

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

The Committee met at 8.26 pm on **Monday 2nd October 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, Mrs V Chiswell, G Jarvis and Mrs M Miller

In Attendance: The Clerk of the Council

378/17 Apologies for Absence

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

379/17 Declaration of Interests

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

380/17 Minutes

The minutes of the meeting held on 4th September 2017 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin and agreed unanimously.

381/17 Public Question Time

There were no members of the public present.

382/17 Clerk's Report

1. Electoral Registers

The Clerk said that she has yet to contact Chelmsford City Council about re-sending the registers.

2. Allotment Site Water Tanks

Cllr Mrs S Young asked about the work to replace the water tanks and the Clerk said that the work is due to take place in the week commencing 16th October 2017.

3. Lawn Cemetery Maintenance Contract

The Clerk reported that a meeting is to be held with the contractors, CGM Group Ltd, on 11th October 2017 at 9.00am at the Lawn Cemetery.

383/17 Financial Transactions

1. The amended Expenditure for September 2017 is **£41735.91** (£40573.32 Net)
2. The Income for September 2017 is **£6695.40** (£6693.65 Net).
3. The September/October 2017 Expenditure to be paid from the Unity Trust current account in October 2017 is **£34209.35** (£32520.06 Net).

The Clerk told the meeting about the following items:

- Precept – The Clerk told the meeting that the second Half of the Precept has been received.
- British Telecommunications Plc – The Clerk noted that the bill for the telephones is exceptionally high and suggested that this should be investigated to see if there is anything cheaper.
- PKF Littlejohn LLP – The Clerk told the meeting that the Auditors' fees are treated as Accruals for the purposes of the accounts and hence the minus figure that has been showing. Now the invoice has been paid, this will no longer show in this way.

- Rialtas Business Solutions Ltd – The Clerk reported that this invoice had not been received from Rialtas and hence why it appears to be a very old invoice. The Clerk is speaking to Rialtas about the non-receipt of invoices.
- J W Steele & Sons Ltd – This invoice had also not been received from J W Steele Ltd.

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
2/10/2017	301309	British Telecommunications Plc – telephone bills	653.82	130.76	784.58
2/10/2017	301310	The CGM Group (East Anglia) Ltd - LC Contract Services July and September 2017	4020.84	804.16	4825.00
2/10/2017	301311	Chelmsford City Council – NP Lease and Trade Waste	1554.15	-	1554.15
2/10/2017	301314	Elm Horticulture Ltd – Sports Contract Services September 2017	1000.00	200.00	1200.00
2/10/2017	301319	PKF Littlejohn LLP – External Audit 2016/2017	1200.00	200.00	1000.00
2/10/2017	301322	J W Steele & Sons Ltd – RG Toilet Door Repair	420.20	84.04	504.24

384/17 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 30th September 2017, the total expenditure stands at 45.8% and the total income at 95% of budget. The Clerk said that there were no specific issues to raise and the report was noted.

385/17 Fees and Charges

A report had been circulated prior to the meeting with recommendations from Cllr Mrs S Young and the Clerk of the Council about four sports fees and charges for 2018/2019. Information about current charges for sports had been obtained from Chelmsford City Council and these were used (where appropriate) for a basis on which to make recommendations.

Bowling Green

It was noted that the current contractor has been taken on for a fixed term of 3 years and that the cost per annum to the Parish Council is lower than previously.

The recommendation is that the green fee is raised by 2% to £6324.00 for the 2018/19 season and that it is fixed at this level for the 2019/20 season as well.

The £150.00 for the lease of the land will be in addition to the green fee.

JS

Cricket

The fee charged is for up to 30 matches per season and any matches over that are charged individually.

It was felt that while the Parish Council's wickets/square are of a very good quality, the same cannot be guaranteed for the outfield, because it is also a public open space. The Parish Council must also consider that it has a long-term agreement with the Cricket Club, which states that the level of the fee charged should be reasonable.

The recommendation is that the cricket pitch fee is raised by 2% to £1285.00 for the 2018/19 season plus the use of the changing rooms, which are chargeable on a per use basis at the fee set for next year.

Hard Tennis Court (Commercial Fee)

The City Council's commercial fee is 2.5 times the fee for individuals. If the Parish Council's current fee for tennis courts of £4.70 per hour (which of course is not currently being charged to individuals) is multiplied by the same factor, this would give a commercial rate of £11.75 per hour. It should also be noted that if the hires are on an ad hoc basis or booked for 10 sessions or less, then VAT is payable.

The recommendation is that a commercial rate for the use of the hard tennis courts in the 2018/19 year is set at £11.75 per hour.

AWSC (New Surface)

It was agreed that a new fee needs to be considered because the AWSC re-surfacing project is now going ahead. The new surface will require a lot more maintenance than the old surface and this will be at a cost to the Council. For instance, part of the maintenance will have to be undertaken by outside contractors, for which there will be a charge.

As for the tennis courts above, if the hires are on an ad hoc basis or booked for 10 sessions or less, then VAT is payable.

Following discussion, the recommendation is that a rate for the use of the AWSC (New Surface) for the 2018/19 year with floodlighting, is set at £39.00 per hour.

The above items were proposed for acceptance by Cllr Mrs C Shaw and seconded by Cllr Mrs V Chiswell and were agreed unanimously.

386/17 Towerfield Allotment Site

The Grounds Supervisor had obtained quotes for the repair/replacement of the gate at the Towerfield Allotment Site. After discussion it was agreed to go with option 1 to repair the gate at a cost of £550.00 + VAT. This was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin and agreed unanimously.

387/17 Budget

1. The Clerk introduced a review of the budget spending to date for 2017/2018 and confirmed that there were no areas of immediate concern. It was agreed that the expenditure was running in line with the budget.
2. **To consider the draft Budget for 2018/2019**
The Clerk introduced the draft budget, and outlined several areas where the budget has been increased in line with inflation. The telephone/fax/internet budget needs to be investigated further

The following project was discussed for inclusion in the 2018/2019 budget:

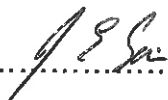

Building Revaluations. It was agreed that the clerk should contact the insurance company about this.

It was agreed that this budget, with the addition of the project outlined above, should go forward to the Finance and General Purposes Committee in November 2017 as the recommendation of the Finance & General Purposes Committee.

388/17 Matters for Information

- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 7th October 2017 at 9.30am.
- Cllr Mrs C Shaw told the meeting that the Community Open Day at the Library will be on the same morning and that she and Cllr Mrs S Young will be attending. Cllrs Mrs M Miller, T Miller and A Sosin will attend following the pre-meet.
- The Clerk told the meeting that she will be away on annual leave from 3rd to 7th October 2017.
- Cllr A Sosin asked if anything further had been heard about the camera that had been installed in the Bringey and the Clerk said she had not received an update.

There being no further business the meeting was closed at 9.33 pm.

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