

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

The Committee met at 8.20 pm on **Monday 6th June 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 G Jarvis

In Attendance: The Clerk of the Council

115/16 Apologies for Absence

There were apologies for absence from Cllr Mrs S Young.

116/16 Declaration of Interests

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

117/16 Minutes

The minutes of the meeting held on 3rd May 2016 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

118/16 Public Question Time

There were no members of the public present.

119/16 Clerk's Report

1. Recreation Ground Keys

The two sets of keys recently handed back to the office were also much worn and at the present time, the Clerk has not spoken to Steve Denton about this matter. The Clerk will speak to the locksmith about the situation. It was also noted that one of the keys for the van has worn to the point where it is unusable. It was agreed that the garage should be contacted and that this should be done as a matter of urgency.

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. Tree Survey

The Clerk still needs to follow up the matter of the tree surveys in Noakes Place with Paul Van Damme at Chelmsford City Council.

4. Energy Efficiency Certificate

The Clerk needs to contact some of the local registered auditors and also to speak to the Community Association about the Millennium Hall.

5. Mobile Telephones

The Clerk is drawing up an agreement for the use of the personal mobile telephones for the staff to sign and meanwhile, the informal agreement is still in place. It was noted that members of staff are regularly phoning in to the office when lone working.

6. Committee Terms of Reference

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

7. Recreation Ground Barriers

A quote has now been received from the City Council for the work to the barriers and will be presented to the Grounds Committee meeting on 27th June 2016.

8. **Procurement Regulations**

A draft policy will be presented as soon as possible. The current staffing difficulties will hopefully be resolved soon and this will make time available to draft the policy.

9. **Electoral Rolls**

The Clerk has contacted Chelmsford City Council and is awaiting a reply.

10. **Computer**

Cllr A Sosin asked about the Grounds Office computer and the Clerk confirmed that the replacement is not awaiting the result of the Internal Grounds Review but monies need to be identified for the replacement. The Clerk confirmed that the new external hard drive had been purchased and is in use for the off-site back up for the Chairman.

120/16 Financial Transactions

1. The amended Expenditure for April 2016 is **£31512.35** (£31353.70 Net).
2. The amended Expenditure for May 2016 is **£52956.98** (£50252.15 Net).
3. The Income for May 2016 is **£14264.29** (£14203.40 Net).
4. The May/June 2016 Expenditure to be paid from the Unity Trust current account in June is **£34137.10** (£32711.23 Net).

The Clerk told the meeting about the following items:

Invoice for Electrical Testing (P H Coote Ltd). The Clerk told the meeting that the cheque was for the electrical testing work carried out at the Council's properties but that further invoices will need to be paid for remedial works at the Parish Hall, Bell Centre and the Recreation Ground.

Income from HMRC VAT. The Clerk told the meeting that the monies claimed in May 2016 as a result of the error made in the return submitted in September 2015, has been paid and that HMRC did not query the claim.

Invoice from Came & Co. The payment is for the Lorega Cover. The Parish Council has always had this cover but in previous years it had been part of the main invoice. Unfortunately this year, an error was made in the invoicing and Came & Co submitted a separate invoice.

Invoice from Eurolag Group Ltd. The Clerk explained that this was for the removal of asbestos from a plot on the Vicarage Lane Allotment site that has recently been given up. The tenant who has vacated the plot told the office that the asbestos was already on the plot when it was taken on. It was noted that the asbestos found in the toilet/workshop block at the Lawn Cemetery was removed in 2006.

Invoice from LD Services. The Clerk told the meeting that following a meeting of the Internal Ground Review Working Group, it had been agreed to ask Mr Dixon to undertake some further gardening work at the Lawn Cemetery. This included some planting and it was noted that he has removed the old tree stump from one of the flower beds outside the cemetery.

Invoice from St John Ambulance. The Clerk explained that both Mrs Dixon and Mrs Peters had required further training to renew their first aid certificates.

Invoice from Total Cleaning Ltd. The Clerk told the meeting that the vacuum cleaner at the Parish Hall had to be replaced because it had failed the electrical PAT testing.

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
6/6/2016	300851	British Gas – PH, BC and RG electricity		192.37	1221.43
6/6/2016	300855	Euroloo – GB Charity Races toilets	970.00	194.00	1164.00
6/6/2016	300859	LSH Client Property Mgmt A/C – Bell Centre Lease	1073.75	-	1073.75
6/6/2016	300863	SD Groundscare Ltd – GC Contract Services	3878.57	775.71	4654.28
6/6/2016	300870	Farleigh Hospice – S137 Grant	750.00	-	750.00
6/6/2016	300871	26 th Chelmsford (Great Baddow) Scout Group – S137 Grant	1000.00	-	1000.00
6/6/2016	300874	Meadgate Church Youth – S137 Grant	520.00	-	520.00
6/6/2016	300875	Meadgate Church DCC – S137 Grant	700.00	-	700.00

121/16 Financial Review

The Clerk circulated a copy of the summary income and expenditure to 31st May 2016. The expenditure to date stands at 16% of budget and the income at 44.1%. The Clerk reported that last week there had been no income at all from the AWSC.

It was agreed that was not possible to discern any trends with only two month's figures and the report was noted.

