

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

The Committee met at 8.26 pm on **Monday 6<sup>th</sup> February 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, G Jarvis, Mrs M Miller and K Liley

In Attendance: The Clerk of the Council

### **649/16 Apologies for Absence**

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

### **650/16 Declaration of Interests**

Cllr Mrs C Shaw declared a non-Disclosable Pecuniary Interest in item 658/16 as a Parish Council appointed trustee of the Reading Rooms.

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

### **651/16 Minutes**

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

### **652/16 Public Question Time**

There were no members of the public present.

### **653/16 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 again on the matter of the copies of the Electoral Registers and has now received an electronic copy of the Registers for the office. The question of copies for the councillors has been ignored and so the Clerk will be contacting the Electoral Office again about this matter.

#### **4. Specifications for Contracts**

The grounds contracts specifications are still being drawn up but due to ongoing staffing and administrative issues, they have not yet been completed. Priority will be given to these contracts and they will be completed as soon as possible.

#### **5. Parish Hall Payphone**

The Clerk still needs to contact British Telecommunication Plc to confirm that the line has been cancelled.

#### **6. Parish Hall – Outside Door**

The Administrative Assistant has contacted Geze Ltd. The company is now saying that the door mechanism is obsolete and that to fit a new mechanism, the cavity underneath the door will have to be enlarged.

A meeting was due to be held between Geze and their contractors this afternoon and an update is expected in the next couple of days. It would however seem that this is going to make the work more expensive, as further contractors will have to be involved.

**7. Recreation Ground Post Box**

The Clerk has now confirmed with the Grounds Supervisor that the post box has been installed and a copy of the photograph has been sent to the Address Management officer at Chelmsford City Council.

**8. Water Leak in the Recreation Ground**

The Clerk told the meeting that a site visit with Essex & Suffolk Water and Kemac has been arranged for 7<sup>th</sup> February 2017. The repairs to the water pipes are proving to be more problematic than originally thought, as it is probable that the road will have to be closed and the water will have to be turned off. It is hoped that a date can be fixed for the repairs to be carried out after the site visit.

**654/16 Financial Transactions**

1. The amended Expenditure for December 2016 is **£39624.40** (£37173.23 Net).
2. The amended Expenditure for January 2017 is **£31423.65** (£30060.17 Net).
3. The amended Income for December 2016 is **£10113.08** (£10081.33 Net).
4. The Income for January 2017 is **£6314.55** (£6280.50 Net).
5. The January/February 2017 Expenditure to be paid from the Unity Trust current account in February 2017 is **£32123.28** (£30991.70 Net).

The Clerk told the meeting about the following items:

**NatWest Bank Charges** – A charge has been made by the bank due to an additional cheque being paid into the bank in error. The cashier noted the payment in of 14 cheques, which did not tally up with the 13 cheques that were on the paying-in slip but still passed all the cheques for banking. The additional cheque was for a hall hire damage deposit, which are not normally paid into the bank but which had been inadvertently included in the bundle of cheques. The money has been refunded to the payee.

**Entry of online payments** – the Clerk told the meeting that the acceptance of payments directly into the bank account had transferred much of the workload of the accounting for income from the Deputy Clerk and the Administrative Assistant, to her. The change in accounting has also meant that the separation of financial functions is not as strong as it has been in the past. The Clerk will be investigating changes that can be made to the accounting banking system to overcome these difficulties.

**Berewood Ltd** – The invoices represent payment for the servicing of the Iseki ride-on mower and the three Dennis mowers. The triple mower is still to be serviced.

**T P Penson** – The invoice represents the work carried out to fell the tree near the Recreation Ground Office and to trim the trees outside Roberts Court. This work was in the budget for 2016/2017 but additional urgent work to another tree in the Recreation Ground that had to be carried out in 2016, means that the budget will be exceeded.

Danbury Parish Council – The invoice is for the Water Risk Management training that was arranged by Danbury Parish Council. This represents very good value for money, as four members of staff attended the training.

Great Baddow Community Association – The Association suffered a broken window in December 2016 and the invoices for the repair (which had already been paid by them) were submitted so that the Parish Council could make an insurance claim. The Clerk told the meeting that there is an excess of £250.00 and that she had not felt it was worth the time and resources to make a claim. There was some discussion about this and it was agreed that the Clerk's advice on the matter would be accepted and no claim will be made. However, it was felt that further discussion should take place about the Parish Council's rights under the lease to seek to recover the cost of repairs from the Association.

