

Minutes of the Finance and General Purposes Committee

The Committee met at 8.00pm on **Monday 1st July 2019** in The Parish Hall in Great Baddow. Councillor Mrs C Shaw chaired the meeting.

Present: Councillors Mrs C. Shaw, Mrs J Sosin, Mrs D Ronaldson, K Ronaldson, Mrs V Chiswell, Mrs S Young and B Kilvington

In Attendance: Clare Milligan The Clerk of the Council

218/19 Apologies for Absence

Apologies were received and agreed for K Liley, A Sosin and P Sadowsky. Mrs J Sosin stood in for A Sosin and B Kilvington stood in for P Sadowsky.

219/19 Declaration of Interests

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

220/19 Minutes

The minutes of the meeting held on 3rd June 2019 were agreed with the following amendment: item 126/19 point 6 add 'Road' after Duffield.

221/19 Public Question Time

There were no members of the public present.

222/19 Clerk's Report

1. **BT Contract Issues:** - The clerk advised that she had received an invoice for the fax line which is no longer in use and had e-mailed BT to ask why they had sent it. The Clerk is still waiting for BT to reply.
2. **Bus Shelter** – All information has been sent off to Essex Highways, along with an e-mail from the County Councillor approving of the shelter which was a requirement. Essex Highways are now processing the information to issue the council with a Licence.
3. **Cemetery Update** – The cemetery works are almost finished and the Clerk will be signing off on this on Tuesday 2nd July.
4. **Toddler Playground Surface** – This project is underway and will hopefully be finished in the next few weeks. The Clerk advised that things had been pushed back slightly due to the state of the old surface and having problems raising this. The wetpour is due to be laid the week starting Monday 8th July 2019. The area is looking better already.

VC

223/19 Financial Transactions

1. There were no amendments to the Expenditure for May 2019
2. The Income up to end of June 2019 is **£5,136.00** (£4,516.32 Net)
3. The Expenditure up to the end of June is **£162,622.07** (£140,405.79 Net)

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

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

Date	Number	PAYEE	Amount	VAT	TOTAL
28/06/19	BACS	Came & Company – Motor Insurance	£1,068.57	£0.00	£1,068.57
28/06/19	BACS	Rigby Taylor – Sports field renovation	£2,065.51	£137.50	£2,203.01
01/07/2019	BACS12	Elm Horticulture Ltd – maintenance contracts	£4,260.00	£852.00	£5,112.00
01/07/2019	BACS19	Knight International – CCTV installation	£555.39	£111.08	£666.47
01/07/2019	BACS3	AD Fuels – Diesel for grounds equip	£616.50	£30.83	£647.33
01/07/2019	BACS4	Amelio – Cemetery drainage works	£46,819.69	£9,363.94	£56,183.63
01/07/2019	BACS4	Amelio – Cemetery drainage works	£48,760.76	£9,752.15	£58,512.91
01/07/2019	BACS13	Ernest Doe – Strimmer & New Brushes for sweeper	£1,085.68	£217.15	£1,302.83
01/07/2019	BACS14	EALC – Staff & Councillor Training	£470.00	£94.00	£564.00
01/07/2019	BACS15	ETC Sports – Maintenance of 3G	£1,125.00	£225.00	£1,350.00
01/07/2019	BACS21	The Plastic shop – Perspex for Bus Stop	£786.29	£157.26	£943.55
01/07/2019	BACS22	Rialtas – End of Yr closure	£660.60	£132.14	£792.72
01/07/2019	BACS24	The Sign Station – Recreation Ground sign	£1,157.50	£231.50	£1,389.00

Vc

01/07/2019	BACS26	Sperion Ltd – Asbestos removal	£1625.00	£325.00	£1,950.00
01/07/2019	BACS27	Tank Services – Pressure Washer	£1,052.88	£210.58	£1,263.46

224/19 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 30th June 2019, the total expenditure stands at 38.7% and the total income at 44.4% of budget. The Clerk pointed out that the expenditure seemed high as the cemetery works had now all been paid. This was agreed.

8:30pm Cllr Mrs S Young joined the meeting

225/19 Grants

The Clerk circulated the paperwork for the grant request from GBENA. A discussion took place and as the group do not meet the requirements for the financial donation the council felt it would be more appropriate to directly pay for an item or activity for the day. The Clerk was asked to go back to Mr Allan and ask for a breakdown of cost so the council can decide what would be best for them to pay for. It was also agreed that the Clerk would ask for all Public Liability insurance details for the event to make sure everything is in place. This was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young.

226/19 Staff Expenses Policy

The policy was previously circulated by the Clerk and with the following amendments the policy was agreed. The amendments are adding in the phrase ‘non-alcoholic’ before beverages. And a limit of £25 will be placed on the Subsistence – overnight absence meals for the day. Proposed by Cllr Mrs C Shaw and Cllr Mrs D Ronaldson.

Cllr Mrs V Chiswell asked if the Business use that needs to be on staff car insurance applied to the councillors as well. The Clerk will investigate this.

227/19 Replacement Sit on Mower

Deferred until the next F&GP meeting 2nd August 2019.

228/19 Matters for information

Cllr Mrs V. Chiswell – advised that there was a pre-meet on Saturday 6th July in committee room 1 9:30am to 11:30am.

There being no further business the meeting was closed at 8.54 pm.

Signed V Chiswell Chairman 8/7/19 Date