

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

The Committee met at 8.14 pm on **Tuesday 2nd May 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 V Sadowsky, K Ronaldson and Mrs M Miller

In Attendance: The Clerk of the Council

61/17 Apologies for Absence

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

62/17 Declaration of Interests

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

63/17 Minutes

The minutes of the meeting held on 3rd April 2017 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin. This was agreed unanimously.

64/17 Public Question Time

There were no members of the public present.

65/17 Clerk's Report

1. Energy Efficiency Certificate

The Clerk has spoken previously to Utilitywise the Energy Efficiency Certificate but the matter still needs to be followed up with the Account Manager.

2. Committee Terms of Reference

This item will be removed from the minutes until July 2017 and a date for a meeting can be fixed at that point.

3. Electoral Registers

The Clerk said that the problem of opening the Zip file had still not been resolved and that she would contact Chelmsford City Council again. Cllr K Ronaldson reported that he could still not open the file either and Cllr Mrs C Shaw reported that she had not received any updates.

4. Specifications for Contracts

The grounds contracts specifications need amending and checking before posting onto the Contractors Finder website. It is hoped that this can be achieved before the Clerk's annual leave in May.

5. Parish Hall Payphone

The Clerk had contacted British Telecommunication Plc and the line has now been cancelled and the amended bill received for payment.

6. Insurance

The Clerk told the meeting that both claims had now been submitted to the insurance company and decisions are awaited. The claim for the door had been submitted with the single quote.

7. Water Supplies

The Clerk has still to contact Utilitywise about the new Water Supply companies.

8. Parish Hall Door

The Clerk told the meeting that a quote from Geze UK Ltd for repairs to the automatic door will be on the agenda for the Council meeting next week.

66/17 Financial Transactions

1. The Clerk told the meeting that due to the Bank Holiday, the amended Expenditure for April 2017 is not available and will be on the agenda for the next meeting.
2. The Income for April 2017 is **£206363.69** (£206296.29 Net).
3. The April/May 2017 Expenditure to be paid from the Unity Trust current account in May 2017 is **£38365.34** (£37264.82 Net).

The Clerk told the meeting about the following items:

- Allfresh Washroom Services Ltd – This company is used for the hygiene services at the Recreation Ground, following problems about a signature on delivery from the previous contractor. It was noted that Allfresh has been, and continues to be a very good contractor.
- Atlantic Data Ltd – This cheque is to pay the administrative costs of the DBS checks, hence there is no invoice but there will be a receipt. The fee covers the administration costs of 30 DBS checks and the payment should last for several years.
- British Telecommunications Plc – The Clerk reported that she had been extremely unhappy with BT regarding the billing and suggested that other suppliers should be investigated.
- Stanley Tee LLP – The invoice is for legal work done to date on the Noakes Place agreement with the City Council.
- Essex Pension Fund – The new method of showing the employer's contribution was discussed and the Clerk said that this matter will be an agenda item for the next meeting, to discuss how it would be handled in the Council's own budgeting.
- Bell Centre Youth Club – The grant is due to be paid but in view of the current situation, it was agreed to hold over payment until June 2017.
- Mrs Barker – The Clerk told the meeting that this represented a cemetery fee paid in error in 2002, which is now being refunded.

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
2/5/2017	301160	British Telecommunication Plc – Telephone bills	426.83	85.37	512.20
2/5/2017	301165	ELC – 2017/18 Affiliation Fee	1341.59	-	1341.59
2/5/2017	301169	Jean Swain- Community Celebration Afternoon Tea	1205.00	-	1205.00
2/5/2017	301170	Darren o'neill – LC Contract Services March 2017	3200.00	-	3200.00

2/5/2017	301172	SD Grounds Care Ltd – GC Contract Services March 2017	4000.00	800.00	4800.00
2/5/2017	301182	Farleigh Hospice – S137 Grant	800.00	-	800.00
2/5/2017	301184	26 th Chelmsford (Great Baddow) Scout Group – S137 Grant	1000.00	-	1000.00
2/5/2017	301185	Great Baddow Arts & Leisure Centre – S137 Grant	500.00	-	500.00
2/5/2017	301187	Meadgate Church Youth – S137 Grant	550.00	-	550.00

67/17 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 30th April 2017, the expenditure stands at 3.5% and the income at 40.8% of budget. As this is the first month of the new Financial Year, there are not many transactions to review. The report was noted.

68/17 Ring Fenced and Available Monies

A report had been circulated prior to the meeting. The meeting confirmed the ring-fenced monies from the previous financial years and agreed to ring-fence £5140.00 for various work to be carried out, from the year ending 31st March 2017. Proposed by Cllrs Mrs C Shaw and seconded by Cllr Mrs V Sadowsky and agreed unanimously.

69/17 Matters for Information

- Cllr K Ronaldson asked about the new Editor for the Great Baddow Times. Cllr Mrs J Sosin said that she, Cllr Mrs C Shaw and the Clerk had interviewed and agreed to offer the position to one of the candidates. This will be an item on the agenda for the Council meeting on 8th May 2017. The matter of the honorarium will be on the agenda for the Finance & General Purposes committee in June 2017.
- Cllr A Sosin told the meeting that an e.mail had been received from Cllr Jenny Chandler about Loftin Way. He also said that there had been a burst water main in Stewart Close yesterday.
- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 6th May 2017 at 9.30am. She also told the meeting that she and Cllr A Sosin will be away next week.
- Cllr Mrs M Miller asked about her substitution for Cllr Mrs D Ronaldson. Cllr K Ronaldson said that the matter should be clarified very shortly, after an appointment with the consultant. The Clerk reminded the meeting that the six-month rule does not come into play where a member's apologies are accepted by the Council.
- Cllr Mrs V Sadowsky gave her apologies for the pre-meet and surgery on Saturday.

There being no further business the meeting was closed at 9.14 pm.

Signed..... CM Shaw Chairman..... 8/5/17 Date