

Minutes of the Finance and General Purposes Committee

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

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

In Attendance: Clare Milligan The Clerk of the Council

629/18 Apologies for Absence

Apologies were received and agreed for Cllr G Jarvis and Cllr T Miller. Cllr Mrs V Sadowsky and Cllr P Sadowsky stood in for the absent councillors respectively.

630/18 Declaration of Interests

Cllr Mrs V Chiswell and Cllr A Sosin both declared an interest in item 8 Grant Application 18/19 for Helping Hands Essex.

631/18 Minutes

The minutes of the meeting held on 7th January 2019 were proposed by Cllr Mrs C. Shaw, seconded by Cllr A Sosin and agreed unanimously.

632/18 Public Question Time

There were no members of the public present.

633/18 Clerk's Report

1. **Payroll:** - This is all now paid via bacs directly from the council's bank account. It was agreed that the Clerk should now go ahead and close the Imprest account as this is no longer needed. The Clerk will fill out all paperwork needed. Proposed by Cllr A Sosin, seconded by Cllr Mrs S Young and agreed unanimously.
2. **Cemetery Drainage** – The tender closing date was the 4th February and the Clerk advised that 8 tenders had been received. The consultancy firm who wrote the tender for the council will now open the tenders and send through their recommendations. This will go to the Council meeting on 11th February 2019.
3. **Risk Assessment** – The Clerk advised that the meeting had been held with the working party and the new revised plan will go to the Council meeting on the 11th February 2019.

634/18 Financial Transactions

1. There were no amendments to the Expenditure for December 2018
2. The Income for January 2019 is **£ 14,023.90** (£13,865.21 Net Excluding the internal bank transfer)
3. The Expenditure for January 2019 is **£44,951.20** (£41,695.25 Net)



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

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

Date	Number	PAYEE	Amount	VAT	TOTAL
31/01/2019	BACS 6	Elm Horticulture Ltd – maintenance contracts	£4,260.00	£852.00	£5,112.00
31/01/2019	BACS7	Euroloo – Porta loos for the Great Baddow Races	£970.00	£194.00	£1,164.00
31/01/2019	BACS16	St Johns Ambulance – First Aid course for all staff	£1,350.00	£270.00	£1,620.00
31/01/2019	DD	Total Gas & Power – quarterly Bills	£1,601.09	£320.21	£1,921.30
31/01/2019	BACS24	Wave – Quarterly Sewage bill	£965.96	£0.00	£965.96
31/01/2019	BACS25	Essex Pension Fund – pension contributions	£4,799.59	£0.00	£4,799.59
31/01/2019	BACS26	HMRC – NIC and Tax	£3,768.56	£0.00	£3,768.56

635/18 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 31st January 2019, the total expenditure stands at 81.4% and the total income at 112.7% of budget. Agreed. The bank reconciliations were also circulated by the clerk for the main account and savings account and these were agreed.

Cllr Mrs V Chiswell left the room so the next item could be discussed.

636/18 Grant Application 18/19

The Council discussed the previously circulated information for a Grant for £600 from Helping Hands Essex. A discussion was had. It was proposed by Cllr Mrs J Sosin, seconded by Cllr Mrs S Young and agreed unanimously.

Cllr Mrs V Chiswell returned to the meeting

637/18 Chain Home Tower

The Clerk previously circulated the information written by Cllr K Ronaldson in relation to the application to apply for listing of the Tower. It was agreed that the Clerk would forward the information to the Historic England.

638/18 Pay Scale Increase

The Clerk had previously circulated the new scales as recommended by NALC. This amounted to a 2% increase which had already been

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included in the budget for 19/20. Proposed by Cllr Mrs C Shaw, seconded by Cllr Mrs J Sosin and agreed unanimously.

639/18 Extra lighting in Recreational Ground

The Clerk had previously circulated a quote and advised that due to the fact the cost seemed very high more investigation was needed as well as further quotes. This item will be brought back to the Highways and Amenities Committee Meeting on 18th February 2019.

640/18 Card Payment System

A briefing had been previously circulated on a card payment provider and a discussion was had. It was agreed to use Active Payments and that Cllr Mrs C Shaw, Cllr Mrs V Chiswell and the Clerk Mrs C. Milligan would sign the agreement. ID was collected from all 3 people. Proposed by Cllr Mrs C Shaw, seconded by Cllr Mrs V Chiswell and agreed unanimously.

641/18 BT Contract Issue

The Clerk updated the council on the situation. A complaint had been registered with BT and they had 14 days to reply to the Clerk. This will be brought back to an F & GP meeting when there is further action.

642/18 CCTV

A discussion was had around the previously circulated information and quote and it was agreed to go ahead with the quote from KI Sound and Light at £1,546.79. The funding for this is to come out of the Grounds Project budget 3168. The Clerk would also speak with the Community Association about them having more cameras which are positioned to cover the car park for the Millennium Centre. Proposed by Cllr Mrs S Young, seconded by Cllr Mrs C Shaw and agreed unanimously.

643/18 Matters for information

- Cllr Mrs J Sosin reminded everyone of the surgery and pre-meet this coming Saturday 9th February 2019.
- Cllr Mrs D Ronaldson advised that she will not be at the Council meeting on Monday 11th February
- Cllr P Sadowsky advised that he had attended the Task Force meeting for the Army & Navy over and that there would be a workshop taking place on 14th March for which 6 councillors are invited. Cllr P Sadowsky advised that he would circulate the schemes/plans for the flyover and it was agreed that the item would go on the council meeting on the 11th February to decide which councillors will attend the workshop.
- Cllr Mrs V Sadowsky advised that Sutherland Lodge were holding their patient participation evening on 20th February at 7pm at the Millennium Centre if anyone would like to attend.
- Cllr Mrs V Chiswell advised that she had been approached by a dog walker in the recreation ground about a large amount of silver canisters being in the Millennium Centre's carpark. The Clerk advised that she had already contacted the police and they advised that they would make an additional patrol around the area.
- The Clerk reminded everyone of the Library meeting with Councillor Mrs S Barker at County Hall on Monday.

There being no further business the meeting was closed at 9:20 pm.

Signed *JES* Chairman *11th February 2019* Date