



Minutes of the Finance and General Purposes Committee

The Committee met at 8.00pm on **Monday 5th October 2020** holding the meeting via Zoom.

Councillor C Shaw chaired the meeting.

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

In Attendance: Clare Milligan, Clerk to the Council

448/20 Apologies for Absence

A notice of lateness was received and agreed for Cllr V Chiswell.

449/20 Declaration of Interests

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

450/20 Minutes

The minutes of the meeting held on 7th September 2020 were noted.

451/20 Public Question Time

There were no members of the public present.

452/20 Clerk's Report

1. The Vineyards Management Company – The Clerk emailed Clem Dobson to ask for the car park data and to pin down a date for the recycling bins to be installed. The company replied that they had been very busy and priorities had changed. They would get the second batch of data over to the Parish Council as soon as possible. As for the bins the lady who deals with this was on sick leave and so the company would let us know as soon as possible. The Councillors asked the Clerk to set up a meeting with the company as soon as possible.
2. Allotments within the Parish – The Clerk emailed Chelmsford City Council and was advised that the Sawkins Avenue allotments had 3 vacancies and no waiting list. The Clerk will come back to allotments in around a years' time to re-look at the running of all the allotments in Great Baddow.

453/20 Financial Transactions

1. The Income as at the 30th September 2020 was **£247,595.19**. This income included the second half of the precept from Chelmsford City Council.
2. The Expenditure as at the 30th September 2020 was **£56,945.66** (£54,842.50 Net).

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

All payments can be seen on Appendix A.

454/20 Financial Review

A copy of the summary income and expenditure was circulated. The Clerk reported that as at the 25th August 2020 the total expenditure stood at 44.1% and the total income at 91.1% of budget. The Clerk advised the reason the income percentage was so high was due to the second lot of precept being received.

The Clerk had also circulated a cashflow spreadsheet. The sheet will continue to be updated by the Clerk and brought to each meeting. Following a request by one of the Councillors the Clerk had given suggestions for possible expenditure savings for this year due to the Covid 19 pandemic and the impact on the Council. These were looked at and it was agreed that at present it is too soon to say which, if any, expenditure would be cut. The Council is completely committed to providing and undertaking projects and refurbishments where needed and is not considering abandoning any planned works, just possibly postponing them.

Cllr V Chiswell joined the meeting at 8.20pm

455/20 Direct Debits and Standing Orders

The Clerk produced a list of Direct debits and standing orders for the year for the Council expenses. It was recommended that the continued use of variable direct debits for utility supplies, Lloyds card and phone charges and standing orders for HR consultants (ending in October), photocopier charges, card machine charges and internet charges be recommended to the Full Parish Council. Recommended by Cllr C Shaw, seconded by Cllr S Young and agreed unanimously.

456/20 Grounds Equipment

This item was deferred to the next meeting so further information could be produced.

457/20 AGAR

The Clerk was still waiting for the AGAR to be returned from the auditor. However she was aware that there would be one exempt matter statement regarding the asset register and having a zero value against land that we maintain but do not own such as the cemetery. The Clerk has contacted the EALC regarding this matter and is waiting for their reply.

The Clerk also advised that the asset register had been incorrectly added up when submitting the AGAR, line 9, and should read £3,870,032.00 and not £3,862,356.00. The Clerk advised that this just needed adjusting on the original AGAR, initialling, and sending back to the auditors. The AGAR will now go to the Full Council meeting on Monday 12th October to be agreed and initialled.

458/20 Asset Register

The Clerk had previously circulated the most up to date asset register. The Clerk was advised that the Old Burial Ground did belong to the Council. Therefore, the Clerk will look into how we have this land valued for the asset register.

459/20 Tree Works

The Clerk was asked to place this item on the Full Council Meeting as further information was required before a decision could be made as to which quote the Council would go with.

460/20 Matters for information

1. Cllr B Kilvington advised that the Azelea bed was now ready for planting and was looking much better.
2. Cllr P Sadowsky advised he had received an email from a resident regarding Hamptons. The Clerk advised this was on the Full Council agenda.
3. Cllr V Chiswell advised that she had been told the completion of the sale for the URC should be going ahead on the 14th October and that once the new owners were in situ the Council should make contact.
4. Cllr C Shaw advised that she had received an invitation to the virtual meeting of the Essex Playing Fields Association awards meeting. However she was not invited as part of the Parish Council and asked the Clerk to look into this and see if the Council should have received an invite.
5. The Clerk advised that further to government guidelines on working from home the office was now only manned by one member of staff at any time. Holidays and sick leave will be covered.

There being no further business the meeting was closed at 9.04pm.

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