

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

The Committee met at 8.11 pm on **Monday 5<sup>th</sup> September 2016** in The Parish Hall in Great Baddow. Councillor Mrs C Shaw chaired the meeting.

Present: Councillors Mrs C Shaw, A Sosin, Mrs D Ronaldson, K Ronaldson, Mrs S Young, Mrs J Sosin, T Miller and Mrs V Sadowsky

In Attendance: The Clerk of the Council

### **293/16 Apologies for Absence**

There were apologies for absence from Cllr G Jarvis.

### **294/16 Declaration of Interests**

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

### **295/16 Minutes**

The minutes of the meeting held on 4<sup>th</sup> July 2016 were signed as a true record, with the following amendment: Item 209/16 (8), second line, substitute "been" for "be". Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

### **296/16 Public Question Time**

There were no members of the public present.

### **297/16 Clerk's Report**

#### **1. Recreation Ground Keys**

Since the July 2016 meeting, the office has arranged to have a number of additional keys cut, using the two sets of Recreation Ground keys handed back to the office earlier in the year. The correct keys have also been collected from Lancaster Toyota Chelmsford for the van. The problems with the keys are now solved, although further work to install key safes etc. in both the office in the Parish Hall and the Recreation Ground office, will be undertaken later in the year.

#### **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 but due to the additional workload created by the current staffing difficulties this has not been actioned yet.

#### **3. Energy Efficiency Certificate**

The Clerk has not had a reply from Utilitywise and will chase the matter.

#### **4. Mobile Telephones**

The Clerk is drawing up an agreement for the use of the personal mobile telephones for the staff to sign and the informal agreement is still in place. Members of staff are regularly phoning in to the office when lone working. It has been communicated to both members of employed staff that they must do this when they are lone working.

#### **5. Committee Terms of Reference**

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

#### **6. Electoral Rolls**

The Clerk has not yet been able to chase Chelmsford City Council on the matter of the Electoral Rolls. The Clerk confirmed that she did not receive a copy of the Electoral Roll for the office last year.

## 7. Legionella Surveys

The surveys were carried out on 17<sup>th</sup> June 2016 and the reports received on 13<sup>th</sup> July 2016. The reports are quite long and quite difficult to understand. The Clerk made an appointment for someone to come and explain the outcome. This meeting was supposed to have taken place last week but the person from Clearwater was away on sick leave, so the date has been re-arranged for 9<sup>th</sup> September 2016.

## 298/16 Financial Transactions

1. The amended Expenditure for August 2016 is **£34236.82** (£32532.95 Net).
2. The Income for August 2016 is **£10205.87** (£10188.52 Net).
3. The August/September 2016 Expenditure to be paid from the Unity Trust current account in September is **£42711.55** (£41543.49 Net).

The Clerk told the meeting about the following items:

Perfect Party People – This invoice relates to the disco for the Playscheme. Difficulties had been encountered regarding payment and steps will be taken to make payment terms clearer for next year.

Football Pitch Hire – This payment represents outstanding invoices from earlier in the year. Some teams do seem to struggle with payments, although invoices are always paid eventually and there are no bad debts.

TNS Royal Mail Survey – The income received from the survey is the last payment that will be made, as the office is no longer undertaking the survey work. The Clerk explained that the Council had been asked to sign up to Western Union in order to receive BACS payments and that she was not happy about this. Also, the survey was becoming more onerous and the Clerk took the decision to withdraw from it.

8.31pm – Cllr A Sosin left the meeting

The cheque 300934 has been cancelled because it was completed incorrectly.

8.33pm – Cllr A Sosin returned to the meeting

Mr L Dixon – the invoice from Mr Dixon is for work carried out at the Changing Rooms in the Recreation Ground. Following a visit by the Clerk in June 2016, it had been agreed to tidy up the storeroom in the Changing Rooms and fit some new shelving, to prevent cleaning materials being stored on their sides in metal filing cabinets. Mr Dixon undertook this work and the room is now much tidier and the materials are being stored correctly.

EALC – payment for a Cemetery Management training course on 4<sup>th</sup> October 2016. All members of the office staff will be attending this course and a notice will be placed on the office door to inform members of the public that the office will be closed on that day. The Clerk and Deputy Clerk will also be attending another course on 15<sup>th</sup> September 2016 and as the Administrative Assistant is away from the office on that day, a notice will be put up about the closure.

Gilgen Doors – The work to the automatic doors at the Parish Hall was carried out but unfortunately something else has gone wrong and they will be coming back to address the new problem. Once the matter has been resolved, efforts will be made by the office to source another contractor.

Stephen Payne – The invoice is for the Council’s contribution to the new fence at 442 Baddow Road. The Clerk was asked to make the payment direct to the contractor.

Playscheme Salaries – The Clerk told the meeting that the Playscheme workers are still paid in cash and that for safety reasons, she will be investigating making all future payments by bank transfer.

8.50pm – Cllr Mrs D Ronaldson left the meeting

Cooper Keys – This invoice is for a further padlock for the Recreation Ground. During July, it was found that the lower gate on the hard tennis courts could not be unlocked because the key to the padlock was missing. Therefore, a further padlock had to be obtained to secure the courts after access was allowed by removing the old padlock. On the subject of security, the Clerk told the meeting that the Dog Show organisers had informed her that they had made certain that a member of their team stood guard on the unlocked gate at Buckleys car park, during the Dog Show on Sunday 4<sup>th</sup> September 2016.

8.54pm – Cllr Mrs D Ronaldson returned to the meeting

Recreation Ground Electricity – In answer to a query by Cllr Mrs V Sadowsky, the Clerk explained that there are two electricity meters, one in the Recreation Ground office and one in the changing rooms.

