

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

The Committee met at 8.32 pm on **Monday 3rd April 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, Mrs S Young, G Jarvis, K Ronaldson and Mrs M Miller

In Attendance: The Clerk of the Council

12/17 Apologies for Absence

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

13/17 Declaration of Interests

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

14/17 Minutes

The minutes of the meeting held on 6th March 2017 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin. This was agreed unanimously.

8.34pm – Cllr Mrs J Sosin entered the meeting

15/17 Public Question Time

There were no members of the public present.

16/17 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**
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 copies of the Electoral Registers for the councillors and instructions have now been given about obtaining the copies. The Zip file problem has not been resolved yet and the City Council will be contacted again.
4. **Specifications for Contracts**
The grounds contracts specifications were circulated for checking and have been amended. They are due to be circulated again as a final draft. Once these are drawn up and a tendering process agreed, the contracts can be posted on the Contractors Finder website.
5. **Parish Hall Payphone**
The Clerk contacted British Telecommunication Plc about the payphone line. The cancellation had not been actioned but has been now and a credit note against the current bill will be issued.
6. **Grounds Machinery**
Cllr A Sosin asked if the new piece of Grounds machinery had been purchased and the Clerk told the meeting that it had been delivered and has been in use on the courts.



17/17 Financial Transactions

1. The amended Expenditure for March 2017 is **£44893.32** (£42238.02 Net).
2. The Income for March 2017 is **£8900.73** (£8867.34 Net).
3. The March/April 2017 Expenditure to be paid from the Unity Trust current account in April 2017 is **£34371.73** (£33564.26 Net).

The Clerk told the meeting about the following items:

- Anglia Heating & Maintenance Engineers Ltd – An engineer had to be called out to the boiler in the Clerk's office at the Parish Hall because a water pipe had perished and had leaked water over the cupboard and its contents. This has now been repaired and it is hoped that this will have fixed the previous problem with the boiler losing pressure.
- Chelmsford Plumbing & Heating Ltd – An engineer was called out to problems with the water tanks in the Changing Rooms and the Recreation Ground Office. These have both now been repaired.
- Elwell Taylor – The report about the Bell Centre has been received and the Clerk is studying it to assess what work needs to be carried out. Cllr Mrs J Sosin asked for a copy of the report and it was agreed that it will be copied to all councillors.
- Ernest Doe & Sons Ltd – The invoice is for the purchase of the new Karcher Sweeper.
- FRS Countrywear Ltd – This is the invoice for the new waterproof clothing for the Grounds Staff. This is in addition to the showerproof clothing that they already had and which was found to be unsuitable for working outside in wet weather.
- Nisbets – The invoice is for replacement crockery and cutlery, which has gone missing from the Parish Hall kitchen. Also, for the filter for the water heater.
- Stanley Tee LLP – This invoice is for the fees to date for the Council's solicitor's work on the Bowling Club lease.
- Teleshore (UK) Ltd – The invoice is for cremated remains sets. This is the artificial grass that is used when a grave is dug.
- M T Parperis – This invoice is for the sign writer, who has added the next name to the Honorary Burgess board. While he was on site, he also amended the date on the entry for Mr S Bass, which was incorrect.
- Trade UK – This invoice is for general and re-decorating supplies, including orange barrier fencing, which has been erected in a couple of places around Buckleys car park. Some bushes have been cut down around the car park and it is being used as a short cut. The placing of the fence is to stop this and to try and help the bushes re-establish.
- Netball – The Council has had some income from netball being played on the AWSC and the Clerk reported that Chelmsford City Council has made a six-week booking in April.
- Ernest Doe & Sons Ltd – The invoice is for parts to repair a ballcock on one of the water tanks at the Vicarage Lane Allotment site.
- James Waste Management LLP – The invoice is for the hire of 40-yard skip to clear rubbish from the Vicarage Lane Allotment Site. The rubbish, which was over-weight at 3.25 tonnes, was manually loaded onto the skip by the Council's staff. The staff were thanked for their work.

