

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

The Committee met at 8.00 pm on **Monday 4th January 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

615/15 Apologies for Absence

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

616/15 Declaration of Interests

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

617/15 Minutes

The minutes of the meeting held on 14th December 2015 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

618/15 Public Question Time

There were no members of the public present.

619/15 Clerk's Report

1. Computers

The necessary equipment for the Grounds office has been purchased and set up. The installation of the computer during the Christmas/New Year break was not possible because the Parish Council office does not have a set of keys for the Grounds office. The Clerk will speak to the Deputy Grounds Manager about rectifying this matter. The specification for the maintenance contract will be sent out shortly.

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. Cllr A Sosin told the meeting that Cllr Mrs V Chiswell had made comments about pursuing a judgement in this matter but it was agreed that the action will be continued.

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. 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.

620/15 Financial Transactions

1. The amended Expenditure for December 2015 was **£35073.06** (£33517.11 Net).
2. The Income for December 2015 was **£3065.23** (£3013.14 Net).
3. The December/January Expenditure to be paid from the Unity Trust current account in January is **£30179.77** (£29648.54 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
4/1/2016	300726	BT Payment Services Ltd - Telephones	532.16	88.69	443.47
4/1/2016	300729	George Browns Ltd – GC machinery maintenance	1945.60	324.26	1621.34
4/1/2016	300730	LSH Client Prop Mgnt A/C – Bell Centre lease	1073.75	-	1073.75

621/15 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 76% of budget. The income for the Grounds Committee AWSC is still low. This was noted. Overall, the income stands at 93.7% of budget.

622/15 External Auditor

Prior to the meeting, the Clerk had circulated some information received from the EALC about the Procurement of Audit for Smaller Authorities. The Local Audit and Accountability Act 2014 requires that from 2017 the Parish Council can opt to have an auditor appointed by the new Sector-Led Body or can decide to procure its own. The Clerk said that her recommendation would be to opt for an auditor to be appointed by the Sector-Led Body. The alternative would require the establishment of an Auditor Panel and a statutory appointment process would have to be followed. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young that the committee recommends to the Council that it should not opt out of the appointment of an auditor by the Sector-Led Body.

623/15 Policies

1. The Clerk reported that at the meeting on 15th December 2015 with the HR representative from Wirehouse ES, she had been told that although the e.mail, internet and IT Security policies are 10 years old, they are still good and that the only thing missing are references to social media. The plan is to have an e.mail, internet and social media policy and a separate IT Security policy. These are being drawn up and will hopefully be available for consideration at the meeting of the Organisation Methods and Personnel committee on 25th January 2016.
2. A meeting was held on 16th December 2015 with the Health and Safety representative from Wirehouse ES. The representative will be submitting a report and the Health, Safety and Welfare at Work Policy is

being completely re-drawn. This should also be available for consideration at the meeting of the Organisation Methods and Personnel committee on 25th January 2016.

3. A draft Media policy has been received from EALC. This will be altered to reflect the general practices of this Council and be presented to the Finance and General Purposes committee meeting on 1st February 2016.

624/15 Matters for Information

- Cllr Mrs J Sosin reminded those present that the pre-meet and surgery will be on Saturday 9th January 2016.
- Cllr Mrs S Young reported that she had seen tyre marks on the grass in the Recreation Ground, near the Rothmans Place entrance. The Clerk said that she would speak to the Deputy Grounds Manager
- Cllr Mrs S Young reported that a new tree has been planted in Noakes Place and that a floral tribute had been placed next to it. The Clerk said that she will speak to Chelmsford City Council about this. Cllr Mrs S Young also noted that a question raised at the recent Multi Agency meeting about the policy on floral tributes by the roadside has not been answered.
- Cllr K Ronaldson reported that residents have complained about the smell from the ponds in Noakes Place. The Clerk will speak to Chelmsford City Council.
- Cllr Mrs C Shaw reported that the minutes from the Multi Agency meeting are now on the website.

There being no further business the meeting was closed at 8.45 pm.

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