

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

The Committee met at 8.06 pm on **Monday 3rd July 2017** in The Parish Hall in Great Baddow. Councillor Mrs C Shaw chaired the meeting.

Present: Councillors Mrs C Shaw, A Sosin, Mrs J Sosin, T Miller, Mrs S Young, Cllr K Ronaldson, Mrs V Chiswell and Mrs M Miller

In Attendance: The Clerk of the Council

196/17 Apologies for Absence

Apologies for absence were received from Cllr Mrs D Ronaldson, who had substituted Cllr Mrs M Miller, and Cllr G Jarvis.

197/17 Declaration of Interests

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

198/17 Minutes

The minutes of the meeting held on 5th June 2017 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin with the following amendments:

Item 119/17, second line, a comma to be added after the name Cllr Mrs M Miller;

Item 124/17, the words '8.57pm – Cllr A Sosin left the meeting' to be deleted from the end of bullet point number six, and inserted after bullet point number seven;

Item 129/17, first bullet point, the name 'Cllrs Mrs C Shaw' to be deleted and replaced by 'Cllr Mrs C Shaw'.

This was agreed unanimously.

199/17 Public Question Time

There were no members of the public present.

200/17 Clerk's Report

1. Energy Efficiency Certificate

The Clerk has spoken again to Utilitywise but has not been able to ascertain whether they do undertake this work or not. Therefore, an e.mail has been sent to a contractor on the register to try and arrange for a quotation.

2. Electoral Registers

The Clerk has contacted Chelmsford City Council again and is awaiting a reply. Cllr Mrs C Shaw said that she had also contacted the City Council and that she had been asked to complete a form for a register in another format. She also reported that the Emergency Plan requires a printed copy of the electoral register and that she will be contacting the City Council about this and about obtaining a copy of the rest centre details. Cllr A Sosin said that he would be attending the City Council cabinet meeting on 4th July 2017 and that he will raise the matter of the electoral registers.

3. Insurance

The new gates have been installed at the Lawn Cemetery and the new front door has been installed at the Parish Hall. The door at the hall needs some snagging work doing to it and it is hoped that J W Steeles will be completing this shortly.

4. **Water Supplies**

The Clerk has not been able to progress this matter due to involvement in the tender process which the Council has recently completed but it will be followed up as soon as possible.

5. **Parish Hall Automatic Door**

The office has contacted Geze UK Ltd and they will be coming on Monday 17th July 2017 to install the new automatic mechanism on the internal door.

6. **Report on Direct Debits and Online Payments**

Cllr Mrs J Sosin said that the minutes of the previous meeting had said that a report would be presented to the July meeting about Direct Debits and the use of online payments. The Clerk told the meeting that the agenda for tonight's meeting had been extremely full with more urgent matters and the report will be presented to the next meeting.

201/17 Financial Transactions

1. The amended Expenditure for June 2017 is **£51595.41** (£49464.31 Net).
2. The Income for June 2017 is **£8004.13** (£7962.38 Net).
3. The June/July 2017 Expenditure to be paid from the Unity Trust current account in July 2017 is **£40964.92** (£38924.58 Net).

The Clerk told the meeting about the following items:

- Parish Hall Hire Income (Dancematic) – The Clerk told the meeting that this is a new hirer who is using the hall on Friday afternoon/evenings. Three sessions have been booked to date but if the class is successful, then this may become a regular hire.
- Tennis Court Income – There was some discussion about tennis court hire and it was agreed that members of the public may use the courts at any time, free of charge but that commercial hirers will be charged for bookings.
- British Telecommunications Plc – The Clerk confirmed that the lines to the Parish Hall and Bell Centre payphones have both been disconnected.
- James Waste Management LLP – The Clerk told the meeting that the invoice for the skip hire at the Cemetery/Vicarage Lane Allotments included an additional payment of nearly £1000.00 because the skip when weighed, was 7 tonnes overweight. The Clerk said that she is making enquiries about what type of waste was loaded into the skip.
- G and J Staines – The Clerk explained that the invoice was for replacement drain covers at the Lawn Cemetery. The drain covers need to be replaced because they are very badly damaged and rusted. In answer to a query, the Clerk confirmed that the invoice only covers the purchase of the covers and not the fitting.
- Drainfix Ltd – The Clerk told the meeting that this was connected to the above issue. When Anglian Water had been called out to inspect the drain covers to see if they were responsible for them (which they are not because the pipework is on private land and only serves the cemetery), they informed the Grounds Supervisor that the drains were blocked and Drainfix was called out to unblock them.
- Cllr A Sosin asked whether the limit on the Imprest Account would be enough to cover the payment of the Playscheme wages in August. The Clerk confirmed that the level is high enough to accommodate this payment.

