

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

The Committee met at 8.22 pm on **Monday 9th November 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 M Miller

In Attendance: The Clerk of the Council

494/15 Apologies for Absence

There were apologies for absence from Cllr Mrs S Young, who had substituted Cllr Mrs M Miller.

495/15 Declaration of Interests

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

496/15 Public Question Time

There were no members of the public present.

497/15 Minutes

The minutes of the meeting held on 12th October 2015 were signed as a true record, with the following amendments: Item 409/15, No. 2, second paragraph, fourth line, the words 'subject to their agreement' to be added after 'phones while at work'; Item 410/15, No.1, last line, the word 'tale' to be deleted and replaced by 'take'. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

498/15 Clerk's Report

1. Computers

Further to the report at the October meeting, the Clerk found after the meeting that an error had been made on the specification and so the letters to the IT companies were withdrawn. Further to discussion with the Chairman and Cllrs A Sosin and Mrs S Young, and because the need for the equipment has become urgent, it has been agreed that the Clerk will ask Mike Letch to install the necessary equipment at the Grounds Office as soon as possible. The specification for the maintenance contract will still be sent out to the contractors.

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. The Clerk reported that there have been no further problems but the area still needs to be investigated.

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. Great Baddow Community Association

The Clerk has not been formally contacted about the roof repairs and the lease needs to be checked. It was agreed that this item will be taken off the agenda until the Community Association makes contact but that the Clerk will check the lease before 18th November 2015.

6. **Energy Efficiency Certificate**
The Clerk needs to contact a registered auditor and also to speak to the Community Association about the Millennium Hall.
7. **Mobile Telephones**
The Clerk is drawing up an agreement for the use of their personal mobile telephones for the staff to sign. An informal agreement is currently in place regarding the use of telephones for lone working.
8. **Committee Terms of Reference**
Due to there having been a lot of additional working group meetings arranged in the last month, a meeting to discuss the Terms of Reference has not been fixed. This will be done as soon as possible.

499/15 Financial Transactions

1. The amended Expenditure for October 2015 was **£36817.44** (£35940.70 Net).
2. The Income for October 2015 was **£17362.34** (£7261.25 Net).
3. The October/November Expenditure to be paid from the Unity Trust current account in November is **£34084.86** (£33577.60 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
9/11/2015	300680	British Gas – PH & BC Heating and BC Electricity	966.27	48.30	1014.57
9/11/2015	300681	Chelmsford City Council – Non Domestic rates and Election Expenses	2997.00	-	2997.00
9/11/2015	300689	Vine HR Limited – HR Services	682.50	136.50	819.00
9/11/2015	300694	Rigby Taylor – RG Sports Supplies	882.26	176.45	1058.71

500/15 Financial Review

The Clerk circulated a copy of the summary income and expenditure to date and told the meeting that some of the incomes for the Grounds Committee (Tennis and AWSC) are still low. The Great Baddow Times advertising will not reach budget this year because it had been agreed by the Council to cut the editions to three per year. These were noted. Overall, the income stands at 91.1% of budget.

501/15 Great Baddow Times Delivery

The Clerk told the meeting that it had been agreed that the contract for the magazine delivery would be reviewed after two deliveries. There was discussion about both the delivery and the general organisation of the contractor. The Clerk said that difficulties had been experienced with the collection of the magazines for delivery. Cllr A Sosin said that there are some roads missing from the delivery list and that he would go through the list outside of the meeting. He would then contact the Clerk.

It was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs V Sadowsky that the contract should be continued.

502/15 Lawn Cemetery

The Clerk had circulated a report prior to the meeting about the setting of a fee for exhumation. There has not been an exhumation from the Lawn Cemetery since 1999 and no fee is available on the fee sheet. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs M Miller that the Council should continue to follow its policy of charging the same fees as Chelmsford City Council and set the fee at £474.00.

503/15 Standing Orders

The Standing Orders are reviewed annually. The Clerk reported to the meeting that there has been a change to the Public Contracts Regulations and that she had been unable to find correct wording to amend the Standing Orders. The Clerk also told the meeting that the new regulations had come into force in February 2015 but that notification of this had not been received until the middle of September 2015. The Clerk will be attending a training course on the new Regulations in February 2016. It was agreed to defer the matter until the meeting on 14th December 2015 or if advice from EALC suggests that the matter can wait until the New Year, to the meeting in March 2016.

504/15 Financial Regulations

The Financial Regulations are reviewed annually. The Clerk reported that amendments will need to be made that relate to the Public Contracts Regulations but that guidance is awaited from NALC. The matter will be placed back on the agenda as soon as the guidance is received.

505/15 Cemetery Regulations

The Clerk had circulated a report prior to the meeting.

- The Clerk has considered the current document and had been unable to find any areas where changes might be required
- The office has not been made aware since July 2013 of any issues that would require the consideration of a change to the Conditions and Regulations
- No notification has been received of any changes to legislation that would affect the Cemetery Regulations

Cllr K Ronaldson asked if any complaints had been received about private cars parking in the cemetery. The Clerk said that no complaints have been received.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson and agreed that the committee recommends to Council to accept the current Cemetery Regulations with no alteration.

506/15 Matters for Information

- Cllr A Sosin reported that damage has been done to fencing in the footpath from Church Street to The Maltings. This has been notified to the relevant people.
- Cllr A Sosin reported that he and the Clerk had attended a meeting at Chelmsford City Council about Highways and Parking. The form for applying for parking restrictions was circulated and it was confirmed that the current form can be found on the website. The Clerk told the meeting that she had received an electronic file of the presentation but that it was a very large document. It was agreed that the Clerk will inform councillors that the document is available but not circulate it. The

meeting was also told that Cllr A Sosin and the Clerk has spoken to Cllr D Madden about the signs for the Baddow Hospital and that further information about this is awaited.

- Cllr Mrs V Sadowsky asked if posters could be displayed for an Advent Carol Service on 2nd December 2015 at St Marys Church. The Clerk said that she would arrange for them to be put on the boards this week.
- Cllr Mrs M Miller reported that one of the potholes in Foxholes Road has been marked up for repair.
- Cllr Mrs J Sosin reminded those present that the pre-meet will be on Saturday 14th November 2015.
- Cllr Mrs J Sosin asked if a poster for a craft fayre could be sent out to councillors and displayed. The Clerk said that she would arrange for this to be done.
- Cllr Mrs C Shaw reported that she, Cllr K Liley, Cllr G Jarvis and Cllr Mrs D Ronaldson had attended the Remembrance Sunday service. Cllr K Liley had read a reading and laid a wreath.
- Cllr Mrs C Shaw asked about the intended visit to the Meadgate Church Café. The Clerk apologised that the church had not been contacted but said that she would do this as soon as possible and arrange some new dates.

There being no further business the meeting was closed at 9.26 pm.

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