



Minutes of the Finance and General Purposes Committee

The Committee met at 8.00pm on **Monday 4th November 2019** in The Parish Hall in Great Baddow. Councillor C Shaw chaired the meeting.

Present: Councillors C Shaw, A Sosin, V Chiswell, S Young, B Kilvington, K Liley, K Ronaldson, D Ronaldson and P Sadowsky

In Attendance: Clare Milligan, Clerk to the Council
Cllr M Mahil
Cllr E Ball
R Harman, Administrative Officer
Mike Drain, Thomsons

467/19 Apologies for Absence

No apologies

468/19 Declaration of Interests

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

469/19 Minutes

The minutes of the meeting held on 30th September 2019 were agreed with the following changes: item 392 add for lateness after Cllr S Young, item 402 take out the word 'Board' from the title and the second line after the word Padel.

470/19 Public Question Time

There were no members of the public present.

471/19 Clerk's Report

Nothing to report

472/19 Financial Transactions

1. There was one amendment to the Expenditure for September 2019, £4,500.00 payment for Elm Horticulture Ltd.
2. The Income as at the end of October 2019 was **£23,731.93** (£22,756.07 Net)
3. The Expenditure as at the end of October 2019 is **£53,693.75** (£49,374.17 Net)

The above items were proposed for acceptance by Cllr C Shaw, seconded by Cllr S Young.

CS.

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

Date	Number	PAYEE	Amount	VAT	TOTAL
31/10/19	BACS4	Chelmsford City Council – Business Rates and Play in the Park fees	£3,182.00	£0.00	£3,182.00
27/09/19	BACS7	Elm Horticulture Ltd – Contractual monthly charges, cemetery road works and Towerfield allotment maintenance	£10,245.00	£2049.00	£12,294.00
27/09/19	BACS15	L & J Hall – Grave Digging	£790.00	£0.00	£790.00
27/09/19	BACS24	Rialtas – Updated finance and bookings software	£520.50	£104.10	£624.60
27/09/19	BACS29	Thomsons – annual IT maintenance contract	£679.50	£135.90	£815.40
27/09/19	BACS30	Thorndon Security – Maintenance charge for Fire Alarm	£445.00	£89.00	£534.00
27/09/19	BACS 31	TMA – Valuation of Assets	£725.00	£145.00	£870.00
27/09/19	BACSCM	Vita Play – cemetery memorial Atlas Pillar	£7,176.00	£1,435.20	£8,611.20

473/19 Financial Review

A copy of the summary income and expenditure was circulated. The Clerk reported that as at the end of October 2019 the total expenditure stood at 64.4% and the total income at 91.7% of budget. The Clerk has no concerns about this. The clerk also circulated copies of the bank reconciliations for the main account and the deposit account. These were all accepted and agreed.

474/19 Reserves, CIL and S106

Cllr C Shaw introduced discussion about the previously circulated information. The reserves, CIL and S1067 were agreed with the following taken off as these monies have now been spent: Aquaplankton for Noakes Place S106 £600.00 and Carpet Cleaning reserves £300.

475/19 Grants 20/21

Cllr C Shaw introduced discussion about the previously circulated list of applied for grants. It was agreed to give grants to Kids Inspire £1,000.00, Great Baddow WI £100.00 and Great Baddow Flower Club £500.00.

476/19 Internal Auditor

It was agreed that Heelis and Lodge would be the council's internal auditor for 2019/20 and 2020/21. This was proposed by Cllr C Shaw, seconded by Cllr S Young and agreed unanimously.

The Clerk had previously circulated the interim audit for 2019/20. The Clerk advised that the Privacy Statement is now on the website and that the fidelity cover would not be increased. The reason for not increasing the fidelity cover was due to the fact that 2018/19 had a particularly high bank balance as it contained all the CIL monies for the cemetery. This year would see a lower bank balance and so the fidelity did not need increasing. This was proposed by Cllr C. Shaw, seconded by Cllr V Chiswell and agreed unanimously.

477/19 End of Year 2018/19

The clerk circulated the year end external auditor report which showed no issues, concerns or recommendations. This was noted and agreed unanimously.

478/19 Plaques for the new memorial

The Clerk previously circulated information regarding this and recommended the cost of £181.00 to cover the cost of removing the plaques, having them engraved and then refitted to the memorial. The costing was in line with Chelmsford City Council's charges. This was agreed with the Clerk looking further into the costs for the next financial year. This was proposed by Cllr C Shaw, seconded by Cllr A Sosin and agreed unanimously.

479/19 IT Back Up

Administrative Officer Roger Harman introduced Mike Drain from Thomson who had produced the previously circulated report and quotation for new equipment and storing all the council data in the cloud and using Microsoft 365. A discussion then took place with questions being asked. The overall cost for option 1 would be £3,676.23 coming from the code 2119 which had budget allocated for this purpose from the precept and reserves. Option 1 was proposed by Cllr C Shaw, seconded by Cllr B Kilvington and agreed unanimously.

480/19 VE Day

Cllr C Shaw introduced the item and Cllr V Chiswell went through the costing sheet devised by the working party that had been handed out. The event will be taking place on Friday 8th May and all councillors are urged to attend. Cllr Young felt that various attractions should be charged for selling their wares at the event and the working party was asked to check that the council public liability insurance would cover this event. It was agreed that £4,000 would be allocated to this event from code 2133. This was proposed by Cllr C Shaw, seconded by Cllr B Kilvington and agreed unanimously. This will now be taken to full council.

481/19 Council Budget 2020/21

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The final budget that had been prepared by the Clerk allowing for a 3% increase in the precept was presented to the committee. This was proposed by Cllr C Shaw, seconded by Cllr A. Sosin and agreed unanimously. This will now be taken to full council.

482/19 Matters for information

1. Cllr S Young advised that the next 'Coffee with Cops' at the parish hall was on the 15th November at 1.15pm and asked councillors to attend if they could to show support.
2. Cllr B Kilvington advised that he had attended Councillor training at the EALC and they had advised that best practice regarding financial checking of the payments/invoices should be undertaken by different councillors each month instead of the same one. This was agreed and the Clerk will draw up a rota for all councillors to undertake this.
3. Cllr P Sadowsky advised that the next task force meeting will be taking place on the 22nd November and if any councillors had any comments/questions to let him know beforehand.
4. Cllr C Shaw asked the Clerk to remind the owners of the Vineyards that the crossing was still not repainted.
5. Cllr A Sosin advised that he had attended the Chelmsford Association of Local Councils meeting.
6. The Clerk advised that the council office will be shut on the 12th December, the election date, that the council meeting on 11th November will be starting at 6.30pm, the grounds committee meeting is now on the 18th November starting at 8pm and that it was important for those on the committee to attend. The allotment presentation will probably be rescheduled to the 9th January 2020.

483/19 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 items. Proposed by Cllr C Shaw, seconded by Cllr S Young and agreed unanimously

484/19 Staffing Update

The Clerk spoke about the grounds staff and how hard they had worked over the past 4 months. A recommendation for recognising this was proposed by Cllr S Young and seconded by Cllr B Kilvinginton. A vote then followed with the following outcome: 7 for and 2 abstained.

There being no further business the meeting was closed at 9.53pm.

Signed.....*C M Shaw*.....Chairman.....*11/11/19*.....Date