

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

The Committee met at 8.37 pm on **Monday 6th November 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, K Ronaldson, Mrs V Chiswell, G Jarvis and Mrs M Miller

In Attendance: The Clerk of the Council

Before the meeting opened, Kelly Stacey from Community Ad spoke to the committee about the production of magazines by the company. She also answered questions about the magazines, particularly about printing and delivery, the number of pages for editorial and the lead times required. She told the meeting that the company seeks the advertisers and that these are usually within a 7-mile radius of the parish. Kelly was thanked by the committee for attending the meeting.

449/17 Apologies for Absence

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

450/17 Declaration of Interests

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

451/17 Minutes

The minutes of the meeting held on 2nd October 2017 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin and agreed unanimously.

452/17 Public Question Time

There were no members of the public present.

453/17 Clerk's Report

1. Electoral Registers

It was agreed that this item can be taken off the Clerk's Report. A new Register is due to be published shortly

2. Allotment Site Water Tanks

The Clerk reported that the work to install the new water tanks on the Vicarage Lane Allotment site has been completed.

3. Lawn Cemetery Maintenance Contract

The Clerk reported that a meeting is to be held with the contractors, CGM Group Ltd, on 9th November 2017 at 9.30am at the Lawn Cemetery.

4. Telephone Bills

Cllr Mrs C Shaw asked if this matter had been followed up. The Clerk said that in view of the current staffing levels in the office, this matter currently has a fairly low priority and will be followed up as soon as someone is available to pursue it.

454/17 Financial Transactions

1. The amended Expenditure for October 2017 is **£34832.57** (£33070.36 Net)
2. The Income for October 2017 is **£6554.25** (£6544.55 Net).
3. The October/November 2017 Expenditure to be paid from the Unity Trust current account in November 2017 is **£35549.29** (£34387.52 Net).

The Clerk told the meeting about the following items:

- Abercorn – The invoice is for winter planting for the sensory garden. A more permanent planting scheme will be devised over the winter and the beds re-planted in the early Spring.
- Elm Horticulture – The Clerk noted that there were two invoices, one for the regular sports maintenance work and one for the marking out of the football pitches for the start of the season. The contractor had to be asked to carry out this work because the Council's staff had told the Grounds Supervisor that they had not carried out this work before and did not know what was required.
- Highway Safety Supplies – The invoice is for the white and yellow lining work that was carried out recently in the access road to the Recreation Ground and the office block car park.
- The Printing Place Ltd – The Clerk told the meeting that the invoice was for the last issue of the Great Baddow Times (83rd Issue) which was published in July 2017 and not the current edition. The original invoice had been sent to the wrong parish council.
- Rialtas Business Services – The invoice is for the software maintenance for the RBS systems (Bookings, Planning and Allotments).
- RTF Commercial Ltd – The invoice is for the hire of a low-loader, which was required to take the van to the Toyota garage, following the failure of the ignition. For ignition problems, the van has to be returned to Toyota and they do not offer a collection service. The Clerk also reported that the Ransome triple mower is currently out of action due to a burnt-out starter motor, which has also damaged other parts. Berewood Ltd have been asked to affect the repairs.
- Total Gas and Power – The invoice originally came in at nearly £17000.00 but was queried by the Deputy Clerk and following a meter reading being submitted, the amended invoice is the one being paid.

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

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

| Date | Number | PAYEE | Amount | VAT | TOTAL |
|-----------|--------|---|---------|--------|---------|
| 6/11/2017 | 301332 | The CGM Group (East Anglia) Ltd - LC Contract Services October 2017 | 2010.42 | 402.08 | 2412.50 |
| 6/11/2017 | 301333 | Chelmsford City Council – Summer 2017 PITP | 720.00 | - | 720.00 |
| 6/11/2017 | 301335 | Elm Horticulture Ltd – Sports Contract Services October 2017 and Football line marking and seed | 1590.00 | 318.00 | 1908.00 |
| 6/11/2017 | 301338 | Highways Safety Supplies – White lining in Recreation Ground | 1000.00 | - | 1000.00 |
| 6/11/2017 | 301336 | G & J Staines – VL Water Tanks and LC Drains | 445.29 | 89.05 | 534.34 |
| 6/11/2017 | 301341 | The Printing Place Ltd – GBT Printing 83 rd Issue | 925.00 | - | 925.00 |

| | | | | | |
|-----------|--------|---|---------|-------|---------|
| 6/11/2017 | 301344 | Thorndon Security & Fire – Fire alarm maintenance | 427.00 | 85.40 | 512.40 |
| 6/11/2017 | 301346 | Chelmsford YMCA – BC and Drop In payments | 4500.00 | - | 4500.00 |
| 6/11/2017 | 301349 | Miss A C Wood – Essential Car User Allowance | 585.00 | - | 585.00 |

455/17 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 31st October 2017, the total expenditure stands at 52.3% and the total income at 96.3% of budget.