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
3/7/2017	301221	Baker Ross Ltd – Playscheme Supplies	461.36	92.28	553.64
3/7/2017	301222	British Telecommunications Plc – telephone bills	517.48	103.49	620.97
3/7/2017	301226	Coe Fabrications Ltd – replacement gates at Lawn Cemetery	1580.00	316.00	1896.00
3/7/2017	301231	James Waste Management LLP – skip hire	1397.50	279.50	1677.00
3/7/2017	301232	LSH Client Prop Mgmt A/C – Bell Centre lease	1073.75	-	1073.75
3/7/2017	301234	Darren o'neill – LC Contract Services June 2017	5600.00	-	5600.00
3/7/2017	301238	SD Grounds Care Ltd – GC Contract Services June 2017	4000.00	800.00	4800.00
3/7/2017	301240	Total Cleaning Supplies Ltd – Cleaning supplies	443.85	88.77	532.62

202/17 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 30th June 2017, the total expenditure stands at 21.7% and the total income at 48.4% of budget. As this is still only the third month of the new Financial Year, it is still difficult to discern trends. However, the income from the cemetery fees and Parish Hall and Bell Centre hire fees are all above budget and the sports income is still very low. The report was noted.

203/17 Fees and Charges

A report was presented to the meeting by Cllr A Sosin to allow consideration of the fees and charges for 2018/2019.

The cemetery fees were discussed first and during the discussion, the Clerk advised that she did not think that the Parish Council could justify some of the higher price rises. Further discussion took place during which it was agreed that the money from the charges is required for the maintenance and improvements to the cemetery. The committee confirmed that it wished to continue following the Council's policy from December 2005, that the Parish Council's prices will follow the City Council's prices.

Proposed by Cllr A Sosin and seconded by Cllr K Ronaldson and agreed unanimously.

The other charges were discussed next and the following were put forward:

- The hall hire charges are raised by 4% and the additional deposits stay the same.
- The football pitch hire is raised by 4%
- The Cricket Club fee is deferred for further discussion

- The changing room fee is raised by 4%
- The grass tennis court fee is raised by 4% and the matter of the hard-court tennis fee is deferred for further consideration about charging a rate for commercial hirers
- The bowls fee is raised by 4%
- The Bowling Club fee is deferred for further discussion
- The AWSC hire fees will stay the same, except for the floodlight charge, which will rise by 4%
- The Allotment fees will be £21.00 for a parishioner and £13 for a concession and £40.00 for a non-parishioner, with £23.00 for a concession
- There will be no change to the Great Baddow Times advertising charge

Cllr A Sosin was thanked for producing the reports. The above were proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Chiswell. This was agreed unanimously. A list of the charges is attached to these minutes at Appendix A and Appendix B.

204/17 Insurance

A copy of the motor insurance renewal quotation had been circulated prior to the meeting. It was proposed by Cllr K Ronaldson and seconded by Cllr Mrs M Miller that the quote be accepted. This was agreed unanimously.

205/17 Allotment Site Water Tanks

A report had been presented to the Allotments subcommittee on Monday 26th June 2017 that had explained that the Council had recently experienced several instances of damage to the ball valve in a water tank on the Vicarage Lane Allotment site. The Clerk and the Grounds Supervisor made a site visit and the Clerk recommended that the replacement of certain tanks, with covers, was considered for the 2018/2019 budget. However, Cllr A Sosin proposed that these replacement tanks should not be delayed and that work should proceed immediately. The matter was referred to this meeting to consider whether it wishes to authorise the spending of unbudgeted monies on the replacement water tanks. It was also noted that further damage has been reported to the same ball valve and currently the water on the site has been turned off.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young that unbudgeted money of £440.60 should be spent on the replacement of the tanks as soon as possible. This was agreed unanimously.

206/17 Outdoor Play and Gym Equipment

- 1. To note the decision taken by the Grounds Committee to authorise a site visit to the Proludic play equipment.**

The following was agreed at the meeting of the Grounds Committee on 26th June 2017:

It was proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw that a site visit should be requested as soon as possible and then the quotes for work should be referred to the next appropriate Finance & General Purposes committee for approval. This was agreed unanimously.

