

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

The Committee met at 8.17 pm on **Monday 5th December 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

528/16 Apologies for Absence

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

529/16 Declaration of Interests

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

530/16 Minutes

1. The minutes of the meeting held on 7th November 2016 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin. Agreed unanimously.
2. The minutes of the meeting held on 28th November 2016 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin. Agreed unanimously.

531/16 Public Question Time

There were no members of the public present.

532/16 Clerk's Report

1. **Energy Efficiency Certificate**
The Clerk has spoken to Utilitywise about the Certificate but the matter needs to be followed up.
2. **Committee Terms of Reference**
A meeting to discuss the Terms of Reference will be fixed as soon as possible.
3. **Electoral Registers**
The Clerk contacted Chelmsford City Council on the matter of the Electoral Registers and had some e.mail correspondence. However, the last e.mail did not give a definitive answer and the matter will be followed up again.
4. **Water Risk Management Surveys**
The Clerk has contacted Clearwater Technology Ltd about arranging for the de-commissioning of the shower in the Recreation Ground office and a date needs to be arranged. The training that is being organised by Danbury Parish Council is happening on 18th January 2017 and the Council will have up to six places on the course.
5. **Specifications for Contracts**
The grounds contracts specifications are being drawn up and it has been agreed with Cllr Mrs S Young that each one will be put onto Contract Finder website individually, when they are ready.
6. **Parish Hall Payphone**
The Clerk has spoken to BT and the payphone line in the Parish Hall is being cancelled.

7. Fees and Charges

The Clerk and Cllr Mrs S Young met with representatives from the Bowling Club on 1st December 2016 and discussed the matter of the green fees for the future. It was agreed that in future, the rent for the lease and the green fee will be invoiced separately. The representatives said that they would take the results of the discussion to their committee meeting and would inform the Council of the outcome. A meeting with the Cricket Club has been fixed for 6th December 2016.

8. Recreation Ground Barrier

The Clerk reported that the new barrier at the Rothmans Place entrance to the Recreation Ground has been installed.

533/16 Financial Transactions

1. The amended Expenditure for November 2016 is **£39843.32** (£38186.96 Net).
2. The Income for November 2016 is **£19624.36** (£19532.94 Net).
3. The November/December 2016 Expenditure to be paid from the Unity Trust current account in December 2016 is **£38452.62** (£36173.40 Net).

The Clerk told the meeting about the following items:

Geze Ltd – The Company attended at the Parish Hall on 25th November 2016 as arranged, to effect the repairs to the outside door. However, they were unable to do so because the engineers had bought the wrong part. The engineers did check the inside automatic door while they were on site and this appears to be working now. When they left the site, they said that a further date will have to be fixed for the repair to the outside door and that date is awaited.

Limeridge Ltd – The final invoice for the Parish Hall decoration is slightly higher than the quoted figure because there was an additional charge for the work to the damaged artex. This is the artex on one of the lower ceilings in the hall that had been damaged by the water leak.

Trade UK – A post-box has been purchased to be installed at the Recreation Ground office. The Clerk explained that difficulties have been experienced over the years because the office does not have a postcode and post for the Parish Council is very often delivered to the Community Association. The Clerk has spoken to the Post Office and to the Address Management officer at Chelmsford City Council and has been informed that, with the recent change in staff structure and the installation of a post-box, a postcode may be issued. This will be very helpful, particularly in view of the recent changes to the staffing structure, which means that the office will be occupied for longer periods than hitherto. The Post Office has also confirmed that not every property is issued with a postcode and in order to have one, the property must be occupied and it must have somewhere that post can be delivered. This means that it is unlikely that the Lawn Cemetery, which also does not currently have a postcode, can be issued with one. The second part of the invoice is for replacement blinds at the Bell Centre.

teg – The Clerk explained that teg purchased the supplies that they used for the work that they completed at Luxfield and that it would be better in the future if the Council purchases these items, so that the VAT can be reclaimed. The Clerk will speak to teg.



Viking Payments – The Clerk said that an oil-filled electric radiator has been purchased for use at the Recreation Ground office because the storage heater is broken and is awaiting repair.

Hockley Parish Council and The Poppy Appeal – The Clerk said that two wreaths were purchased this year because the office was unsure whether one was being delivered and so made arrangements to purchase another one. In the event, the wreath was delivered and the Clerk decided to keep the spare one for next year.