The Clerk reported that the income had been artificially inflated by the receipt of CIL monies earlier in the year. It was also noted that it is unlikely that the allotments rent will make the budget this year, due to there being many untenanted plots and also a number of tenancies that had been terminated. There were no other specific issues to raise and the report was noted.

456/17 Great Baddow Times

1. The committee noted that the current deliverers of the Great Baddow Times, Delivering Success, had gone into voluntary liquidation on 31st August 2017. The Chairman and Vice Chairman had agreed to go ahead with the printing of the next issue (84th) and had also made arrangements for the delivery to be undertaken by a company called Dor-2-Dor. The printed magazine had been collected from the Parish Hall this morning. The Clerk was asked to contact Dor-2-Dor to clarify when the issue would be delivered. Cllr Mrs C Shaw confirmed that the PDF of the issue is available on the website.
2. Further to the earlier presentation and Q&A session by Kelly Stacey from Community Ad, there was much discussion about the production of the Great Baddow Times. The Clerk confirmed that as requested, she had spoken to Danbury Parish Council about the delivery of their magazine. She had been told that the delivery is made by volunteer residents and members of the parish council. It was also noted that Danbury has a much smaller number of dwellings than Great Baddow.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Chiswell that the Finance & General Purposes committee will make a recommendation to the full Council meeting that in principle, the Council should ask Community Ad to produce and deliver the Great Baddow Times. It was also confirmed that Lisa Silk should remain as the Editor of the magazine and liaise with Community Ad. This was agreed unanimously.

It was also agreed that information about the company should be sought and that the recommendation would be subject to those checks being positive. Cllr Mrs J Sosin said that she would contact the Editor.

457/17 Unity Trust Bank

The Council has been informed that as from 4th December 2017, the Tailored Deposit Account with the Unity Trust Bank will be renamed the Instant Access Account. This was noted.

458/17 Utilities

The Clerk had been contacted by Total Gas and Power, who are offering a reduction in the kwh rate, in exchange for the Council extending the current contract for three years. It was agreed that as the approach had been made direct and had not gone through Utilitywise, that the Clerk should contact Utilitywise to discuss the matter. The matter will be placed on the agenda for the committee at an appropriate date, once the information has been received.

459/17 Recreation Ground

The Grounds Supervisor had obtained quotes for the removal of the old swings (installed prior to 1994) and the reinstatement of the ground underneath and the re-surfacing under the new swings (installed in 2006) in the Recreation Ground. The quotes had been obtained from Wicksteed Ltd and Elm Horticulture Ltd. It was agreed that if the remedial work goes ahead now, the Council should consider the replacement of the remaining swings in 4/5 years' time and that this should be placed in the Forward Plan.

It was proposed by Cllr A Sosin and seconded by Cllr Mrs S Young that the quote from Elm Horticulture Ltd should be accepted, subject to certain checks, which will be carried out by the Clerk and Cllr Mrs S Young. The monies will be taken from reserves. This was agreed unanimously.

460/17 Staffing

1. The committee noted the resignation of one of the Grounds Maintenance Operatives. His last day of employment will be 22nd December 2017.
2. The meeting was asked to consider the recruitment of a replacement Grounds Maintenance Operative and after discussion it was agreed that this will be on the evaluated scale of SCP15-17.

The job profile and advert will be considered and amended if necessary and this was delegated to the Clerk and Chairman of the Personnel committee and other councillors that they feel should be involved. It was agreed that the position will be advertised on the noticeboards and website and with the EALC. It was also agreed that the position should be advertised on the Government's Jobsearch Direct website. Cllr Mrs V Chiswell said that she would find out the name of the website that she used recently to help recruit staff elsewhere and would let the Clerk know.

The Clerk also raised the matter of the recently advertised Administrative Officer post and said that after one week, no enquiries at all had been received. It was agreed that this will also be advertised on Jobsearch Direct as soon as possible.

461/17 Matters for Information

- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 11th November 2017 at 9.30am.
- Cllr A Sosin told those present that one of the issues to be discussed at the meeting on Saturday is the draft budget. It was agreed that the Clerk will copy the current draft budget to all councillors for information.
- Cllr Mrs V Chiswell asked whether the Council's litter picker covers the road going towards the Park & Ride. It was agreed that this area in in the parish of Sandon and therefore should not be covered by Great

Baddow staff. However, the Clerk will speak to the Grounds Supervisor to check that this is the case.

10.06 – Cllr T Miller left the meeting

- Cllr Mrs S Young reported two lights out in Noakes Place, lamp posts numbers 7 and 1. These will be reported.

10.08 – Cllr T Miller re-entered the meeting

- Cllr Mrs M Miller reported that this afternoon, she and Cllr T Miller had ~~attend~~ *attended* the funeral of the Chelmsford City Council Chief Executive, Steve Packham.

There being no further business the meeting was closed at 10.09 pm.

Signed..... *J E Sore* Chairman..... *13th November 2017* Date