The decision was noted. It was also noted that Proludic will be coming to site in the week commencing 17th July 2017.

2. To consider unbudgeted expenditure to carry out recommend maintenance work to the Outdoor Gym

Following the annual play equipment inspection, several matters were raised about the Outdoor Gym. The Grounds Supervisor had e.mailed Wicksteed and obtained quotes for the parts that will be required to carry out the works, which total £1022.16.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin that the spending of the unbudgeted sum on the Outdoor Gym maintenance should be authorised. This was agreed unanimously.

207/17 Great Baddow Times

Cllr Mrs J Sosin presented a proposal to the meeting that the Great Baddow Times magazine should revert to four issues per year, from three. She told the meeting that she has councillor and officer support for this move and had also spoken to the new Editor.

She said that there had been a reduction in advertising following the move to only three issues per year, which had affected the income. She also said that because of the long gap between issues, it was difficult for people to decide which issue their adverts should be placed in and that the general timetable to produce the magazine had become more difficult to follow.

Cllr A Sosin asked whether this action would require the spending of unbudgeted monies in the current financial year. The Clerk confirmed that if the magazine reverted to four issues per year in 2018, then no unbudgeted money would be needed. However, the Council should consider budgeting for the increased number of issues during the budget round in September/October 2017.

It was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs V Chiswell that the Great Baddow Times magazine should revert to four issues per year from 2018. This was agreed unanimously.

Cllr A Sosin raised general concerns about delivery, which were noted.

208/17 S106 and CIL Monies

The Clerk had circulated a report prior to the meeting, which listed the total amount of S106 and CIL monies received by the Parish Council.

It was noted that the S106 monies received prior to 2014 are legal agreements and the projects are specified for the spending of the monies. If the Parish Council wishes to change the projects and the spending of the money, this will have to be agreed by Chelmsford City Council and the developers. Currently, most of the S106 monies are being held towards a project for drainage to be installed for the football pitches in the Recreation Ground.

It was also noted that since CIL Payments were introduced, £30110.43 has been received from Chelmsford City Council. The report also included information from the City Council about what CIL is, how much the Parish Council can expect and what CIL can be spent on. The CIL monies are not as proscribed as the S106 monies used to be.

Following discussion, it was agreed that:

- The tender for the All-Weather Sports Court surface should be taken forward and placed on the Contracts Finder website as soon as possible.

- Quotes should be obtained for the replacement of the old set of swings in the Recreation Ground, which would include new safety surfacing.
- The Lawn Cemetery roads and car park could be considered as a possible project.
- The football pitch project should be re-visited and brought up to date.

209/17 Sports Maintenance Contract

The Sports Maintenance contract was posted on the Contracts Finder website on 11th May 2017, with a closing date of 9th June 2017.

Cllrs Mrs Sue Young, Mrs Chris Shaw and Keith Ronaldson met with the Clerk and the Grounds Supervisor on Tuesday 13th June 2017 to open and objectively assess the tenders submitted.

From the assessments, one tenderer was invited to interview on Monday 19th June 2017. The interview panel consisted of Cllrs Mrs Sue Young and Mrs Chris Shaw, with the Clerk and Grounds Supervisor as observers. From the interviews, references were requested for the tenderer and they were then invited back for a subsequent interview on Tuesday 27th June 2017.

It was proposed by Cllr Mrs S Young and seconded by Cllr K Ronaldson that Elm Horticulture Ltd. be awarded the contract for the Sports Maintenance for three years from 1st July 2017 for a cost of £36,000.00. This was agreed unanimously.

210/17 Lawn Cemetery and Allotment Site Maintenance Contract

The Lawn Cemetery and Allotment Site Maintenance Contract was posted on the Contracts Finder website on 11th May 2017, with a closing date of 9th June 2017.

Cllrs Mrs Sue Young, Mrs Chris Shaw and Keith Ronaldson met with the Clerk and the Grounds Supervisor on Tuesday 13th June 2017 to open and objectively assess the tenders submitted. Eight tenders were submitted in total.

From the assessments, six tenderers were invited to interview on Thursday 15th June 2017 and Monday 19th June 2017. The interview panel consisted of Cllrs Mrs Sue Young and Mrs Chris Shaw, with the Clerk and Grounds Supervisor as observers. From the interviews, references were requested for one of the tenderers and they were then invited back for subsequent interview on Thursday 29th June 2017.

