



Minutes of the Finance and General Purposes Committee

The Committee met at 8.00pm on **Monday 7th September 2020** holding the meeting via Zoom.

Councillor C Shaw chaired the meeting.

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

In Attendance: Clare Milligan, Clerk to the Council

366/20 Apologies for Absence

Apologies received and agreed for Cllr B Kilvington.

367/20 Declaration of Interests

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

368/20 Minutes

The minutes of the meeting held on 6th July 2020 were noted.

369/20 Public Question Time

There were no members of the public present.

370/20 Clerk's Report

1. Library Bins – The Clerk emailed Chelmsford City Council again and they advised that the Library use their own independent company. The Clerk also emailed the library and was advised by them that they use a company called Greenrecycling. The Clerk was asked to contact the Vineyards management company to see when the recycling bins for the shopping area were being installed. The Clerk was also asked to enquire with them about the data for the carpark.
2. Allotments within the Parish – The Clerk has emailed CCC again and has been advised that it is Chelmsford City Council land and legislation states that it is a concurrent function, and therefore Chelmsford City Council can run them. The Clerk enquired about changing them to being run by Great Baddow Parish Council and was advised that there was no legal reason why this could not happen; however it could possibly involve a cost as a lease would need to be drawn up. The Clerk was asked to contact Chelmsford City Council again to see if all the allotment plots were full.
3. Bus Shelter in Gowers Avenue – The Clerk advised the meeting that she felt this should be put on hold for the time being until we are more aware of income for the year and expenditure for the year. This will be looked at again in the October meeting when all expenditure will be scrutinised.

371/20 Financial Transactions

1. There was an amendment to the income for July 2020 amounting to £7,838.71
2. The Income as at the 25th August 2020 was **£13,603.00**.
3. The Expenditure as at the 25th August 2020 was **£41,413.04** (£38,327.35 Net).

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

All payments can be seen on Appendix A.

In addition to the above payments the Clerk advised that the following payments also needed paying before the end of September:

Chelmsford Plumbing and Heating – new boiler - £1,269.34

Community Association – Roof repair - £690.00

Mrs K Loveridge – Hall Deposit reimbursement - £30.00

Sue Lees Consultancy – Website accessibility review - £160.00

372/20 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 36.9% and the total income at 49.3% of budget. The Clerk also produced 2 cashflow reports. A discussion took place around these and how at present cashflow was secure; however the Clerk advised that things are forever changing and she will continue to update the spreadsheet and bring to each F&GP meeting.

373/20 Annual Fees review

A copy of last year's fees including hall hires, grounds facilities hires, allotments and cemetery fees was previously circulated to all councillors with explanations from the Clerk on her reasoning for any changes. Following discussion it was agreed that any exhumation fee would not be published, and the following proposals were made:

Cemetery Fees:

It was proposed to accept all recommendations from the Clerk including the increases for the cemetery fees in line with Chelmsford City Council and from 2021 to start changing our fee charges earlier in the year, to May, in line with Chelmsford City Council. – Proposed by Cllr A Sosin, seconded by Cllr K Liley agreed unanimously.

It was proposed that an additional fee be introduced for recycled benches at a cost of £650. – proposed by Cllr A Sosin, seconded by Cllr S Young with votes as 5 for, 1 against.

Hall Hire Fees:

It was proposed not to increase any fees in line with the Clerk's recommendation and to remove the 3 hour minimum charge during normal working hours up to 4pm. – proposed by Cllr C Shaw, seconded by Cllr V Chiswell with voting 5 for and 1 abstaining.

Grounds Facilities Fees:

It was proposed to increase the grounds facilities fees by 1.5%. - proposed by Cllr A Sosin, seconded by Cllr K Liley with votes as 3 for and 4 against. This proposal was not carried and therefore all fees will not increase this year.

It was also agreed that bespoke fees would be at the Clerk's discretion for one to one training taking place at the recreation ground.

Allotment Fees:

It was proposed that allotment fees be put up by £1 this year. Proposed by Cllr A Sosin, seconded by Cllr K. Liley and agreed unanimously.

374/20 Donations

A discussion took place regarding the payment that the Council normally makes for the portaloos for the Baddow Races. As this was only happening virtually this year the Clerk wondered if the Council would like to make a donation to the charities instead. It was proposed that a donation of £500.00 be made to the Charities. – proposed by Cllr C Shaw, seconded by Cllr S Young with voting 5 for and 1 abstaining.

375/20 Policies

Grant Policy – Agreed with the following adjustment to 4.4 rewording as follows: ‘Organisations that receive a grant are asked to acknowledge the Parish Council's contribution on all publicity/printed material if possible.’

Financial Regulations - Agreed no changes

Procurement Policy – Agreed no changes

Proposed by Cllr C Shaw, seconded by Cllr V Chiswell and agreed unanimously.

376/20 F&GP Draft Budget 2021/22

A discussion took place regarding the previously circulated draft budget.

It was proposed to accept the draft budget with the following changes Postage Code 2123 reduce to £1,000. Stationery code 2115 reduce to £1,000. Proposed by Cllr C Shaw, seconded by Cllr V Chiswell and agreed unanimously.

377/20 Salaries

The Clerk previously circulated the new salaries for April 2020 to March 2021 which were received from EALC/NALC. These were agreed and the Clerk will have the backdated increases applied to all employees' salaries for the September pay. Proposed by Cllr C Shaw, seconded by Cllr A Sosin and agreed unanimously.

378/20 Matters for information

1. Cllr K Liley reminded the councillors re the remembrance service in November and asked for this to go on the October Council meeting.

379/20 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 C Shaw and seconded by Cllr S Young and agreed unanimously.

380/20 Community Association Roof

The Clerk read through the quotes received for the Community Association roof including a quote for a rubberised roof. After a discussion it was agreed to replace the roof with a 3 layer felt and to accept the quote from Blainey Roof at a cost of £6,195 exc VAT. It was

acknowledged that whilst this was the cheapest quote that was not the only reason for deciding to use this roofer. Blainey roofing had completed previous roofing works for the Council to a very high standard. It was proposed to accept the Blainey Roofing quote and to take this to full Council on Monday 14th September for approval. - Proposed by Cllr C Shaw, seconded by Cllr V Chiswell and agreed unanimously.

There being no further business the meeting was closed at 10:10pm.

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