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| MINUTES OF FINANCE AND RESOURCES COMMITTEE MEETING HELD AT THE KEENE HALL, GALLEYWOOD ON THURSDAY 19 JUNE 2008 AT 7.00 PM |
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1. **RECORD OF COUNCILLORS PRESENT**

Cllr Chris Dicks (Chairman), Cllr Bob Harman (Vice Chairman) with Cllr Neville Paul, Cllr David Stevenson, Cllr John Turkentine and Cllr Roy Van Tromp.

2. **APOLOGIES FOR ABSENCE**

Cllr Bob Villa, leave, Cllr Mrs June Baker unable to attend.

3. **DECLARATION OF INTERESTS**

None raised.

4. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA (0 members of the public present)**

No public present, no items raised.

5. **MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 22 MAY 2008, TO TABLE ANY MATTERS ARISING**

The Minutes were proposed as a true record of the meeting by Cllr John Turkentine, seconded by the Vice Chairman and agreed. The Chairman signed the Minute Book.

Matters Arising (all action complete unless stated) :

- **Interview Room** Cllr John Turkentine has been offered a small computer table free of charge, a chair will still be required. *Action : Cllr Turkentine to follow-up.*
- **Purchase of Telephone** The Clerk has registered on line to "stop unwanted faxes" being sent to 01245 358898, the procedure takes 28 days to activate.
- **Replacement Wooden Bus Shelter, Stock Road at Galleywood Youth Centre** The Clerk confirmed that a grant from ECC amounting to £3,800.00 should be credited to GPC's bank account on 20 June 2008. An order for the new bus shelter was in hand, ECC would be co-ordinating administration and traffic management. The damage to the roof of the first bus shelter installed close to Castle Stores has been repaired. Cllrs agreed that the Clerk settle the invoice. *Action : Clerk.*
- **Insurance Renewal Papers** Cllrs accepted the revised quotation from AON at £1,891.38 (includes provision for two replacement wooden bus shelters and possible new noticeboard at Pipers Tye), 15% discount included. It was proposed by Cllr Roy Van Tromp, and seconded by Cllr John Turkentine that GPC take up the three year agreement with Allianz Insurance plc to hold their rates. All in favour, the motion was carried. *Action : Clerk.*
- **Lighting in the Parish** The Clerk tabled an email from CBC Officer Mr Tim Savage dated 18 June 2008. Mr Savage had met with the parishioner in the vicinity of Rous Cottage who had indicated he would prefer a light to be installed towards the area where alleged anti-social behaviour has been taking place. For various reasons accepted by the parishioner, CBC are unable to recommend the location of the light. The parishioner did not require the light to be installed outside his property. Cllrs therefore agreed that the matter was closed. *Action : Clerk to place the papers on file.*

6. **CORRESPONDENCE**

The Clerk confirmed receipt of VAT reimbursement for 2007/08 totalling £1,852.67 which was credited to the Capital Reserve account on 10 June 2008.

7. **AUDIT 2007/08**

Cllrs reviewed the audit papers prepared by Baker Tilly. It was noted that "old" cheques over 12 months old had been written off. The Vice Chairman would undertake a reconciliation with brought forward figures used to commence books for the 2008/09 financial year. *Action : Vice Chairman.* The Clerk would query where VAT reimbursement is recorded. *Action : Clerk.* It was proposed by Cllr Roy Van Tromp, that subject to the VAT query, it be moved that the accounts be accepted and forwarded to the full Council meeting for signing. The Vice Chairman added that the accounts also included Greening Galleywood and the Galleywood Heritage Centre bank account movements. The motion was seconded by Cllr Neville Paul. All in favour the motion was carried.

8. **ACCOUNTS 2008/09**

It was proposed by the Vice Chairman and seconded by Cllr Roy Van Tromp, that the Schedule of Payments Made during May 2008 totalling £6402.29 (inc VAT) be approved. It was noted that final payments for gas and electricity had been settled. The Chairman signed the Schedule.

