

Minutes of the Finance and General Purposes Committee

The Committee met at 8.00pm on **Monday 4th March 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 D Ronaldson, K Ronaldson, Mrs V Chiswell and Mrs V Sadowsky

In Attendance: Clare Milligan The Clerk of the Council

691/18 Apologies for Absence

Apologies were received and agreed for Cllr Mrs S Young, Cllr G Jarvis and Cllr T Miller. Cllr Mrs V Sadowsky stood in for Cllr Mrs S Young.

692/18 Declaration of Interests

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

693/18 Minutes

The minutes of the meeting held on 4th February 2019 were proposed by Cllr Mrs C. Shaw, seconded by Cllr A Sosin and agreed unanimously.

694/18 Public Question Time

There were no members of the public present.

695/18 Clerk's Report

1. **Cemetery Drainage:** - 3 contactors have been invited to an interview process on Tuesday 5th March; this will be held all day. Cllr P Sadowsky and Cllr K Ronaldson along with the Clerk and Alex Vickers from Cemetery Development will undertake the interviews.
2. **Card Payment System:** - the administration officer has contacted the company and we are just awaiting the paperwork that will need signing.
3. **BT Contract Issues:** - I have had no further contact from BT I will keep bringing this back to F&GP until we have this resolved.
4. **Imprest account:** - The Clerk has given the paperwork in to NatWest to cancel the account and the balance will be transferred to the council Unity Trust account. The account has now been cancelled and a total of £24, 603.24 has been transferred.

696/18 Financial Transactions

1. There were no amendments to the Expenditure for January 2019
2. The Income for February 2019 is **£ 10,887.18** (£10,105.84 Net Excluding the internal bank transfer)
3. The Expenditure for February 2019 is **£46,816.44** (£43,373.07 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
28/02/2019	BACS11	Elm Horticulture Ltd – maintenance contracts	£8,920.00	£1,784.00	£10,704.00
28/02/2019	BACS4	Berewood Ltd – lawnmower service	£704.65	£140.93	£845.58
28/02/2019	BACS5	Cemetery Development – tender cost	£1,200.00	£240.00	£1,440.00
28/02/2019	DD	Total Gas & Power – quarterly Bills	£998.96	£199.79	£1,198.75
28/02/2019	BACS9	City Lighting – Grounds lighting work	£660.00	£132.00	£792.00
28/02/2019	BACS12	FRS Countrywear- PPE clothing	£646.26	£116.59	£762.85
28/02/2019	BACS17	Rialtas – Finance software	£569.00	£113.80	£682.80
28/02/2019	BACS21	Taylormade Casting – Memorial Bench	£950.00	£190.00	£1,140.00
28/02/2019	BACS24	Wave – Half yearly cost	£1,676.70	£0.00	£1,676.70
28/02/2019	BACS27	Essex Pension Fund – pension contributions	£4,655.68	£0.00	£4,655.68
28/02/2019	BACS28	HMRC – NIC and Tax	£3,500.47	£0.00	£3,500.47

697/18 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 28th February 2019, the total expenditure stands at 89.5% and the total income at 114.7% of budget. Agreed.

698/18 Bowling Club path

This item was deferred until the next meeting in April as more information was required by the councillors.

699/18 CCTV at Millennium Centre

This item was deferred until the next meeting as the Clerk is still awaiting the quote.

700/18 Website Update

The Administration Officer had previously circulated a briefing regarding the new website and the possibility of changing the web address to '.gov.uk'. A discussion took place around the change and the cost of £99 for making the change. However, the councillors have also asked for a

list of any other cost this could involve. The Councillors were also asked to look at the new website and advise R. Harman if there were any issues; this needed to be completed by the end of March 2019. It was agreed to change the web address. Proposed by Cllr Mrs C Shaw, seconded by Cllr Mrs V Sadowsky and agreed unanimously.

701/18 Cricket Club Invoice

The Clerk had previously circulated a briefing on the situation with the cricket club. It was agreed to amend the invoice and the clerk to report back to the council meeting any updates after her meeting with Elm. Proposed by Cllr Mrs C Shaw, seconded by Cllr Mrs V Chiswell and agreed unanimously.

702/18 Matters for information

Cllr Mrs J Sosin – reminded everyone that the pre-meet was this Saturday 9:30am to 11:30am.

Clerk – advised that asbestos was found within the cemetery toilets and store building and is being investigated.

Clerk – It was agreed that Cllrs K Liley and Mrs C Shaw will attend the Army & Navy meeting on 13th March on behalf of the Council.

Clerk – Advised that the grass tennis courts fence and gates had been driven into over the weekend and that the insurance company would be contacted.

There being no further business the meeting was closed at 9:08 pm.

Signed.....*J Sosin*.....Chairman.....*11th March 2019*.....Date