PRS for Music – The Clerk told the meeting that due to new hirers in the Parish Hall, the bill is higher than last year. For each new hirer in the hall that uses music, the Parish Council must pay a sum of money. This is calculated on the number of times that the hirer uses the facility.

Thomsons – The Clerk told the meeting that the invoice was for the hearing loop in CR1 to be checked. This happened last year but the invoice has only recently been submitted.

Postage – The Clerk explained that the postage amount in the Petty Cash was to post 78 copies of the Great Baddow Times to the British Library deposit library. The copies were sent because it was only recently that the Parish Council had become aware that it is legally required to deposit a copy of every edition of the magazine.

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
6/2/2017	301063	Berewood Ltd – Grounds Machinery Winter Service	1984.02	396.81	2380.83
6/2/2017	301065	T P Penson – Work to fell and trim trees in the Recreation Ground	930.00	-	930.00
6/2/2017	301070	Darren O'neill – LC Contract Services January 2017	3200.00	-	3200.00
6/2/2017	301072	PRS for Music – Licence for the Parish Hall	592.72	118.54	711.26
6/2/2017	301073	SD Grounds Care Ltd – GC Contract Services January 2017	2433.33	486.67	2920.00

#### 655/16 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 31<sup>st</sup> January 2017, the expenditure stands at 76.7% and the income at 101.4%. 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 still 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 Lawn Cemetery and from the Bell Centre hire have both exceeded budget. The report was noted.

#### **656/16 Bell Centre**

The Clerk reported that certain issues had been raised regarding the safety of the Bell Centre and that she had contacted the insurance company for advice about the matter. The advice from the insurance company was that a survey should be carried out and that other works should be undertaken to the building.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin that the Council should authorise the Clerk to

- a) arrange for a survey of the roof of the Bell Centre
- b) arrange for anti-climb paint to be applied to the building
- c) undertake any minor remedial repairs

up to a figure of £2000.00, which will be taken from reserves. This was agreed unanimously.

The Clerk also told the meeting that arrangements had been made for a meeting to be held next week, so that the parties who were involved in the matter could be informed of the position.

#### **657/16 Recreation Ground Hire**

At its meeting on 19<sup>th</sup> December 2016, the Grounds committee had recommended that a charge should be made for the use of part of the Recreation Ground, when attached to the hire of room/s at the Great Baddow Community Association and that the fee should be set at £25.00.

It was proposed by Cllr Mrs V Sadowsky and seconded by Cllr A Sosin that the recommendation should be confirmed. This was agreed unanimously.

Cllr A Sosin took the Chair for the next item

#### **658/16 Grants**

Further information had been received from the Great Baddow Arts & Leisure Centre relating to the grant application in November 2016. This was discussed and it was proposed by Cllr Mrs M Miller and seconded by Cllr K Liley that a grant of £500.00 should be paid in May 2017. The vote was 5 in favour and with 2 abstentions. The proposal was carried.

#### **659/16 Water Risk Management Training**

The Clerk reported that four members of staff had attended the training and that all had been issued with the certificate.

A date had been set for the de-commissioning work on the shower in the Recreation Ground office and this will be taking place on Monday 13<sup>th</sup> February 2017. Works at the Parish Hall have still to be discussed with Clearwater Technology.

**660/16 Matters for Information**

- Cllr Mrs J Sosin reminded those present about the surgery and pre-meet on Saturday 11<sup>th</sup> February 2017 at 9.30am.
- Cllr Mrs J Sosin reported that she and Cllr A Sosin had ~~attend~~<sup>attended</sup> the Scouts Trading Post evening on 31<sup>st</sup> January 2017 and that it had been a very enjoyable event.
- Cllr Mrs C Shaw reported that since the parking restrictions had come into force in the car park in Noakes Place, she had received complaints about vehicles parking in Tabors Avenue. The Clerk said that Chelmsford City Council has advised that if parking was displaced to other roads, the residents would have to make application for parking restrictions to be placed on the roads.
- Cllr Mrs C Shaw asked whether the plumber/builder who had quoted for work at the Parish Hall had been contacted. The Clerk said that she had asked if he could be advised to contact her directly but that to date, no contact had been made.


**661/16 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 J Sosin.

**662/16 Bell Centre**

The Clerk had circulated further e.mail correspondence between Lambert Smith Hampton and the developer about the Party Wall and this was noted.

There being no further business the meeting was closed at 9.50 pm.

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