7.32 pm *Cllr David Stevenson arrived.*

Cllrs formally thanked the Vice Chairman and Mr Hugh Arnold for their development of the new style computerised financial papers. Comments were made in relation to the various papers raised for discussion :

- Schedule of Payments Made Raise monthly and signed by the Chairman.
- Consolidated Financial Summary Raise monthly showing complete summary across all GPC accounts.
- Spend Against Budget Raise monthly to monitor expenditure. Could split page, change to landscape and enlarge area for notes.

7.50 pm *Cllr Neville Paul left the meeting.*

- Projected Spend Apportioning budgets into 12ths across the financial year will be a useful budget and monitoring tool. It was suggested that a working party be formed to profile the data.
- Cash Book Raise monthly and explore uploading to GPC website with secure password for Cllrs to view as a read-only file.

The Chairman added that at a previous meeting it had been agreed that various underspends be carried forward into the Capital Reserve account to cover anticipated expenditure ie gas and electricity, refurbishment of Interview Room, purchase of bus shelter. These invoices had now been received and settled under Contingencies.

It was agreed that hard copies of the papers above be run off monthly and kept as an audit trail and the Clerk discuss electronic back-up options with Mr Bob Axford on 24 June 2008.

9. CAPITAL RESERVE ACCOUNT

Clerk to bring forward to July F&R Agenda. Cllr Roy Van Tromp to raise report. *Action : Clerk and Cllr Van Tromp.*

10. FUNDING OF THE GALLEYWOOD HERITAGE CENTRE/FRIENDS

Cllrs stated that any monies for the Friends should come from the Galleywood Heritage Centre bank account. It was noted that Cllr John Turkentine would be seeking two further architects quotations. *Action : Clerk to remove Friends from subsequent Agendas, retaining main heading.*

11. REPLACEMENT NOTICEBOARD FOR KEENE HALL GROUNDS

The Keene Hall Charity had responded with their preferred choice on the corner of the Keene Hall grounds with The Street. It was proposed by the Chairman, seconded by Cllr Roy Van Tromp and agreed that the Clerk obtain a quotation for a three-bay wooden noticeboard circa £2,500 maximum, with green lettering. It was agreed that GPC proceed with the purchase, and the Clerk seek grant funding from the Community Initiatives Fund as and when approval was given, for the purchasing of a new noticeboard at Pipers Tye.

12. TELEPHONE BOX AT PIPERS TYE

The Clerk tabled an email from CBC Officer Mr M Hurst, forwarded by Cllr Mrs Janette Potter. Mr Hurst would be responding to BT with GPC's objection to the removal of the telephone box and would make an application to English Heritage to consider listing. It was proposed by Cllr Roy Van Tromp that enquiries be made to acquire the telephone box from BT, keep in situ (or consider refurbishment and removal to the Heritage Centre), subject to any maintenance costs. The motion was seconded by Cllr John Turkentine. All in favour the motion was carried.

13. SIDs

The idea of Speed Indicator Devices (SIDs) are put to Cllrs for consideration in Watchouse Road for example by Cottey House and Galleywood Motor Spares. SIDs are permanent structures run by solar panel with screens that flash up "30mph" to speeding motorists (sensitive from 33mph). Although not an enforcement tool, data can be downloaded from each SID. *Action : Cllr Turkentine to follow-up with contacts, Clerk to contact Sible Hedingham and Gosfield Parish Councils who have recently installed SIDs. Place on F&R Agenda 24 July 2008.*

14. GALLEYWOOD FOOTPATHS MAP

A quotation from the Printing Place was tabled. The Clerk will obtain a quotation from the cartographer once the level of amendments have been identified by Cllr John Turkentine. Cllrs discussed printing informative details on the reverse of the map. The OS licence remains current. *Action : Clerk to obtain a second printing quotation. Place on F&R Agenda 24 July 2008.*

15. DATE OF NEXT MEETING

Thursday 24 July 2008 at 7.00 pm.

There being no further business to be transacted, the Chairman closed the meeting at 8.32 pm

Minutes taken by Ms Jane L Head, Clerk to Galleywood Parish Council

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(Signed, Chairman on 24 July 2008)