

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

The Committee met at 8.34 pm on **Tuesday 3<sup>rd</sup> January 2017** in The Parish Hall in Great Baddow. Councillor Mrs C Shaw chaired the meeting.

Present: Councillors Mrs C Shaw, A Sosin, Mrs S Young, Mrs J Sosin, T Miller, Mrs V Sadowsky, G Jarvis and Mrs M Miller

In Attendance: The Clerk of the Council

### **593/16 Apologies for Absence**

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

### **594/16 Declaration of Interests**

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

### **595/16 Minutes**

The minutes of the meeting held on 5<sup>th</sup> December 2016 were signed as a true record. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin. This was agreed unanimously.

### **596/16 Public Question Time**

There were no members of the public present.

### **597/16 Clerk's Report**

1. **Energy Efficiency Certificate**  
The Clerk has spoken previously to Utilitywise about the Energy Efficiency Certificate but the matter 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 has contacted Chelmsford City Council on the matter of the copies of the Electoral Registers but has not had a reply. The matter will be chased again.
4. **Water Risk Management Surveys**  
The Clerk found that Clearwater Technology Ltd had unfortunately not been contacted about arranging a date for the de-commissioning of the shower in the Recreation Ground office. However, an e.mail was sent before Christmas and they will be contacting the Grounds Supervisor to arrange a date as soon as possible. The training that is being organised by Danbury Parish Council is still going ahead on 18<sup>th</sup> January 2017. The Clerk needs to speak to Clearwater Technology about the work at the Parish Hall.
5. **Specifications for Contracts**  
The grounds contracts specifications are still being drawn up but due to staffing issues in December 2016, they have not yet been completed. Priority will be given to these contracts and they will be completed as soon as possible.
6. **Parish Hall Payphone**  
The Clerk confirmed that she had spoken to British Telecommunication Plc and that the payphone line in the Parish Hall is being cancelled. However, there is a notice period and so the bill received from BT

includes a charge for the period before the cancellation and includes the notice period as well. The Chairman asked the Clerk to check and confirm that the line has been cancelled.

8.42pm – Cllr Mrs J Sosin left the meeting

**7. Parish Hall – Outside Door**

The Clerk confirmed that she had telephoned Geze Ltd. before Christmas, as they had not made a return visit since 26<sup>th</sup> November 2016, when they came to site with the wrong part. They confirmed that the part is on order. On being told that the door was now presenting a security issue, the company offered to send out an engineer at no charge, to try and effect a temporary repair. This took place on 22<sup>nd</sup> December 2016 and the door is much easier to open and close now but this is only temporary and a proper repair is still awaited.

8.45pm – Cllr Mrs J Sosin re-entered the meeting

**8. Recreation Ground Post Box**

The Clerk needs to confirm with the Grounds Supervisor whether the post box has been installed. To obtain a postcode, proof of the installation must be sent to the Address Management officer at Chelmsford City Council and to Royal Mail. A postcode will not be issued until the post box has been installed.

**598/16 Financial Transactions**

1. The amended Expenditure for December 2016 is **£39379.80** (£36962.60 Net). Due to the Christmas/New Year break, the list is not complete and there are still entries to be made. Another amendment will be presented to the next meeting.
2. The Income for December 2016 is **£9239.75** (£9208.00 Net). Due to the Christmas/New Year break, the list is not complete and there are still entries to be made. Another amendment will be presented to the next meeting.
3. The December 2016/January 2017 Expenditure to be paid from the Unity Trust current account in January 2017 is **£27562.02** (£26837.98 Net).

The Clerk told the meeting about the following items:

British Telecommunications – The Clerk told the meeting that the current invoice includes a charge for an entry in the telephone directory for the Recreation Ground office number. BT maintains that they have written twice to the Council about this charge but no correspondence has been received in the office. The Clerk confirmed that she has cancelled the entry and a credit refund will be made. In the meantime, the invoice total has been reduced by an amount confirmed by BT.

