

## Minutes of the Finance and General Purposes Committee

The Committee met at 8.00pm on **Monday 3<sup>rd</sup> June 2019** in The Parish Hall in Great Baddow. Councillor Mrs C Shaw chaired the meeting.

Present: Councillors Mrs C. Shaw, A Sosin, Mrs D Ronaldson, K Ronaldson, Mrs V Chiswell, Mrs S Young and P Sadowsky

In Attendance: Clare Milligan The Clerk of the Council

### **122/19 Apologies for Absence**

Apologies were received and agreed for K Liley.

### **123/19 Declaration of Interests**

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

### **124/19 Minutes**

The minutes of the meeting held on 29<sup>th</sup> April 2019 were agreed with the following amendments: point 073/19 add in a 'p' to the word 'caped'; point 076/19 change title from 'in' to 'at'; point 077/19 amend Clerk item to read 'The Clerk asked for the council's agreement to adjust'

### **125/19 Public Question Time**

There were no members of the public present.

### **126/19 Clerk's Report**

1. **Card Payment System:** - The apparatus is all installed and working.
2. **BT Contract Issues:** - The clerk advised that she had received an e-mail from BT containing a contract that was signed by the previous Clerk and therefore on 2 of the phone lines the council will be liable for early cancellation charges. The Clerk is awaiting the invoice and will advise the council further on this matter at the next F&GP meeting.
3. **Recreation Ground Signage:** - The new sign is now up at the drive to the recreation ground.
4. **Additional CCTV at the Millennium Centre:** - The council has now purchased and had installed 2 additional cameras that were requested to improve security on the carpark and play areas.
5. **Overgrowth Fairways:** - this was reported by the Administrative Officer
6. **Fly Tipping Duffield:** - this was reported by the Administrative Officer and has been cleared.

Road  
VC

V. Curwen

## 127/19 Financial Transactions

1. There were no amendments to the Expenditure for March 2019
2. The Income up to end of April 2019 is **£226,436.32** (£225,711.01 Net)
3. The Expenditure up to the end of April is **£98,715.53** (£93,740.94 Net)
4. The Income up to the end of May 2019 is **£45,528.41** (£43,455.90 Net)
5. The Expenditure up to the end of May 2019 is **£41,233.60** (£38,941.35 Net)

It was noted that the income for May includes the internal bank transfer of £25,000.00. It was also noted that an additional payment for Diesel had yet to be put through the finance system as this was only delivered on Friday 31<sup>st</sup> May but the invoice had already been received and needed paying so was input through the bank for a BACS payment.

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

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

Date	Number	PAYEE	Amount	VAT	TOTAL
30/05/19	Chq 301750	Farleigh Hospice Grant	£850.00	£0.00	£850.00
03/06/2019	BACS10	Elm Horticulture Ltd – maintenance contracts	£4,260.00	£852.00	£5,112.00
03/06/2019	BACS16	Knight International – CCTV installation	£1,550.29	£310.06	£1,860.35
03/06/2019	BACS21	PPL PRS – Music Licence	£955.50	£191.10	£1,146.60
03/06/2019	BACS22	PR Cootes – Electrics at the Grounds	£439.00	£87.80	£526.80
03/06/2019	BACS23	Rialtas Sub Sol – Finance IT package	£520.00	£104.00	£624.00
03/06/2019	BACS24	Rigby Taylor – Football Pitch renovation	£608.80	£94.60	£703.40
03/06/2019	DD	Total Gas & Power – Electrics qrtly bill	£461.89	£92.37	£554.26
03/06/2019	DD	Total Gas + Power – quarterly Electrics bill	£483.49	£96.70	£580.19
03/06/2019	BACS	AD Fuel Oils Ltd – Diesel	£616.50	£30.83	£647.33

V. Churwell

### **128/19 Financial Review**

The Clerk circulated a copy of the summary income and expenditure and reported that to 31st May 2019, the total expenditure stands at 18.5% and the total income at 43.5% of budget. The Clerk pointed out that the income included half of the precept which is why the percentage seemed so high. This was agreed.

### **129/19 Bus Shelter**

The Clerk circulated the quotes for the new bus shelters that had glass sides all around. It was proposed by Cllr K Ronaldson, seconded by Cllr Mrs V Chiswell and agreed unanimously that the 'Ashkirk' bus shelter would be purchased at the value of £7,404.00. The Clerk will now contact ECC and advise on the shelter and proceed with getting this installed.

### **130/19 Parish Hall Side Area**

The Clerk advised that she would like to do something with the area to the side of the parish hall outside the office windows. A feasibility study is to take place for costing of paving the area or covering it with membrane and shingle.

### **131/19 Cemetery Update**

The Clerk advised that the works were coming along well and that the company that had been employed to undertake the task had been extremely good. The Clerk advised that the area to the side of the road where people leave their cars when attending a burial or attending their allotments was not included in the original tender for being tarmacked over. The Clerk advised that this would be an extra £26,000 and recommended that this be undertaken whilst the company were on site otherwise the area would look unfinished. The council had a long discussion around the cost and if planning permission would be required and asked the clerk to find out further information about this and bring this back to the council meeting on the 10<sup>th</sup> June 2019.

### **132/19 Playground Surface**

The Clerk circulated the quotes that she had received regarding the resurfacing of the toddler playground and advised that it was coming out a lot higher than first thought. The Clerk advised that it worked out cheaper to have 2 different companies undertake the work. One to prepare the ground and then a specialist company to lay the wetpour. Even so the total cost for the toddler play area would still be just over £27,000. As the Clerk had £10,000 grant money and £10,000 budgeted for these works she recommended that the extra CIL money that had come in during the month of May £7,218.78 should be put towards the cost allowing for the works to go ahead. This was proposed by Cllr Mrs S Young, seconded by Cllr Mrs V Chiswell and agreed unanimously

### **133/19 Matters for information**

**Cllr P Sadowsky** – advised that a task force meeting re the Army and Navy was taking place on the 17<sup>th</sup> June and he would then be able to report back to the council any developments.

**Cllr P Sadowsky** – asked how the gentleman was who had previously fallen off a ladder in the parish hall. The Clerk advised that he was ok and that signs had been placed on all the council ladders telling hall users that they are not for use. The Clerk will also investigate this further re having the ladders locked away.

*V. Curwen*

**Cllr Mrs V. Chiswell** – advised that there was a pre-meet on Saturday 8<sup>th</sup> June in committee room 1 9:30am to 11:30am.

**Cllr Mrs V Chiswell** – recommended that laminated signs for the defibrillator be given to the shops in the Vineyards and that a notice is put up stating where the nearest defibrillator is situated.

**Clerk** – The clerk advised that Gerry Parker had asked to meet with the council and the date of the 28<sup>th</sup> June was agreed.

There being no further business the meeting was closed at 9.35 pm.

Signed.....*V. Chiswell*.....Chairman.....*10.6.19*..... Date