122/16 CIL Payments

The Clerk had circulated correspondence from the City Council prior to the meeting. It was noted that £2649.44 had been received by the Parish Council for CIL payments for the period 1st October 2015 to 31st March 2016.

It was agreed that the matter of the allocation of S106 and CIL payments will be placed on the agenda for the committee meeting on 5th September 2016. The Clerk will also speak to the officer at the City Council about the reporting aspect of the payments.

123/16 Legionella Surveys

1. The Clerk had circulated some correspondence from Clearwater Technology prior to the meeting. The company had been recommended by Danbury Parish Council. The initial surveys would be undertaken and then some of the Council's staff can be trained to do the monthly testing.

It was noted that Clearwater Technology has already been instructed to carry out the surveys, following agreement from councillors outside the meeting. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky that the acceptance of the quote for £723.00 for the Legionella surveys at the Parish Hall, Bell Centre and Recreation Ground should be ratified.

2. It was noted that the Clerk has been informed by Clearwater Technology that the surveys will be undertaken on Friday 17th June 2016.

124/16 Parish Hall

Cllr Mrs C Shaw reminded the meeting that the internal decoration of the Parish Hall was in the budget for the 2016/2017 financial year. The Clerk told the meeting that the office needed to make arrangements as soon as possible for the work to be carried out, hence the need for the confirmation that the work could go ahead. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin that the work on the internal decoration of the Parish Hall should take place.

125/16 Bell Centre

1. The Clerk had circulated a report prior to the meeting. The Bell Centre Working Group had met with Mark Potter from Hurley Porte & Duell and David Warren from Burr & Neve on 24th May 2016. The meeting was to discuss further investigation into the estimated cost of the rebuilding/refurbishment project. It was noted that the Group had agreed to cover the cost of the meeting and further costs of investigation by Hurley Porte & Duell from the £500.00 already agreed to cover further fees.
2. Further to the meeting, it was agreed that Mark Potter would make another site visit to assess the building and then David Warren would work on the information provided, to see if there are any areas where the estimate could be reduced. The Clerk told the meeting that the visit had been made on 2nd April 2016 and that Mark Potter had indicated that he did not think that the further assessment would make any radical difference to the build. However, he wanted to speak to David Warren again to discuss this in more detail. The fees for Burr & Neve to undertake this work would be outside the monies already agreed and so the amount needs to be raised so that the feasibility study can be properly reconsidered.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky that a further £500.00 should be allocated for this work.

126/16 Recreation Ground Tennis

The Clerk had been approached by Chelmsford City Council about taking part in a Park Tennis Scheme, which is being run in partnership with the Lawn Tennis Association. As a quick reply was required by the City Council, the Clerk had circulated this information to all councillors, many of whom had indicated their support to join such a scheme. It had also been indicated that some of the sessions in the scheme that will be outside the free tennis already agreed by the Council, should be allowed to use the courts at no charge. Councillors had also indicated their support for the advertising of the scheme by the use of banners, providing a proof is submitted to the Clerk beforehand. The Clerk told the meeting that the City Council has indicated that it hopes to confirm the timetable very shortly. The Clerk was asked which courts will be used and the reply was that it will probably be both the hard and grass courts.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin that it be recommended to the Council that Great Baddow Parish Council takes part in the Park Tennis 2016 and that the sessions will all be at no charge for the use of the courts.

It was reported that there may be a problem with one of the grass court nets and the Clerk said that this will be reported to the Grounds Staff.

127/16 Peter Jeffrey Memorial

The Clerk had circulated a report prior to the meeting. After some discussion, it was proposed by Cllr A Sosin and seconded by Cllr K Ronaldson that:

The committee is sympathetic to the idea of the installation of an arbour/ pergola with memorial plaques and that the Clerk should investigate the costings for such a project.

A plaque for an existing bench in the Recreation Ground should be purchased and installed.

A suitable place for the planting of the Forget-Me-Nots should be identified.

128/16 National Salary Award

The Clerk had circulated correspondence from NALC and SLCC regarding the 2016-2018 National Salary Award. The Clerk explained that the document had been received too late to be implemented in the May salaries, so will be implemented in June and backdated to 1st April 2016. Cllr Mrs C Shaw noted that the agreement covers two years, 2016/2017 and 2017/2018. The Salary Award was noted.

129/16 Millennium Community Centre Car Park

The Clerk had circulated a report prior to the meeting with information about an e.mail received from the Community Association, concerning the potholes in the car park. The Clerk told the meeting that it is four years since remedial works were undertaken. The Clerk had met with Ashe Green Civils this morning and they will be supplying a quote for the work that needs doing. It had been hoped that the quote would have been available for the meeting but this had not been possible. Cllr A Sosin told the meeting that he had reported the potholes at a previous meeting. It was agreed that the matter should be on the agenda for the Council meeting next week, when the quote would be available.

130/16 Matters for Information

- Cllr Mrs J Sosin told the meeting that she has received a card from John Scott, who had recently retired, thanking the Council for his leaving gift.
- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 11th June 2016.

There being no further business the meeting was closed at 9.35pm.

Signed.....*J Sosin*.....Chairman.....*13th June 2016*.....Date