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

Petty Cash A/C Top Up – The Clerk explained that because this is now the first month of the new financial year, she is unable to write this cheque as a bank transfer. This will be done when the End of Year Accounts have been completed.

The following cheques were issued to cover expenditure of over £500.

Date	Number	PAYEE	Amount	VAT	TOTAL
3/4/2017	301137	Chelmsford City Council – Non Domestic Rates	2730.58	-	2730.58
3/4/2017	301138	Chelmsford City Council – Trade Waste	1472.90	-	1472.90
3/4/2017	301141	Delivering Success Ltd – GBT Delivery	432.25	86.45	518.70
3/4/2017	301144	James Waste Management LLP – VL Skip Hire	468.60	93.72	562.32
3/4/2017	301152	SD Grounds Care Ltd – GC Contract Services March 2017	2433.33	486.67	2920.00
3/4/2017	301153	Darren O’neill – LC Contract Services March 2017	4000.00	-	4000.00

18/17 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 31st March 2017, the expenditure stands at 92.8% and the income at 105.7% of budget. As the Financial Year has now ended, there will be adjustments to make and so these will not be the final figures for the year.

It was noted that the income from the magazine advertising and bank interest did not make budget. The Community Association has been invoiced for and paid the repayment of the insurance premium and the lease rent but because the water rates are being appealed, this will be invoiced once the matter has been concluded.

The income from the sports courts, particularly the AWSC and tennis courts did not make budget either. The income from the Lawn Cemetery has exceeded budget by 34.3% and the Parish Hall and Bell Centre hirings have both exceeded budget by 15% and 31.9% respectively. The report was noted.

19/17 Revaluation of Business Rates

The Clerk had circulated a copy of the bill from Chelmsford City Council for the non-domestic rates for the Lawn Cemetery. The Clerk confirmed that the cemetery has been revalued at a higher amount than previously. However, transitional relief has been applied which means that the actual amount payable this year will be £544.00 instead of £504.00 last year. This increase can be accommodated within this year’s budget. The transitional relief will presumably decrease each year until the Council is paying the full amount. The Clerk was asked to check with the City Council about how long the transitional relief will last.

The total amount payable without transitional relief, has increased by a significant amount but the Clerk advised that she was not certain that an appeal would be successful. When the Clerk had spoken to the Valuation Office, she was informed that the new multiplier has been used nationwide, so it seems that most cemeteries will probably have seen the same significant increase in the non-domestic rates.

After some discussion, it was felt by the committee that any appeal would probably exceed the cost of the rise in the rates and so it was proposed by Cllr A Sosin and seconded by Cllr Mrs J Sosin that the Council should not appeal against the Lawn Cemetery revaluation. This was agreed unanimously.

20/17 Insurance

The Clerk reported that two insurance claims are being progressed, one for the storm damage to the outside Parish Hall door and one for the cemetery gates that have been damaged irreparably by a hit and run driver. The information required by the insurance company is quite onerous and this is still being compiled. The two quotes required by the insurance company have been received for the cemetery gates and one has been received for the Parish Hall door. Another quote for the Hall door is being sourced. The report was noted.

21/17 Water Supplies

Due to other priorities, Utilitywise has not yet been contacted. However, this will be done as soon as possible and reported back to the next meeting.

22/17 Parish Hall

Following the repairs undertaken by Geze Ltd to the outside door at the Parish Hall, an engineer came back on another date to repair the inside automatic door. The repair was managed but the engineer was not hopeful that it would be permanent. This indeed proved to be the case and the door failed again within a few days. The engineer verbally told the Clerk that the current mechanism is quite a cheap one and has suggested that it should be replaced.

A report and quote for a new mechanism were to be sent by Geze but to date, have not been received. The matter has been followed up with Geze but the office is awaiting telephone call back.

23/17 Matters for Information

- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 8th April 2017 at 9.30am.

There being no further business the meeting was closed at 9.43 pm.

Signed.....*J S Sain*.....Chairman.....*10th April 2017*.....Date