

Minutes of the Finance and General Purposes Committee

The Committee met at 8.10pm on **Monday 3rd December 2018** 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 and Mrs V Chiswell

In Attendance: Clare Milligan The Clerk of the Council

510/18 Apologies for Absence

There were apologies for absence from Cllr G Jarvis and Cllr T Miller

511/18 Declaration of Interests

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

512/18 Minutes

The minutes of the meeting held on 5th November 2018 were proposed by Cllr Mrs C. Shaw, seconded by Cllr A Sosin and agreed unanimously. The Minutes of the meeting held on the 26th November 2018 were proposed by Cllr Mrs C Shaw, seconded by Cllr Mrs V Chiswell and agree unanimously

513/18 Public Question Time

There were no members of the public present.

514/18 Clerk's Report

1. **Payroll:** - After looking into this the council limit for autopay was under the full amount needed to pay out for RM Payroll to make the salary payments. Therefore, no changes were made, and the council paid everyone directly again this month. We do now have an online payment system working and therefore from December RM Payroll will pay staff, HMRC and the Essex Pension directly.
2. **Weekend Grounds Attendant:** - the interviews for this took place on the 12th November 2018. A candidate has been offered the post and accepted. They will start the role in January 2019.
3. **Cemetery Drainage** – The company are coming down to see the Clerk on Thursday 6th December to look at the area in question. The company advised that CA stood for Contract Administrator.

515/18 Financial Transactions

1. The amended Expenditure for October 2018 is **£0**
2. The Income for November 2018 is **£8,766.35** (£8,766.35 Net Excluding the internal bank transfer)
3. The Expenditure for November 2018 is **£43,465.66** (£40,666.36 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 cheques were issued to cover expenditure of over £500.

Date	Number	PAYEE	Amount	VAT	TOTAL
09/11/2018	301712	L J Hall Digging – Grave linings	£2,370.00	£0.00	£2,370.00
30/11/2018	301713	Berewood Ltd – Purchase of Trailer	£3,798.00	£899.60	£4,697.60
30/11/2018	301714	Abercorn Plant – plants for cemetery and sensory garden	£438.05	£79.77	£517.82
30/11/2018	301719	Elm Horticulture Ltd – maintenance contracts	£4,260.00	£852.00	£5,112.00
30/11/2018	301718	Defib Store – purchase of a defibrillator	£1,319.00	£263.80	£1,582.80
30/11/2018	301725	L J Hall Digging – grave linings	£1,730.00	£0.00	£1,730.00
30/11/2018	301737	Essex Pension Fund – pension contributions	£4,643.63	£0.00	£4,643.63
30/11/2018	301704	HMRC – NIC and Tax	£3,709.59	£0.00	£3,709.59

516/18 Financial Review

The Clerk circulated a copy of the summary income and expenditure and reported that to 30th November 2018, the total expenditure stands at 67.8% and the total income at 107.5% of budget. Agreed

517/18 Lighting Upgrade

A discussion was had around the previously circulated e-mail with the quotes for the works being £660 for the Grounds and £340 for the emergency lighting at the Parish Hall. The Clerk recommended that the cost for these come out of the Budget for the Baddow Times as this funding is no longer required. Proposed by Cllr Mrs C Shaw, seconded by Cllr Mrs J Sosin and agreed unanimously. The Clerk will undertake the relevant virements.

518/18 Grant Applications

A discussion was had around the previously distributed report and the following was agreed:

Organisation	Grant approved 2019/20
Farleigh Hospice	£850
1 st Sandon Guides	£250
Air Ambulance	£500
Great Baddow Flower Club	£500

Proposed by Cllr Mrs C Shaw, seconded by Cllr Mrs J Sosin agreed unanimously.

519/18 Card Payment Solution

A discussion was had around the previously distributed report with a recommendation to use Payzone for a 12-month contract with the following cost:

£60 registration fee

£18pm device rental

£10pm total transactions up to £1,000

1% of transactions over £1,000

Proposed by Cllr Mrs S Young, seconded by Cllr K Ronaldson, agreed unanimously

520/18 Matters for information

- Cllr Mrs J Sosin reminded everyone of the surgery and pre-meet this coming Saturday 8th December 2018.
- Cllr Mrs V Chiswell asked about the Great Baddow sign advising that it was in an even more dishevelled state and the Clerk advised that she had contacted the County Councillor and was advised a new sign is being designed and will be installed as soon as possible.

There being no further business the meeting was closed at 8:55 pm.

Signed.....*J E Sosin*.....Chairman.....*10th Dec 2018*..... Date