It was proposed by Cllr Mrs S Young and seconded by Cllr K Ronaldson that CGM Group Ltd be awarded the contract for the Lawn Cemetery and Allotment Site Maintenance for three years from 1st July 2017 for a cost of £72375.00. This was agreed unanimously.

211/17 Matters for Information

- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 8th July 2017 at 9.30am. Cllr Mrs V Chiswell gave her apologies.
- Cllr Mrs V Chiswell told the meeting that she had spoken to some people about the delivery of the Great Baddow times in Longmead Avenue and

that they had confirmed that they have not had a copy of the magazine delivered for some time.

There being no further business the meeting was closed at 10.13 pm.

Signed.....*J E Sui*.....Chairman.....*10th July 2017*.....Date

APPENDIX A

CEMETERY FEES AND CHARGES

EFFECTIVE FROM 1ST DECEMBER 2017

Fees for non-residents are double (with the exception of the transfer of EROB fee)

Interment - up to 4 years	£55.00
Interment - 4-16 years	£150.00
Interment - Over 16 years	£315.00
Interment of cremated remains	£115.00
Exclusive Right of Burial grave purchase	£885.00
Exclusive Right of Burial grave purchase (children)	£218.00
Exclusive Right of Burial grave purchase (Cremated Remains)	£420.00
Permit to erect a headstone	£165.00
Permit to erect a headstone on a child's grave	£46.00
Permit to place a free standing vase	£14.00
Permit to place a tablet on a grave for cremated remains	£91.00
Additional Inscription on headstone or tablet	£58.00
Additional Inscription on headstone in the Children's Section	£18.00
Permit to place kerbstones or border stones in the Old Burial Ground ONLY	£97.00
Fee for the Scattering of Ashes	£77.00
Search Fee for first year	£23.00
Search Fee for subsequent years	£23.00 per year
Memorial Bush Rose and metal plaque displayed for five years	£269.00
Renewal for further five years	£221.00
Additional metal plaque for bush rose	£121.00
Memorial Standard Rose and metal plaque displayed for five years	£344.00
Renewal for further five years	£254.00
Additional metal plaque for bush or standard rose	£121.00
Permit for cleaning/repair/or any other work to tablet or headstone	£18.00
Transfer of Exclusive Right of Burial	£90.00
Topping Up a Cremated Remains Plot	£33.00
To dig a cremated remains plot for interment	£60.00

FEES AND CHARGES

EFFECTIVE FROM 1ST APRIL 2018**Parish Hall**

	Parishioners	Non-Parishioners
Mon – Fri (9am – 7pm)	7.10	16.70
Mon – Thur	9.90	23.70
Fri - Sat	14.40	42.60
Kitchen and Crockery	4.10	8.20
Comm Room 1 Mon – Fri	4.00	7.60
Comm Room 1 Sat	4.80	9.50
Comm Room 2	2.30	4.90
Stage Lighting	12.20	12.20
Function Fee (Friday /Saturday)	129.10	258.20

Additional Deposits

18/21	£300.00
Other	£150.00

Bell Centre

	Parishioners	Non-Parishioners
Zoete Room	7.10	14.20
Shaw Room	3.50	7.00
Kitchen	2.50	5.20

Football Clubs

Per Match £58.00 (including changing rooms)

Cricket ClubDecision deferred for further discussion – 3rd July 2017
(Changing Rooms extra)

Changing Rooms £31.00

TennisHardcourts Decision deferred for further investigation about
commercial rates – 3rd July 2017

Grasscourts £4.30 (Concessions ½ rate Mon-Fri 9am – 5pm)

Bowls

Per hour £3.00

Equipment £0.80

Bowling ClubDecision deferred on the green fees for further discussion – 3rd July 2017
Clubhouse Lease - £150.00

All Weather Sports Pitches

Team Games 7-9.30	£14.60
Team Games Others	£8.50
4 people or less	£4.70
Floodlighting	£9.80

Allotments

Parishioners	£21.00	Concessions	£13.00
Non- parishioners	£40.00	Concessions	£23.00

Community Association

Reflects insurance and lease

Great Baddow Times Advertising

1/8 page	£50.00
1/4 page	£60.00
1/2 page	£110.00
Full page	£220.00

