

**MINUTES OF FINANCE AND RESOURCES COMMITTEE MEETING
HELD AT THE KEENE HALL, GALLEYWOOD
ON THURSDAY 24 JULY 2008 AT 7.00 PM**

1. RECORD OF COUNCILLORS PRESENT

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

2. APOLOGIES FOR ABSENCE

Cllr Mrs Janette Potter prior engagement.

3. DECLARATION OF INTERESTS

Cllr Roy Van Tromp asked that Agenda Item 8. Capital Reserve Account be moved to confidential and Standing Orders be suspended. The Chairman agreed.

7.02 pm Cllr Neville Paul arrived.

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 FINANCE & RESOURCES COMMITTEE MEETING HELD ON 19 JUNE 2008 TO TABLE ANY MATTERS ARISING

The Chairman presented the Minutes. Comment was made with regard to expenditure under Capital Reserve for items such as utilities and refurbishment of the Interview Room. Both items had unspent budget headings during 2007/08 when work had been earmarked, but due to delays and receipt of paperwork, invoices had been paid from 2008/09 budget where no provision had been made, hence use of contingencies. It was agreed that the Chairman and Vice Chairman of the Committee together with Cllr Neville Paul and the Clerk form a working party to check the budget allocation. *Action : Clerk to organise.* It was proposed by Cllr Roy Van Tromp and seconded by Cllr Bob Villa that monies be vired from Capital Reserve to the contingencies budget heading to bring it back to the correct budgeted figure. All in favour, the motion was carried. *Action : Clerk, and check wording for the correct resolution to vire monies.*

Subject to an amendment in the Minutes – Item 1. remove duplication of Cllr Bob Harman being present and insert Cllr Neville Paul, the Minutes were proposed as a true record of the meeting by Cllr Roy Van Tromp, seconded by Cllr John Turkentine and agreed. The Chairman signed the Minute Book.

Matters Arising

- **Interview Room** Computer table in place and use of existing padded chairs are acceptable. Complete.
- **Audit 2007/08** The Vice Chairman had checked the cash book figures with the auditor's reconciliation, everything was in line. Two stale cheques had now been removed from expenditure and credited as income. The Clerk confirmed that VAT reimbursement was recorded in the debtor amount in the accounts.

- **Replacement Noticeboard for the Keene Hall Grounds** An iroko board has been ordered with delivery expected within the next two weeks.
- **Telephone Box at Pipers Tye** On 17 July 2008 CBC Officer Mr M Hurst confirmed that a response remained outstanding from BT and English Heritage.

6. **CORRESPONDENCE**

- **NatWest Account Change** In a letter dated 5 July 2008, NatWest advised that the Capital Reserve Account would be changed to a Capital Deposit Account. The Vice Chairman thought that a reduced interest rate might also apply.
- **Governance and Accountability for Local Councils – A Practitioners’ Guide 2008 (England)** The Clerk had ordered one copy of the paper which had been read by the Vice Chairman. It was agreed that the Chairman of the Committee, Chairman and Vice Chairman of the Council and the Clerk each read through the Guide and become familiar with any changes that GPC need to adopt. A working party can be organised for those who wish to discuss the Guide and then place on the next appropriate Finance & Resources Agenda. The Guide is available on the web. *Action : Clerk as stated and arrange a paper copy for all Cllrs.*

7. **ACCOUNTS 2008/09**

It was proposed by Cllr Bob Villa and seconded by Cllr Roy Van Tromp, that the Schedule of Payments made during June 2008 totalling £8,132.64 (including VAT) be approved. All Cllrs were in agreement and the Chairman signed the Schedule.

- **Spend Against Budget** Papers were viewed on screen. *Action : Clerk to circulate paper copies for future meetings.*
- **Budget Monthly Forecast** Cllrs noted the content. The Chairman and Vice Chairman are still developing the paper. Cllrs do not need paper copies at this stage.
- **Cash Book June** Additional columns and formulas have been added. The content was reviewed on screen and a paper copy was tabled. It was proposed by Cllr Neville Paul and seconded by Cllr Roy Van Tromp, that the Chairman of the Committee sign the Cash Book. The signed copy will be kept by the Clerk and form part of the audit trail.

8. **CAPITAL RESERVE ACCOUNT**

As agreed at Agenda Item 3, take under Confidential.

