

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

The Committee met at 8.09 pm on **Monday 1<sup>st</sup> February 2016** 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

### **674/15 Apologies for Absence**

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

### **675/15 Declaration of Interests**

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

### **676/15 Minutes**

The minutes of the meeting held on 4<sup>th</sup> January 2016 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

### **677/15 Public Question Time**

There were no members of the public present.

### **678/15 Clerk's Report**

#### **1. Computers**

The equipment for the Grounds Office computer was installed on 30<sup>th</sup> January 2016 but the internet connection needs to be made. A printer will also be required.

It was reported that the Clerk now has the Deputy Grounds Manager's keys but that they are very worn and it is unlikely that copies can be cut from them. The other staff keys will be checked to see if they are in a better condition. Cllr Mrs J Sosin will let the Clerk have details of a locksmith.

Items 2-7 have not been actioned yet because the administrative staff are having to cope with an additional workload due to the current staffing issues.

#### **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 Council (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. It was agreed by the meeting that these two matters should be treated as priority items.

#### **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**

A meeting to discuss the Terms of Reference will be fixed as soon as possible.

8. **Recreation Ground Tyre Marks**

Following the last meeting, the Clerk spoke to the Deputy Grounds Manager about the tyre marks near the Rothmans Place entrance. This is where vehicles have been entering the Recreation Ground and apparently this has been going on for some time but has not been reported until recently. It has been agreed that the current barriers need to be moved or a bollard installed and the Clerk will speak to Chelmsford City Council about undertaking this work.

9. **Noakes Place Ponds**

Cllr A Sosin told the meeting that his attention had been brought to the fact that the bottom pond outlet is blocked. The Clerk will speak to Chelmsford City Council.

679/15 **Financial Transactions**

1. The amended Expenditure for January 2016 was **£30374.64** (£29810.97 Net).
2. The Income for January 2016 was **£10312.00** (£10272.92 Net).
3. The January 2016 Expenditure to be paid from the Unity Trust current account in January is **£29752.60** (£29338.29 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 cheque was issued to cover expenditure of over £500.

<b>Date</b>	<b>Number</b>	<b>PAYEE</b>	<b>Amount</b>	<b>VAT</b>	<b>TOTAL</b>
1/2/2016	300752	Vine HR Ltd – Job Evaluations	546.00	91.00	455.00

680/15 **Financial Review**

The Clerk circulated a copy of the summary income and expenditure to date and told the meeting that the expenditure for all committees is at an acceptable level for this time of the year and stands at 82.4% of budget. The income for the Grounds Committee Football and AWSC budgets are still low. This was noted. Overall, the income stands at 95.9% of budget.

681/15 **Budget**

The Clerk had raised the issue of the training budgets at the Organisation Methods and Personnel committee meeting on 25<sup>th</sup> January 2016. It had been proposed by the committee, that the Clerk's recommendation to use some of the Grounds Training budget to cover some of the remaining training expenditure for this financial year, should be accepted and recommended to the Finance and General Purposes committee. The recommendation was based on the fact that it is intended to combine the F&GP and Grounds Training budgets in the next financial year. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs D Ronaldson that the recommendation should be accepted.

### 682/15 Policies

1. The Clerk reported that the draft E.mail & Internet and IT Security policies received from Wirehouse are to be considered by a working group, set up by the Organisation, Methods and Personnel Committee, on Tuesday 9<sup>th</sup> February 2016.
2. It was also reported that the new draft Health, Safety and Welfare at Work Policy has been received and comments are requested to be sent to the Clerk. A meeting with the Wirehouse representative will be arranged.
3. A draft Media policy was circulated and discussed. It was proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin that the policy, with the agreed amendments, will be recommended to the Council.

### 683/15 Parish Hall

The Clerk introduced this item by telling the committee that for many years the Parish Hall has been booked on New Year's Eve by the Sandon Scottish Dance Club. They have now indicated that they no longer wish to hire the hall. The Bar Manager has been approached and he is willing to open the bar for a hirer on that evening. The question before the committee was whether the evening should be open to be hired. There was discussion about the opening and the cleaning of the hall and it was agreed to defer the matter until the additional caretaker/cleaner post has been filled.

### 684/15 Utilities

Prior to the meeting, the Clerk had circulated information from Utilitywise about the service that they will be providing. At the meeting, prices for the electricity and gas contracts were circulated and after discussion, it was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young that the contracts be accepted. In order to obtain the prices quoted, this will be communicated to Utilitywise in the morning.

### 685/15 Matters for Information

- Cllr K Ronaldson told the meeting that a meeting of the Burgess Award committee has been arranged for Friday 5<sup>th</sup> February 2016.
- Cllr Mrs J Sosin reminded those present that the pre-meet and surgery will be on Saturday 6<sup>th</sup> February 2016.
- Cllr Mrs V Sadowsky asked who is responsible for the bus stop signs. She reported that the sign at the bus stop, opposite the Texaco garage in Baddow Road had been knocked over in the latter part of last year. This will be reported to the Highways.
- Cllr Mrs V Sadowsky told the meeting that a response has been received to the NHS Services Consultation on Proposed Changes to Healthcare. It has been agreed that prescriptions for gluten free foods and funding for vasectomy and female sterilisation will be stopped. The issues relating to GP accessed physiotherapy and hearing aids for mild hearing loss have been referred back for further consideration.
- Cllr T Miller asked about the Bell Centre Working Group and the Clerk confirmed that it will be meeting in the Bell Centre on 3<sup>rd</sup> February 2016 at 10.00 am. It was also confirmed that the Risk Management Group will be meeting on 2<sup>nd</sup> February 2016 at 7.30 pm at the Parish Hall.

There being no further business the meeting was closed at 9.22 pm.

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