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
5/12/2016	301011	Delivering Success Ltd – GBT Delivery	432.25	86.45	518.70
5/12/2016	301016	FRS Countrywear Ltd – Protective Clothing	724.71	127.37	852.08
5/12/2016	301019	LSH Client Prop Mgnt A/C – BC Lease	1073.75	-	1073.75
5/12/2016	301021	Limeridge Ltd – PH Interior Decoration	6910.00	1382.00	8292.00
5/12/2016	301022	Darren O’neill – LC Contract Services November 2016	3200.00	-	3200.00
5/12/2016	301024	The Printing Place – GBT Printing	856.00	-	856.00
5/12/2016	301025	SD Grounds Care Ltd – GC Contract Services November 2016	2433.33	486.67	2920.00

534/16 Financial Review

The Clerk was unable to circulate a copy of the summary income and expenditure because of a problem with the computer experienced earlier in the evening. However, the report will be circulated as soon as the problems have been rectified. The Clerk reported that to 30th November 2016, the expenditure stands at about 63% and the income at nearly 100%.

The income figure has been somewhat artificially raised because it includes a payment of CIL monies. Generally, the income is on target, although some budgets are doing better than others and are making up for those budgets that are doing less well.

535/16 Revaluation of Business Rates

The Clerk reported that further communication with the Valuation Office had resulted in different information being supplied. The Clerk has been advised that the Council is not able to appeal against the rateable value until it comes into force on 1st April 2017. Additional information about appealing has recently been received and will be placed on the agenda for the meeting on 3rd January 2017, when a recommendation can be made about which course of action the Council wishes to take.

The Valuation Office was notified before the deadline of 30th November 2016 that the address and postcode for the Lawn Cemetery is incorrect, and that the postcode for the Changing Rooms in the Recreation Ground is also incorrect.

536/16 Water Rates

The Clerk explained that as from next year, non-domestic water rates are being de-regulated. Utilitywise had contacted the office to see whether the Council wishes them to deal with this and to source new suppliers. A letter of authority was sent to the Clerk for signature but on further reading, the Clerk decided that additional information needs to be sought. This is particularly because the Council currently pays for water services to two different companies, Essex and Suffolk Water for the water rates and Anglian Water for sewerage services. It was agreed that further information should be sought on this matter and in the meantime, the letter of authority should not be signed.

537/16 Parish Hall

A quotation had been received from a builder to undertake works in the bar area and in Committee Room 2, which was discussed. The Clerk expressed concerns about undertaking works in Committee Room 2 before the work raised by the Water Risk Management survey is completed. This is particularly regarding the de-commissioning and removal of the water heater and contact needs to be made with Clearwater Technology Ltd to arrange for this work to be carried out.

It was proposed by Cllr A Sosin and seconded by Cllr Mrs V Sadowsky that the quote will be agreed in principle and that the work will be undertaken as soon as the decommissioning work has been carried out. This will be communicated to the builder.

538/16 Matters for Information

- Cllr Mrs C Shaw reported that a meeting with the Community Association had been arranged for last Friday but that the Chairman of the Association had been unable to attend. Another date will be arranged.
- Cllr Mrs C Shaw reported that the hard tennis courts are covered in moss and that she has been informed by a member of the Grounds Staff that the courts have been closed because they are too dangerous to use. The Clerk said that she had not been made aware of either of these facts and that she would make enquiries to find out what action has been taken to rectify the situation.
- Cllr Mrs C Shaw asked whether there is a contact e.mail for the Grounds Supervisor. The Clerk said that an e.mail address had been established for the Grounds some years ago but that it had never been used. The broadband connection is in place and a computer is awaited. Details of the address will be circulated as soon as everything is in place.
- Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 10th December 2016.
- Cllr Mrs S Young reported that she and the Clerk had met with the Health & Safety representative from Wirehouse on 24th November 2016. There had been some very useful discussion and it had been agreed that changes could be made to the draft policy. These will be submitted to Wirehouse and then to the Council for agreement. It was also noted that the Community Association is now using Wirehouse Employer Services.
- The Clerk told the meeting that she had received notification on Friday 2nd December 2016 that the CIF application, which was submitted in late



September 2016, has been successful. Congratulations were given to the Clerk and the Deputy Clerk for their work in preparing the application.

539/16 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 item. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin.

540/16 Bell Centre

The Clerk reported that Lambert Smith Hampton had visited the Bell Centre this morning to inspect the Party Wall and further information will be circulated as soon as it is received.

The Clerk confirmed that the matter of the Bell Centre Lease will be on the agenda for the full Council on 12th September 2016 and that the notes received from the solicitor will be circulated prior to the meeting.

There being no further business the meeting was closed at 9.25 pm.

Signed.....*J Sosin*.....Chairman.....*12th Dec 2016*.....Date