9. **FUNDING OF THE GALLEYWOOD HERITAGE CENTRE**

The Vice Chairman tabled a paper. It is anticipated that the lease will be signed within the next 2 – 3 weeks. At that point the following costs are estimated :

Architect’s fees	£2,000	Building Control	£ 650
Insurance	£2,000		

Utilities and Rates unknown, estimated at £750 during the initial 3 months.

The architect and building control payments would be made from the GPC Galleywood Heritage Centre Project bank account (current balance £10,718.19).

The running costs covering insurance, utilities and rates to be allocated against the GPC grant sum of £5,000, which has been agreed and budgeted. Cllrs considered the earmarked GPC grant of £5,000 allocated against running costs of the Galleywood Heritage Centre. Cllr Bob Villa proposed that the £5,000 grant is transferred to the Galleywood Heritage Centre Project account to accommodate the initial running costs. It was suggested that to avoid unnecessary paperwork and for ease of control, the initial running costs be paid directly by GPC up to the agreed sum of £5,000. However, should the Galleywood Heritage Centre Trust be established prior to expenditure of this sum, the balance of monies will be transferred over to their account. This was agreed and Cllr Bob Villa withdrew his proposal. It is anticipated that once Charity status is acquired, an 80% reduction in rates will become applicable.

10. SIDS

Cllrs considered a paper prepared by the Clerk with information obtained from Sible Hedingham, Gosfield, Boreham and Danbury Parish Councils. A SID would cost in the region of £3,000 with a £1,000 grant available from ECC, and applications can also be made to the Community Initiatives Fund (CIF). No budget provision has been allocated during the 2008/09 financial year. Discussion ensued. *Action : Clerk to ascertain exact installation and running costs; contact ECC and express GPC's interest in purchasing two SIDs or VASs and request an item on a trial basis; contact CIF and check deadlines for grant applications; circulate all findings to Cllrs. Bring back to next available Committee meeting or Extraordinary Council meeting which may be called during August.*

11. GALLEYWOOD FOOTPATHS MAP

8.15 pm Cllr Neville Paul left the meeting

Cllrs considered a paper prepared by the Clerk. Cllr John Turkentine has made a list of amendments and confirmed that key Greening Galleywood sites will also be included. The original cartographer Mr David Norton has quoted £65.00 for straight forward amendments. It was proposed by Cllr Bob Villa, seconded by Cllr Roy Van Tromp and agreed by all, that the quotation submitted by Premier Print and Promotions Ltd, to produce 3,000 copies of the revised Map at £925.00 be accepted. A grant of 50% towards the project can also be made available from ECC's P3 Scheme with the proviso that the ECC logo and acknowledgement to P3 remain on the map. *Action : Clerk to authorise Mr Norton to undertake amendments; Cllr John Turkentine to provide a mock-up for the rear of the map. Bring back to next available Committee Meeting.*

**12. PURCHASE OF PORTABLE HOME CINEMA SCREEN
190 x 107cm**

8.18 pm Cllr Neville Paul returned to the meeting

The existing screen needs to be replaced. It was proposed by Cllr John Turkentine, seconded by Cllr David Stevenson and agreed by all, that a replacement screen and stand for the projector be purchased in the region of £350.00 (from contingencies budget heading), with

consideration being given to back projection. *Action : Cllr John Turkentine and the Clerk to progress.*

13. PHOTOCOPIER/PRINTER IN STAFF ROOM

The HP 2820 printer had broken for the first time in 3 years, requiring a new fuser unit and service at £169.00. Cllrs considered an analysis created by the Clerk showing replacement copier; monthly maintenance costs; leasing options; and using genuine ink supplies vs compatible products. All agreed that it made economic sense to continue using the current machine and repair as and when necessary. *Action : Continue as stated. Clerk to obtain a magnet to ensure that staples are not lodged in the body of the printer.*

14. DATE OF NEXT MEETING

Thursday 21 August 2008 at 7.00 pm, Keene Hall. Cllr David Stevenson tendered his apologies.

CONFIDENTIAL

In accordance with the Public Bodies (admission to meetings) Act 1960, and in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw for the following : Agenda item 8. Capital Reserve Account and Agenda Item 15. Contracts.

There being no further business to be transacted,
the Chairman closed the meeting at 8.51 pm

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

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(Signed, Chairman on 21 August 2008)