

Minutes of the Finance and General Purposes Committee

The Committee met at 8.10pm on **Monday 7th January 2019** in The Parish Hall in Great Baddow. Councillor Mrs C Shaw chaired the meeting.

Present: Councillors Mrs C. Shaw, A Sosin, Mrs J Sosin, Mrs S Young, Mrs D Ronaldson, Mrs V Chiswell, K Liley, P. Sadowsky and Mrs V Sadowsky

In Attendance: Clare Milligan The Clerk of the Council

572/18 Apologies for Absence

Apologies were received and agreed for Cllr G Jarvis, Cllr K. Ronaldson and Cllr T Miller. Cllr Mrs V Sadowsky, Cllr K Liley and Cllr P Sadowsky stood in for the absent councillors respectively.

573/18 Declaration of Interests

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

574/18 Minutes

The minutes of the meeting held on 3rd December 2018 were proposed by Cllr Mrs C. Shaw, seconded by Cllr Mrs J Sosin and agreed unanimously.

575/18 Public Question Time

There were no members of the public present.

576/18 Clerk's Report

1. **Payroll:** - Autopay had an issue with their system in December but failed to contact ourselves to advise of the situation. This culminated in the staff not being paid on Friday 21st Dec. This was corrected by the Clerk making direct BACS payments from the main account and Cllr Mrs C Shaw and Cllr Mrs S Young authorising. The Clerk also contacted the Chair of the Council, Cllr Mrs J Sosin, before any payments were made to update on the situation. There could be an excessive phone charge due re the Clerk continually having to try and get hold of Autopay and this will be reclaimed from Autopay.
2. **Cemetery Drainage** – The draft tender has been circulated and the Clerk asked for any comments. As none have been received this will be added to Contract Finder.
3. **Lighting** – The emergency lighting has been completed in the Parish Hall. The Grounds lighting will be looked at this month.

577/18 Financial Transactions

1. The amended Expenditure for November 2018 is **£0**
2. The Income for December 2018 is **£17,147.88** (£17,147.88 Net Excluding the internal bank transfer)



3. The Expenditure for December 2018 is **£33,078.24** (£31,481.03 Net)

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

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

Date	Number	PAYEE	Amount	VAT	TOTAL
30/11/2018	BACS 4	Elm Horticulture Ltd – maintenance contracts & allotment work	£5,910.00	£1,182.00	£7,092.00
30/11/2018	301742	Essex Pension Fund – pension contributions	£4,654.63	£0.00	£4,654.63
30/11/2018	301743	HMRC – NIC and Tax	£3,727.93	£0.00	£3,727.93

578/18 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 31st December 2018, the total expenditure stands at 73.6% and the total income at 111% of budget. Agreed

579/18 AGAR

The end of year March 2018 return was circulated to all councillors and it was noted that there were no matters for concern or points not met.

580/18 Finance Risk Assessment & Statement of internal control

Both items had been previously circulated by the Clerk. The Internal control was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Chiswell with the following adjustment: 4th paragraph should read March 2019 and an apostrophe needed to be added to item Payments 2nd bullet point Council's and Item Income Council's. It was agreed that the Clerk would organise a workforce group meeting to work through the finance risk assessment and then for this to be brought back to F&GP in February.

581/18 Extra lighting in Recreational Ground

The Clerk advised that she was meeting with a company on Wednesday to discuss the possibility of an additional light and the cost.

582/18 Matters for information

- Cllr Mrs J Sosin reminded everyone of the surgery and pre-meet this coming Saturday 12th January 2019.
- The Clerk advised that she had received a call from Jon Simmons and he advised that he was available to talk about LHP items only on the first Monday of each month at CCC. The Clerk advised that she would contact Mr Simmons again to ask the questions on how the Galleywood Road project was progressing and what the criteria is for projects.
- The Clerk advised that she understood the frustrations re the new GDPR but asked the councillors to understand that the council is bound by the regulations and no exceptions are allowed.



There being no further business the meeting was closed at 9:30 pm.

Signed.....*E Sai*.....Chairman.....*14th January 2019*.....Date