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

The following cheques were 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>
5/9/2016	300933	Anglian Water – Sewerage Charges	514.42	-	514.42
5/9/2016	300936	Chelmsford City Council – PITP 2016	600.00	-	600.00
5/9/2016	300944	Essex & Suffolk Water – Water Rates	1086.17	-	1086.17
5/9/2016	300948	LSH Client Prop Mgnt A/C – Bell Centre Lease	1073.75	-	1073.75
5/9/2016	300949	Darren O’Neill – LC Contract Services August 2016	4800.00	-	4800.00
5/9/2016	300951	Stephen Payne – Contribution towards RG Fence	950.00	-	950.00
5/9/2016	300952	SD Grounds Care Ltd – GC Contract Services	3878.57	775.71	4654.28

5/9/2016	300953	Thorndon Security & Fire – PH Alarm Systems	507.00	101.40	608.40
5/9/2016	300957	Chelmsford YMCA Ltd – Bell Centre Youth Work	4500.00	-	4500.00

### 299/16 **Financial Review**

The Clerk circulated a copy of the summary income and expenditure to 31<sup>st</sup> August 2016. The expenditure to date stands at 37.5% of budget and the income at 49.5%. The Clerk told the meeting that there is nothing of particular note on either the income or expenditure that the committee is not already aware of. The report was noted.

### 300/16 **Grounds Contracts**

The Clerk had circulated a report prior to the meeting. This confirmed the current situation regarding the use of contractors, following the loss of employed staff members earlier in the year.

The Clerk told the meeting that it has taken longer than expected to put in place the processes necessary to deal with the challenges faced by the grounds and that in order to provide continuing maintenance of the sites, both contracts should be extended. Work is progressing on the contracts process and it is hoped that this should be in place for the Council to make a more permanent decision by the end of the year. It was expected that both contract costs should be lower than those already being paid because the extended contracts will cover the Autumn/Winter months.

Cllr Mrs S Young asked whether the contracts should be extended until March 2017 but the Clerk said that she would not recommend this course of action because the permanent contracts need to be put in place as soon as possible. The Clerk told the meeting that the Council is now registered on the Contracts Finder website and Notices of Intention will be posted very shortly. The Clerk also said that budgeting could be difficult this year, given the current situation. Councillors will be kept up to date with action taken by the Clerk to advertise and the matter will be on the next agenda.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young that the Clerk's recommendation that both the contracts are extended without formal advertising, until the end of December 2016, to allow time for the Council to put in place its contracts process, should be accepted. This was unanimously agreed.

### 301/16 **Great Baddow Times Printing**

The Clerk had circulated a report prior to the meeting. The Clerk has received information from FRP Advisory LLP regarding the Creditors' Voluntary Liquidation of Barham & Moore Ltd on 23<sup>rd</sup> August 2016.

Barham & Moore had placed an advert in the Great Baddow Times, the invoice for which has not been paid and so this makes the Parish Council a creditor. Although a Proof of Debt form has been submitted, it is unlikely that the debt will be paid but this cannot be confirmed either way until the process has been completed. If it is confirmed that the debt will not be paid, this will be placed before the Committee at a later date for consideration for writing off.

The Clerk told the meeting that quotes should be sought for the printing. Comparisons of printing costs have not been carried out for some years and so it would be an ideal opportunity to undertake such an exercise at this point.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin that the Creditor's Voluntary Liquidation of Barham & Moore Ltd is noted and that quotations are requested for the magazine printing. This was unanimously agreed.

### **302/16 S106 and CIL Payments**

The Clerk had circulated a report before the meeting, which contained a status report on the S106 and CIL monies held by the Parish Council.

The Clerk has spoken to Chelmsford City Council and the Planning Contributions officer has confirmed the S106 monies that are ring-fenced by the legal agreements. The Planning Contributions officer also said that if the Parish Council wishes to allocate these sums of money to other projects, the request should be in writing and it will then be considered by the City Council. It cannot be guaranteed that such a request will be granted.

Further to the notice of intention that has recently been submitted to Essex County Council's CIF fund, some of the ring fenced monies will be required to put towards the resurfacing of one of the AWSC. This will be in the region of £10,000.00. The total cost of the project is £30,000.00. It is expected that the CIF application form will be received later this week and must be submitted by 23<sup>rd</sup> September 2016.

It was agreed that no request will be made to Chelmsford City Council regarding the S106 monies until the outcome of the CIF application is known. It was also agreed that any decision on the CIL monies will be deferred until that time.

### **303/16 Internal Auditor**

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young that Heelis and Lodge should be appointed as the Internal Auditors for Great Baddow Parish Council for the financial year 2016/2017.

### **304/16 Procurement Policy**

The Clerk had circulated a draft Procurement Policy prior to the meeting.

Cllr K Ronaldson raised some points about paragraph 2 of the draft. The Clerk told the meeting that this paragraph had been taken from the current Financial Regulations and that if the wording was altered on the Procurement Policy, this would require a change to the Regulations. As the Regulations are due to be reviewed shortly, the Clerk suggested that this amendment is deferred for consideration at that point. It was also agreed that the contractors' performance will be managed by the written contract and not by the Policy.

Cllr Mrs C Shaw raised a matter in paragraph 4 and it was agreed to take out the 4<sup>th</sup> sentence. Another matter raised was under paragraph 20 (e) but after discussion, it was agreed to leave the wording. It was agreed however, to add a sentence to the paragraph about the submission of hard copies of any quotations and tenders.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin that with the agreed amendments, the Policy should be recommended for acceptance by the Council.

**305/16 Matters for Information**

- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 10<sup>th</sup> September 2016.

There being no further business the meeting was closed at 9.36 pm.

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