

## Minutes of the Finance and General Purposes Committee

The Committee met at 8.00pm on **Monday 2<sup>nd</sup> September 2019** in The Parish Hall in Great Baddow. Councillor C Shaw chaired the meeting.

Present: Councillors C Shaw, <sup>A</sup> S~~S~~osin, D Ronaldson, K Ronaldson, V Chiswell, S Young, B Kilvington, K Liley and V Sadowsky

In Attendance: Ginette Phillips, Assistant Clerk to the Council  
Administrative Officer

### **308/19 Apologies for Absence**

Apologies were received and agreed for P Sadowsky. V Sadowsky stood in for P Sadowsky.

### **309/19 Declaration of Interests**

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

### **310/19 Minutes**

The minutes of the meeting held on 1<sup>st</sup> July 2019 were agreed. Proposed by Cllr C Shaw, seconded by Cllr A Sosin.

### **311/19 Public Question Time**

There were no members of the public present.

### **312/19 Clerk's Report**

1. **Playground Surface** - The surface is now complete and positive feedback has been received. A few minor snagging issues are being addressed.
2. **GBENA Grant** - The Council had paid £312 for the hire of the park for GBENA's family day. Return of the £500 damage deposit is awaited.
3. **Car Insurance for Councillors** – Some Councillors had checked with their individual insurance companies and are covered for Councillor business use.
4. **BT Fax Line** – the Clerk was asked to provide an update regarding the invoice received after removal of the BT fax line.

### **313/19 Financial Transactions**

1. There were no amendments to the Expenditure for July 2019
2. The Income up to 30<sup>th</sup> August 2019 is **£7,204.00** (£6,578.34 Net)
3. The Expenditure up to 30<sup>th</sup> August is **£65,879.46** (£59,269.74 Net)

The above items were proposed for acceptance by Cllr C Shaw, seconded by Cllr V Chiswell, with the exception of the following: the £500 damage deposit for the GBENA's family day is not shown in the purchase ledger or cash book payments. Therefore, it appeared that this had not been paid.

VC

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

Date	Number	PAYEE	Amount	VAT	TOTAL
30/08/19	BACS3	Berewood Ltd – repair Ransome Triple/Disc replacement quadraplay	£685.65	£137.13	£822.78
30/08/19	BACS8	DCM Surfaces – Toddler Playground	£20,049.00	£4,009.80	£24,058.80
30/08/19	BACS11	Elm Horticulture Ltd – skip purchase for cem/allot. Maint and clearance works.	£6,160.00	£1,232.00	£7,392.00
30/08/19	BACS14	EALC – Training	£825.00	£165.00	£990.00
30/08/19	BACS23	The Safe Shop Ltd – Fireproof cabinet	£952.00	£190.40	£1,142.40
30/08/19	BACS24	Sperion Ltd – Asbestos removal PH	£1,920.00	£384.00	£2,304.00
30/08/19	BACS26	Wave Water – Cemetery Feb-Aug	£589.22	£0.00	£589.22
30/08/19	DD	Total Gas & Power- Electricity Bill	£788.25	£157.65	£945.90

### 314/19 Financial Review

A copy of the summary income and expenditure was circulated. The Assistant Clerk reported that to 30<sup>th</sup> August 2019 the total expenditure stands at 50.5% and the total income at 47.8% of budget. The Clerk has no concerns about this. The expenditure was high due to the cost of the damaged sports gates and the ongoing need to construct compartments at the cemetery. The Clerk was asked for an update on the payment due from the insurance company for the gates.

### 315/19 Grants

The Assistant Clerk circulated details of the grant request from The Dance Network Association. The committee noted that the group is now based in Chelmer Village. Further information was requested about the number of people they cater for, and how many are from Great Baddow.

### 316/19 Fees and Charges

The new parish hall fees and charges were agreed, with the exception of the following:

1. The allotment fees should be increased by £2.00 per annum. This had been agreed previously.

Proposed by Cllr C Shaw, seconded by Cllr S Young with this exception.

The following points were also noted:

1. Use of the hard tennis courts is free for individual use, but not commercial.

2. The request for more rounded figures for the hall bookings would be reviewed next year, as the current system does not accommodate this.

The new burial and associated charges were agreed, with the following exceptions:

1. The costs for the supply, installation, administration and renewal of bench leases need to be reviewed.
2. A cremated remains plot is purchased for 50 years (not 25 years).
3. The reference to metal plaque on wall is not relevant.

Proposed by Cllr C Shaw, seconded by Cllr S Young with the above exceptions.

### **317/19 Financial Regulations**

Clarification was requested of item 5.5c as to exactly what Councillors were approving. This item to be referred to the full council or October F&GP meeting. Items 6.3, 6.4, 6.6, 6.18 and 6.19 were noted.

### **318/19 Electric Contract**

The Assistant Clerk circulated the quotes for the proposed new electricity contract. It was agreed to accept the recommendation of a 2 year contract with Dual Energy. Proposed by Cllr C Shaw, seconded by Cllr V Chiswell. The Clerk was requested to check the terms and conditions of the contract.

### **319/19 New Sit on Mower**

The finance lease method was agreed in principle. It was then requested that the Clerk look at other models and suppliers in line with the financial regulations. The projected lifespan of the new machine was also requested. This will be brought back to a suitable F&GP meeting once all information has been collated.

### **320/19 Valuation of Buildings**

Councillors were in agreement that a valuation is needed, however further quotes are required. B Kilvington will assist with this.


### **321/19 Budget 2020/21**

The rough 1<sup>st</sup> draft was for information only and needs to be considered carefully. It was suggested that individual chairs for each committee should discuss their specific area of responsibility with the Clerk.

### **322/19 Matters for information**

1. Cllrs J Sosin, A Sosin and C Shaw will not be available for the pre-meet on Saturday 7<sup>th</sup> September.
2. Cllr V Sadowsky is unable to attend the EALC AGM. The Clerk will be attending.
3. Cllr V Sadowsky will not be present for the Parish Hall meetings on 16th September.
4. Broomfield Hospital AGM takes place at 4.30pm on Thursday 5th September.
5. Cllr P Sadowsky attended a task force meeting for the Army and Navy roundabout. An inspection report is being put together. No decision has been reached.
6. Cllr V Chiswell advised that she and Cllr E Ball will be meeting Gerry Parker on Thursday 5<sup>th</sup> September, ~~regarding GBENA and Meadgate~~. They will report back to the full council meeting.

There being no further business the meeting was closed at 9.40pm.

Signed..........Chairman.....7.10.19.....Date