

Mobile telephones were sourced and distributed to members of staff. Unfortunately, the SIM cards purchased are not the correct ones and new ones are being sought.

5. Bad Debt

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

6. Fees and Charges

Cllr A Sosin raised the matter of a change that was made to a fee after the last meeting. The Clerk said that she would check this and report it to the next meeting in October 2015.

7. Energy Efficiency

Cllr Mrs S Young asked about the displaying of an Energy Efficiency certificate in the Parish Hall. The Clerk said that this was being investigated and a report will be put to a meeting of the committee, once the results are known.

305/15 Financial Transactions

1. The amended Expenditure for August 2015 was **£30556.43** (£29841.77 Net).
2. The Income for August 2015 was **£8218.17** (£8143.11 Net).
3. The August/September Expenditure to be paid from the Unity Trust current account in September is **£47533.34** (£45302.80 Net).

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

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

Date	Number	PAYEE	Amount	VAT	TOTAL
14/09/2015	300506	Anglian Water – Sewerage Charges	950.03	-	950.03
14/09/2015	300507	Barham & Moore-GBT Printing & Stationery	1172.00	16.00	1156.00
14/09/2015	300509	British Gas – Electricity and Gas	1440.30	123.39	1316.91
14/09/2015	300515	Doe Sport Ltd – Tennis Court Repairs	2774.40	462.40	2312.00
14/09/2015	300516	EALC – Training Courses	630.00	-	630.00
14/09/2015	300518	Essex & Suffolk Water – Water Rates	1123.85	-	1123.85
14/09/2015	300520	LSH – BC Lease	1073.75	-	1073.75
14/09/2015	300521	PKF Littlejohn LLP – External Audit Fee 2014/2015	1200.00	200.00	1000.00
14/09/2015	300522	Thorndon Security & Fire – PH Alarm Systems Fees	602.40	100.40	502.00
14/09/2015	300524	Vine HR Ltd – Staff Review	1890.00	315.00	1575.00
14/09/2015	300525	Wickford Flooring Solutions Ltd – PH corridor flooring	4900.00	816.67	4083.33

306/15 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 still quite low and this was noted.

307/15 Finance

The Clerk reported to the meeting that no monies were transferred in August 2015 as the balance in the Unity Trust current bank account was enough to cover the agreed expenditure. This was noted by the committee.

308/15 Budget Expenditure exceeding the amounts provided in the Revenue Budgets

Prior to the meeting, the Clerk had circulated a report relating to two items that may exceed the amounts provided in the revenue budget. These are 2110 – F&GP Training and 3110 – GC Training. Following decisions taken by the Council earlier in the year about officer and member training, both of these budgets are likely to be exceeded. The Clerk will be costing the training still required and a further report will be put to the committee when the amounts are known. This was noted. Cllr A Sosin said that unless the total committee budget was exceeded, this should be accepted.

309/15 Staff Review

Prior to the meeting, the Clerk had circulated a report about the matter of costs for Phase 3 of the Staffing Review. It was recommended that the Vine HR costs for the work on the job profiles (£1540.00) and the job evaluation panel (£880.00) should be agreed. This was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young. Cllr A Sosin suggested that the monies should be allocated to budget heading 1162, Council Projects.

310/15 Insurance

1. The committee noted that the insurance company Came & Co. had joined the Stackhouse Poland Group with effect from July 2015.
2. The committee considered recommended actions that arose from a meeting between the Clerk and Came & Co. on 26th June 2015. These were that building re-evaluations should be undertaken in 2016, and that Tree Surveys and Legionella Surveys should be carried out. It was agreed that the first item should be put into the 2016/2017 budget for consideration, the City Council should be asked if they will be undertaking tree survey in Noakes Place and that the Clerk will speak to Danbury Parish Council about the Legionella surveys.

The Clerk reported that recently, a large branch had fallen from a Horse Chestnut tree in Noakes Place. The City Council will clear the branch and will undertake a full inspection of the tree.

It was reported that a problem with the Laurel bushes in the Buckleys car park had been noticed and the Clerk said that she would speak to the Grounds Manager for advice.

311/15 Business Continuity and Risk Management

Prior to the meeting, the Clerk had circulated a report with an update to the Risk Assessment Action Plan, which was noted.

Specific points for consideration were a review of land requirement, a review of the e.mail, internet and IT security policies and the provision of mobile telephones.

The Clerk told the meeting that the review of land requirements was an ongoing matter and that a piece of land had been considered in April/May 2015, although it had not been taken forward. Budgeting for land and a review of land needs will take place as part of the budgeting process, which has now been started.

A review of the e.mail, internet and IT security policies will take place as part of the policy review programme.

The problem encountered with the mobile telephones was discussed earlier under item 304/15 (4) and the Clerk said that she is currently investigating a solution to this problem and will submit a report to a future meeting of this committee.

312/15 Finance and General Purposes Working Group

Prior to the meeting, the Clerk had circulated a report of the first meeting of the Working Group on 9th September 2015. Cllr A Sosin requested that a sentence in the report be changed to read "Action will be kept under review while further information is obtained". This was agreed and the report was noted.

- The Clerk will produce the first draft of the 2016/2017 budget.
- Issues relating to the payroll provider, IT installation and support and the bus shelter in Tabors Hill (Blue Lion) will be referred to the relevant committees.
- Information needs to be obtained from the Grounds Manager about the work scheduling and the Clerk will meet with him as soon as possible. Once this has taken place, a meeting will be arranged with Cllr Mrs S Young, the Clerk and the Grounds Manager.
- Ideas put forward by the office staff for the promotion of the Council's services and for arranging events to promote Community Engagement should be investigated.

313/15 British Gas Electricity

The Clerk circulated information from British Gas about new contracts for electricity at the Parish Hall, the Bell Centre and the Recreation Ground. After some discussion, it was proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson that a one year contract should be accepted. It was also agreed that these contracts should be paid by Direct Debit.

The Clerk recommended that enquiries with companies who would manage the Council's utility bills, which were commenced last year, should now be followed up and this was agreed.

314/15 Committee Terms of Reference

Prior to the meeting, the Clerk had circulated the second draft of the proposed Terms of Reference for the Council's committees and sub committees. The Clerk had also drawn together the topics that had been raised by councillors that would require further consideration. It was agreed that this matter will be placed on the agenda for further discussion for the committee meeting on 12th October 2015.

315/15 Matters for Information

- Cllr Mrs J Sosin reminded those present that the pre-meet will be on Friday 18th September 2015 at 2.30pm. The Clerk will check the venue and once confirmed, a reminder e.mail will be sent to all councillors.
- Cllr Mrs S Young reported that the fluorescent tape had been put onto some of the bollards in the CA car park. The Clerk said that she would find out when the job would be completed.

There being no further business the meeting was closed at 9.45 pm.

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