

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

The Committee met at 7.30pm on **Monday 7th November 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, Mrs V Sadowsky and G Jarvis

In Attendance: The Clerk of the Council

470/16 Apologies for Absence

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

471/16 Declaration of Interests

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

472/16 Minutes

The minutes of the meeting held on 3rd October 2016 were signed as a true record, with the following amendments: Item 405/16, fourth paragraph, first line, change “effect” to “affect” and Item 408/16, sixth bullet point, change “mater” to “matter”. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin. Agreed unanimously.

473/16 Public Question Time

There were no members of the public present.

474/16 Clerk's Report

1. Parish Hall

The Clerk still needs to contact the builder about the problem with the down pipe at the front entrance of the hall.

2. Energy Efficiency Certificate

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

3. Mobile Telephones

The Clerk has spoken to Wirehouse about the use of personal mobile telephones and has been informed that that this can be addressed by the handbook.

4. Committee Terms of Reference

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

5. Electoral Registers

The Clerk has not yet been contacted by Chelmsford City Council on the matter of the Electoral Registers. The diary item to follow up this matter has come up and the Clerk will contact the City Council.

6. Water Risk Management Surveys

The re-commissioning work has taken place at the changing rooms and the Clerk will contact Clearwater Technology Ltd about arranging for the de-commissioning of the shower in the Recreation Ground office. The office has recently been contacted by Danbury Parish Council and some training is going to be carried out in January 2017.

7. Specifications for Contracts

Due to annual leave and recent illness, the contract specifications have not yet been drawn up. These will be treated as a matter of priority and will be completed as soon as possible.

8. **Parish Hall Payphone**
The Clerk needs to speak to BT about cancelling the payphone line in the Parish Hall.
9. **Fees and Charges**
The Clerk and Cllr Mrs S Young have not yet been able to set dates to meet with the Bowling Club and the Cricket Club. This will be done as soon as possible.

475/16 Financial Transactions

1. The amended Expenditure for October 2016 is **£37608.28** (£36243.65 Net).
2. The Income for October 2016 is **£12895.89** (£12870.86 Net).
3. The October/November 2016 Expenditure to be paid from the Unity Trust current account in November is **£39648.70** (£38024.78 Net).

The Clerk told the meeting about the following items:

An amendment was made to the payment for £126.00 made on 20th October 2016, which was made by the Tai Chi group and not R Finn as listed on the RBS system.

Berewood Ltd – The invoice relates to two call outs to the Iseki ride-on mower for problems with the blades and belts. The machine has previously had problems with the supply from the fuel tank. This brings the total spent on this machine so far this year to almost £1250.00 and the Clerk will speak to Berewood Ltd to see if there is any action that can be taken to minimise further damage to the machine.

British Gas – These are the final bills for the Parish Hall, Bell Centre and Changing Rooms electricity, before the contracts transfer to Total Power & Gas.

Geze UK Ltd – The invoice is for the call out to the Parish Hall front door. The work to repair the door is being arranged.

Miss A C Wood – Renewal of Office 365. This was undertaken before the subscription finished and the software disabled.

Office Cash – The repair to the Parish Hall stage was the replacement of part of the stage flooring. This part of the flooring had been repaired before.

The above items were proposed for acceptance by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin and were agreed unanimously.

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

Date	Number	PAYEE	Amount	VAT	TOTAL
7/11/2016	300985	Berewood Ltd – GC Iseki Repairs	832.98	166.61	999.59
7/11/2016	300986	British Gas – Electricity bills	631.46	98.27	729.73
7/11/2016	300989	Clearwater Technology Ltd – Recommission showers	440.00	88.00	528.00

7/11/2016	300991	George Browns Ltd – Tractor repair	803.06	160.61	963.67
7/11/2016	300994	Limeridge Ltd – PH painting (wall & railings)	1340.00	268.00	1608.00
7/11/2016	300995	Darren O’neill – LC Contract Services	6000.00	-	6000.00
7/11/2016	300997	SD Grounds Care Ltd – GC Contract Services October 2016	2433.33	486.67	2920.00
7/11/2016	300999	Thorndon Security & Fire – PH Fire Alarm System	419.00	83.80	502.807
7/11/2016	301002	Chelmsford YMCA Ltd – Bell Centre Youth Club and Drop-In payments	4500.00	-	4500.00

476/16 Financial Review

The Clerk circulated a copy of the summary income and expenditure to 31st October 2016. The expenditure to this date stands at 54.1% of budget and the income at 93.7%.