House of Flowers – The invoice is for the replacement of a floral tribute frame and letters, which was inadvertently removed from a grave in the Lawn Cemetery. The family indicated to the office after its removal, that they had wanted to keep the frame and so it was agreed that a replacement would be purchased. The family was informed that the frame could not be used in the cemetery as a permanent tribute.

Neopost Ltd – The Clerk asked the meeting to note that the cost of the replacement ink cartridge was much higher than a year ago because it had come as part of a bundle. The office had had no option on this

matter and some of the items in the bundle may prove to be useable, e.g. envelopes and labels. This will be queried with the company when the next order is placed.

Vodafone Ltd – The Clerk explained that the payment to Vodafone was for postage for the delivery of the new routers. The Clerk also asked the meeting to note that since the changeover in the office from Demon to Vodafone, the broadband connection is being lost every couple of days. This is only for short periods and is intermittent but can be problematic.

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   |
|----------|--------|--|---------|--------|---------|
| 3/1/2017 | 301044 | British Telecommunication Plc- Telephones/Fax/Internet   | 567.51  | 113.42 | 680.51  |
| 3/1/2017 | 301052 | SD Grounds Care Ltd – GC Contract Services December 2016 | 2433.33 | 486.67 | 2920.00 |
| 3/1/2017 | 301055 | Darren O’neill – LC Contract Services December 2016      | 3200.00 | -      | 3200.00 |

#### 599/16 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 31<sup>st</sup> December 2016, the expenditure stands at 70.1% and the income at 99.8%. It was noted that the income figure has been somewhat artificially raised because it includes a payment of CIL monies.

It was noted that the income from the magazine advertising and bank interest are both lower than had been expected. The Community Association still needs to be invoiced for the repayment of the insurance premium, lease rent and the water rates. The income from the AWSC and the football pitches is still low but there are several football matches due to take place before the end of the financial year. The income from the cemetery has already reached budget. The report was noted.

#### 600/16 Revaluation of Business Rates

The Clerk reported that further communication with the Valuation Office had resulted in the receipt of the valuation figures for the last three valuations for the Lawn Cemetery, copies of which were circulated. The Clerk had also spoken to Chelmsford City Council about the Transitional Relief that may be available and had been told that this can go down as well as up.

After some discussion, it was proposed by Cllr Mrs S Young and seconded by Cllr Mrs V Sadowsky that no appeal should be made until the actual rates bill is received in April 2017. This was agreed unanimously.

#### 601/16 Fees and Charges

The Grounds committee recommended that the Cricket Pitch charge for 2017/2018 should be set at £1260.00 plus the charges for the use of the

changing rooms and that the Bowling Green charge for 2017/2018 should be set at £6200.00 per annum. The rent for the lease of the land to the Bowling Club will be in addition to the charge for the use of the green. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin that the recommendation should be confirmed. This was agreed unanimously.

**602/16 Matters for Information**

- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 7<sup>th</sup> January 2017.
- Cllr Mrs V Sadowsky gave her apologies for the Bell Centre Subcommittee and Parish Hall Committee meetings on 27<sup>th</sup> February 2017. It was noted that the Subcommittee and Committee will need to appoint a Chairman for the meetings.
- Cllr Mrs S Young reminded those present that she will be in e.mail contact whilst she is away.

**603/16 Private and Confidential**



It was resolved that the meeting would be closed to the public and press under the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted in the following item. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young.

**604/16 Bell Centre**

The Clerk circulated and e.mail from Lambert Smith Hampton, following a visit by the Senior Surveyor to the Bell Centre to inspect the Party Wall on 5<sup>th</sup> December 2016.

The meeting was pleased to note the contents of the e.mail and the Clerk confirmed that any further correspondence will be circulated.

There being no further business the meeting was closed at 9.37 pm.

Signed..........Chairman..........Date 9<sup>th</sup> January 2017