

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

The Committee met at 8.32 pm on **Monday 8th June 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, A Sosin, K Ronaldson, Mrs D Ronaldson, Mrs J Sosin and G Jarvis

In Attendance: The Clerk of the Council

118/15 Apologies for Absence

There were apologies for absence from Cllr Mrs S Young and Cllr T Miller.

119/15 Declaration of Interests

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

120/15 Public Question Time

There were no members of the public present.

121/15 Minutes

The minutes of the meeting held on 27th April 2015 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

122/15 Clerk's Report

1. Centenary Award Board

The further engraved shields for the Centenary Award board have been received and fixed on the board.

2. Electrical Repairs in the Recreation Ground buildings

The electrical repairs were completed and the cheque was sent to the contractors.

3. Recreation Ground

The Clerk has spoken to the manager at the Millennium Centre and he has agreed to remove the banners from the fencing in the Recreation Ground.

4. Computers

The Clerk has yet to speak to South Woodham Ferrers Town Council and Springfield Parish Council about the computer maintenance and support.

123/15 Financial Transactions

1. The Income for April 2015 was **£188198.43** (£188111.66 Net) and the Expenditure for April 2015 was **£52045.43** (£49860.04 Net).

2. The Income for May 2015 was **£15542.53** (£15473.68 Net) and the Expenditure for May 2015 was **£19016.75** (£18872.43 Net).

3. The May/June Expenditure to be paid from the Unity Trust current account is **£56099.94** (£53341.53 Net).

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

Cllr A Sosin asked whether the first part of the precept from Chelmsford City Council had been paid into the Unity Trust deposit account and the Clerk said that it had.

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

Date	Number	PAYEE	Amount	VAT	TOTAL
08/06/2015	300426	M M P Blayney – Carpentry repairs to the Parish Hall	2360.00	-	2360.00
08/06/2015	300427	British Gas – Electricity and heating at the PH and BC	2632.79	269.31	2363.48
08/06/2015	300430	J P Chick & partners Ltd – BC Phase 1 Report	1650.00	275.00	1375.00
08/06/2015	300432	EALC – Training Courses	606.00	-	606.00
08/06/2015	300436	LSH Client Prop. Mgnt. A/C – BC Lease	1073.75	-	1073.75
08/06/2015	300437	Limeridge Ltd – PH outside decoration	6126.00	1021.00	5105.00
08/06/2015	300442	Queensbury Shelters – Bells Chase bus shelter	4318.80	719.80	3599.00
08/06/2015	300445	Sterling Electrical Contractors - AWSC lights	872.52	145.42	727.10
08/06/2015	300451	1 st Great Baddow Guides – S137 Grant	500.00	-	500.00
08/06/2015	300453	Meadgate Church – S137 Grant	545.22	-	545.22
08/06/2015	300456	Braham & Moore Ltd – GBT Printing	1254.00		1254.00

124/15 Financial Review

The Clerk circulated a copy of the summary income and expenditure to date.

1. Forecast Cash Flow and Expenditure on Budget Headings - It was noted that as the financial year is only two months old, it is difficult to see trends. The Clerk told the meeting that she had reviewed the detailed breakdown and that at the current time, there are no causes for concern on the expenditure, with the exception of the electricity and heating headings. It was agreed that these headings will be further investigated and the matter of appointing an energy consultancy company will be placed on the agenda for further consideration.
2. Review of Income and Comparison to Budget - It was noted that as the financial year is only two months old, it is difficult to see trends. Even so, the Clerk told the meeting that the cemetery, tennis and AWSC incomes already appear to be very low. Cllr A Sosin said that he would like to meet with the Clerk to discuss the matter of income and this will be arranged. This meeting will be reported to the next appropriate Finance and General Purposes committee meeting.

125/15 Insurance

Prior to the meeting, the Clerk had circulated information relating to the renewal of the Council's insurance policy for 2015/2016. The Clerk told

the committee that a meeting had been arranged for Thursday 11th June 2015 with Came & Co, when the details of the policy will be reviewed.

The committee considered a proposal by Came and Co. that it should enter into a new long term agreement, which would reduce this year's premium by 5%. The Clerk told the meeting that dealings with Came and Co. are exceptionally good and that she would highly recommend the company. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky that the Council should enter into a new long term agreement with Came & Co. from 1st June 2015 until 31st May 2018. This was agreed and a cheque was written for £9660.23.

126/15 **Bad Debts**

Prior to the meeting, the Clerk had circulated a report relating to a bad debt for the Great Baddow Times advertising. After discussion, it was proposed by Cllr Mrs C Shaw and seconded by Cllr G Jarvis that a further letter be sent to Mr Barker by recorded delivery, reminding him that two invoices remain unpaid and that if they are not paid, further action will be taken.

127/15 **Expenditure Authorised away from Meetings**

The Clerk circulated a report about expenditure that had been authorised outside meetings. All amounts had been authorised by the Clerk and Chairman of the Council in consultation.

MMP Blayney – Additional carpentry work at the Parish Hall to repair rotten wood	£2360.00
Limeridge Ltd – additional works undertaken as part of the outside redecoration	£282.00

It was noted that the carpentry work to repair the rotten woodwork at the Parish Hall had been completed. Also, the outside decoration had been completed.

Delivery of the Great Baddow Times by Delivering Success	Approx: £442.00
--	-----------------

Cllr A Sosin asked if the magazine had been collected for delivery and the Clerk replied that it had not. The Clerk will contact Delivering Success as soon as possible to find out when the delivery will be.

The amounts were agreed and noted.

128/15 **Council IT**

Prior to the meeting, the Clerk had circulated a report about the new IT requirement. The new requirement is needed as a result of the recent staff review, to enable new job profiles for the administrative staff. Following discussion, it was proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson that Option 2 of item 1 should be undertaken. This is the installation of a server with a Windows 8.1 operating system and 4GB of additional memory. The money will be taken from the Council Projects budget.

With regard to item 2, the installation of IT at the Grounds Office, which again was as a result of the staff review, the matter of security of the hardware was raised. After discussion, it was agreed to defer the item for further investigation.

129/15 Parish Hall

The Clerk had met with the contact provided by Cllr Mrs S Young on 15th May 2015 to discuss the damp problem in the bar area at the Parish Hall. This was Laurie Morley from Fusion Project Management Ltd. He advised the Clerk that the problem is probably being caused by water draining from the down pipe from the flat roof into an area of the wall that is above the damp proof course. He said that a general builder would be able to undertake the repairs that are needed. The Clerk said that she had asked two people to come to the Parish Hall to look at the problem and to give quotes for the work. The Clerk also told the meeting that the flooring work will now go ahead, as the work to put right the damp problem will not interfere with the flooring work.

130/15 Matters for Information

- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 13th June 2015.
- Cllr Mrs V Sadowsky said that the matter of supplying mobile telephones for all lone working members of staff should be addressed as soon as possible. The Clerk said that she would be asking the Health, Safety and Welfare at Work to investigate this issue.

There being no further business the meeting was closed at 10.00 pm.

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