The Clerk told the meeting that the Great Baddow Times Advertising income is still low because there are now only three issues a year and because the number of advertisers is falling. The main Grounds Committee income is low because the Community Association has not yet been invoiced for the insurance and lease. The sports income for the AWSC and the tennis courts is still very low. There will be football income between now and the end of the financial year. The cemetery income is still higher than expected. The report was noted.

477/16 Revaluation of Business Rates

The Clerk had circulated a report prior to the meeting. The new rateable values are as follows:

Property	2005	2010	Draft 2017
The Parish Hall, 19 Maldon Road, CM2 7DW	4800	4800	4800
The Bell Centre, Bell Street, CM2 7JR	1900	1900	1900
Changing Rooms, Recreation Ground, CM2 0DE	3850	3850	3850
Lawn Cemetery, Vicarage Lane, Galleywood, CM2 8HY	1500	1050	1900

It was noted that although the rateable value of the Lawn Cemetery has increased on the revaluation, the amount that will actually be payable is within the current budget and is similar to the amount that has been paid in the last few years. It is possible that the lower valuation that was in place from 2010 may not have been applied by the City Council.

The Parish Council has until 30th November 2016 to appeal against the valuation, so further enquiries can be made about the valuation and how it was reached. It was agreed that the Clerk should speak to Chelmsford City Council about the payments and ask for further information from the Valuation Office about how the valuation was reached. The Clerk also expressed some concern about the postcodes for the Changing Rooms

and the Lawn Cemetery and these will be taken up with the Valuation Office as well.

478/16 Anti-Bribery Statement

A report was circulated prior to the meeting, which contained a draft Anti-Bribery statement, for the committee to consider and to make a recommendation to the full Council meeting.

The Parish Council should have a policy/procedures in place to comply with the Bribery Act 2010 but a full policy, which was previously considered, is a large document that makes reference to other documents, such as a whistle blowing policy etc.. These documents themselves are not in place at the moment but will probably form part of the Staff Handbook that is being compiled with the help of Wirehouse Employer Services.

As the handbook has taken longer to agree that was originally hoped, the statement has been drafted for consideration for adoption. If it is adopted and then changes need to be made once the handbook is in place, this statement can be reviewed at that time.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young that a recommendation is made to the full Council that the Anti-Bribery statement should be adopted. This was agreed unanimously.

479/16 Cemetery Regulations Review

A report had been circulated prior to the meeting, with suggested changes to the wording of the Cemetery Regulations. The Clerk asked that it was noted that the report had been compiled with the help of the Deputy Clerk and that many of the suggested changes had been noted over the last year, as matters had arisen.

The report was discussed and it was agreed that a sentence should be added about the removal of unauthorised planting. Cllr K Ronaldson reported that the Regulations displayed in the noticeboard at the Cemetery are dated 2005. The Clerk said that they will be replaced.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin that the draft changes, with the exception of paragraph 30, should be agreed and recommend for acceptance by the full Council. It was also proposed that once paragraph 30 has been agreed, the Regulations should be re-printed. This was unanimous.

480/16 Matters for Information

- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 12th November 2016, when there will be discussion about the proposed budget. Cllr Mrs J Sosin said that she would e.mail councillors to remind them about this date.
- Cllr K Ronaldson asked that the possible loss of car parking for the Parish Hall should be added to the Risk Assessments. This was agreed.
- Cllr Mrs D Ronaldson said that the Lawn Cemetery is looking very much better now and the Clerk said that this is due to the efforts of the contractors. The Clerk also told the meeting that winter planting in the flower beds will be undertaken.
- Cllr A Sosin said that he needs to speak to the Clerk about the budget and he will make arrangements after the meeting.

- Cllr Mrs S Young raised the matter of the barrier at the Rothmans Place entrance to the Recreation Ground and said that she had concerns about the access, particularly since the barrier was damaged some weeks ago. The Clerk said that she will speak to Chelmsford City Council.

481/16 Private and Confidential

It was resolved that the meeting would be closed to the public and press under the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted in the following items. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin.

482/16 Bell Centre

The paperwork received in September from March Developments regarding the Party Wall had been passed to the Council's solicitor. This had been passed to Lambert Smith Hampton, who had inspected the site. They have told the Council that because the wall is now built and because Party Wall Notices cannot be made retrospectively, that this changes what action can be taken. It was agreed that Lambert Smith Hampton should be requested to take the action outlined in their correspondence of 31st October 2016.

There being no further business the meeting was closed at 8.56 pm.

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