

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

The Committee met at 8.09 pm on **Monday 7th March 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 and Mrs S Young

In Attendance: The Clerk of the Council

Before the meeting opened, the Chairman told those present that the Council has been advised that Peter Jeffrey, the Grounds Manager has passed away. The meeting expressed its great sorrow at the news.

751/15 Apologies for Absence

There were apologies for absence from Cllr G Jarvis.

752/15 Declaration of Interests

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

753/15 Minutes

The minutes of the meeting held on 1st February 2016 were signed as a true record with the following amendment: Item 678/15, section 9, first line, the word 'bought' to be deleted and replaced by 'brought'. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

754/15 Public Question Time

There were no members of the public present.

755/15 Clerk's Report

1. Computers

The internet connection for the computer at the Recreation Ground office still needs to be made and a printer also needs to be sourced.

The Clerk has been unable to check the staff keys. Cllr Mrs J Sosin gave the Clerk details of a locksmith.

Items 2 and 3 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 has spoken to Chelmsford City Council about the tree surveys in Noakes Place and is awaiting a reply.

The details for the contractor for the Legionella Surveys have been found and the company will be contacted as soon as possible. The Clerk was asked what form the survey work will take and the meeting was told that a survey will be undertaken by the company and then monthly testing will be carried out by the Council's staff.

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 date for a meeting to discuss the Terms of Reference still needs to be fixed.
8. **Recreation Ground Tyre Marks**
The Clerk has spoken to Chelmsford City Council about the barriers and they have confirmed that moving the existing barriers will not stop the cars being able to get onto the Recreation Ground. A quote will be requested from the City Council for new barriers.
9. **Noakes Place Ponds**
The Clerk has spoken to Chelmsford City Council about the bottom pond outlet and this has been checked and confirmation has been received that the outlet is not blocked.
10. **Baddow Road Bus Stop**
Cllr Mrs V Sadowsky reported that the bus stop sign had been repaired shortly after the last meeting.

756/15 Financial Transactions

1. The amended Expenditure for February 2016 was **£35021.88** (£34038.34 Net).
2. The Income for February 2016 was **£8246.01** (£8207.93 Net).
3. The February 2016 Expenditure to be paid from the Unity Trust current account in March is **£35071.25** (£34586.39 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
7/3/2016	300765	Anglian Water – Sewage Charges	537.70	-	537.70
7/3/2016	300767	Barham & Moore Ltd – GBT Printing	1076.00	-	1076.00
7/3/2016	300769	British Gas – Electricity Bills	723.75	103.09	826.84
7/3/2016	300773	Essex & Suffolk Water – Water Rates	825.78	-	825.78
7/3/2016	300775	Lambert Smith Hampton – BC Lease	1073.75	-	1073.75
7/3/2016	300779	SD Grounds Care Ltd – Sports Supplies & Management Assistance	525.00	105.00	630.00
7/3/2016	300780	Chelmsford YMCA – Youth Club	4500.00	-	4500.00

Further to a question raised by Cllr A Sosin about the charges for the Imprest Account, the Clerk told the meeting that she has recently spoken

to the new payroll company. Following that conversation, the Clerk will be recommending that the use of the Autopay and the Imprest Account with NatWest is continued for the time being. This will be an agenda item for the committee meeting on 4th April 2016.

757/15 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 stands at 93.5% of budget. This is a bit higher than expected and there will be budget overspend in some areas at the end of the financial year. This is despite savings that have been made in a number of areas.

The income for the Grounds Committee Football and AWSC budgets are still low. This was noted. Overall, the income stands at 97.1% of budget.

The Clerk told the meeting that she has secured the services of a financial officer to help prepare the End of Year accounts and that RBS will not be employed this year to undertake the work. RBS have been informed.

758/15 Highways and Amenities

The Clerk had circulated a report about dog waste bins prior to the meeting. The Clerk has been informed by the City Council that it is happy to continue emptying all existing dog waste bins but that if a Parish Council wants any additional bins, it will have to pay to purchase and install the bin, which is what currently happens but will now also have to pay for the bin to be collected. The Parish Council has to cover the cost of insuring the bin and also the costs of replacement if it becomes damaged or is destroyed. There are currently requests for seven bins to be considered. The Clerk was asked to find out the cost of emptying the bins and to incorporate this in a draft policy, which will be referred to a committee for consideration.

Cllr Mrs S Young told the meeting about the Dog Watch posters that are being displayed in several locations in the village. The Clerk told the meeting that this is a City Council initiative but that she does not have any details about the scheme.

759/15 Procurement Regulations

The Clerk had circulated a report about the Procurement Regulations prior to the meeting. The Clerk had attended the training course on the Procurement Regulations at the EALC offices on 11th February 2016.

The legislation that affects the procurement of works, services and supplies is the Public Contracts Regulations 2015/102. This came into force on 8th February 2015 and repealed the previous regulations dating from 2006. The Parish Council's Standing Orders have been amended to make reference to the 2015 Regulations but the Financial Regulations still need to be considered.

The 2015 Regulations impose detailed statutory obligations on parish councils when procuring and awarding contracts for public works, public service or public supply with a value of more than £25,000.00. In essence, this means that the Parish Council must use the Contract Finder website and abide by the light touch rules in the 2015 regulations for all contracts over £25,000.00 in value. The Contract Finder website can also be used for contracts of less than this sum. This means that all

the contracts posted to the website will have to be specified and published by the Council.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin that a Procurement Policy should be drafted for consideration. This would include methods of specification and any local terms that the Council may wish to include.

760/15 Business Continuity and Risk Management Working Group

The Clerk had circulated the report from the Working Group, the Risk Register and Action Plan and the draft Statement of Internal Control prior to the meeting.

There was some discussion about Risk 17 – Failure to gain/keep staff and it was agreed that the Working Group should be asked to also investigate the potential risks posed to the Council by other factors. It was also agreed that the Clerk should obtain information and quotes for Internal Audit services.

It was agreed that the recommendations from the Working Group are supported by the committee and are recommended for acceptance by the Council.

761/15 Matters for Information

- Cllr Mrs J Sosin told the meeting that she had recently attended the Larger Local Councils' Forum, where Cllr Rodney Bass had spoken about the Highways.
- Cllr Mrs D Ronaldson expressed shock at the news about Peter Jeffrey.
- Cllr K Ronaldson reported to the meeting that the Sutherland Lodge surgery are losing staff, particularly the dispensers.
- Cllr A Sosin asked about copies of the electoral roll. The Clerk said that she would speak to Chelmsford City Council.
- Cllrs A Sosin asked about the Great Baddow Times and the Clerk said that it had not yet been collected. The Clerk was asked to ask the Administrative Assistant to contact the delivery company.
- Cllr A Sosin reported that the card table that the hearing loop microphone is on, is broken. The Clerk said she would speak to the Handyman.
- Cllr Mrs V Sadowsky asked about the Children's Centres consultation and the Clerk said that this would be an agenda item for the Council meeting on 14th March 2016.
- Cllr Mrs S Young asked about Peter Jeffrey's death and the Clerk said that further information is required and would be obtained.

There being no further business the meeting was closed at 9.40 pm.

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