

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

**1. RECORD OF COUNCILLORS PRESENT**

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

**2. APOLOGIES FOR ABSENCE**

Cllr Mrs June Baker due to illness.

**3. DECLARATION OF INTERESTS**

Cllr Bob Villa in relation to Agenda Item 9.4 – Lighting in the Parish with respect to Rous Cottage. Cllr Neville Paul with regard to any discussion concerning Scouts receiving funding.

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

No items raised.

**5. MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 19 MARCH 2008, TO TABLE ANY MATTERS ARISING**

Subject to the amendment : “8.28pm Cllr Roy Van Tromp returned to the meeting” which was initialled in the Minute Book by the Chairman and Clerk, the Minutes were proposed as a true record of the meeting by Cllr Roy Van Tromp, seconded by Cllr Bob Villa and agreed. The Chairman signed the Minute Book.

**Matters Arising (all action complete unless stated) :**

- Interview Room - refurbished and being used. Outstanding – Clerk to order table, chairs and blinds. *Action : Cllr Bob Harman to pass on contact details for a blind manufacturer to Clerk.*
- Finance Regulations – *Outstanding : The Chairman and Vice Chairman to read through GPC’s Financial Regulations.*
- Bus Shelter – The Clerk confirmed that work would commence to remove the existing wooden shelter along the Stock Road (Chelmsford bound) week commencing 28 April 2008. It is anticipated that the new replacement shelter will be sited week commencing 5 May 2008. It was proposed by Cllr John Turkentine, seconded by Cllr Neville Paul and agreed that the quotation from ECC for £929.05 covering traffic management and administration costs be accepted. The Clerk was requested to apply for grant funding towards replacement of the wooden bus shelter outside the Galleywood Youth Centre. *Action : Clerk.*
- Grant Allocation Scheme – *Outstanding Action : Cllrs Chris Dicks and John Turkentine to check and report back.*
- Payroll – It was proposed by Cllr Bob Villa, seconded by Cllr Roy Van Tromp and agreed that the Clerk continue with payroll administration for both GPC and KHC, with the invoice being divided in half and paid by both parties. Clerk ensuring that only VAT be reclaimed on GPC’s amount. To be reviewed at the end of the year.
- Purchase and Re-Charge by GPC – Telephone Cllr Neville Paul reported that KHC are awaiting a response back from BT

concerning a single line on 01245 268961. Cllr John Turkentine and the Clerk are checking GPC's order for a new line with BT. It was proposed by Cllr John Turkentine, seconded by Cllr Roy Van Tromp and agreed, that the fax facility on 01245 358898 be removed. *Action : As stated and Clerk to advise KHC, ensuring that contact details for both GPC and KHC are amended.*

- Opening of Mail – Protocol Following discussions at the previous F&R Committee, the Chairman, Vice Chairman and Clerk to the Council had attended an EALC Surgery on 14 April 2008 to clarify a number of issues. A paper would be reviewed by the Management Team on 1 May 2008 and distributed to Cllrs ready for the next Council meeting on 12 May 2008.
- St Michael & All Angels Church Rev Andy Griffiths had confirmed that the Church were unable to claim back VAT. The Clerk would therefore raise a grant cheque for the full amount requested.
- Galleywood Ladies Badminton No response had been received to the Clerk's letter regarding their grant application.

#### 6. **CORRESPONDENCE**

- First Precept Payment The Clerk confirmed receipt of the first half of the precept from CBC amounting to £53,871.50.
- ECC Creditors Form Cllrs confirmed that GPC would complete the form for payment via BACS. *Action : Clerk.*

#### 7. **GPC SEPARATION FROM KHC**

The Clerk reported that as agreed, she had undertaken training with the Keene Hall Administrator covering staff management and complete review of KHC files. In addition, the Chairman of KHC and the Clerk had met and reviewed all financial aspects relating to KHC. The Clerk would continue to be available to advise where necessary.

#### 8. **LOCAL GOVERNMENT PENSION SCHEME**

The Clerk reported on the changes to the ECC pension scheme relating to the Clerk and Assistant Clerk. Employee contributions are based on the whole-time salary and banded accordingly. The employer's contributions have changed to 12.90% together with a monthly contribution to meet the actuarial deficiency of £101.30 during the 2008/09 financial year. The Chairman of the Committee is in receipt of actuarial predictions for the next three years which will enable more accurate budgeting to take place.

#### 9. **ACCOUNTS**

**9.1 Year end 2007/08 and Schedule of Payments made** The Clerk had circulated a paper to all Cllrs, showing cheques raised, outstanding cheques and reconciliation of the current account as at 310308. Cllrs asked that the date the cheque had been raised be inserted on future schedules. The Clerk confirmed that at the Surgery with EALC it was perfectly acceptable for the Clerk/RFO to be a signatory as all cheques had to be signed by two Councillors and the Clerk. Cllrs discussed the process of internal audit. It was proposed by Cllr Neville Paul, seconded by Cllr John Turkentine and agreed that the Vice Chairman of the Finance Committee (non-signatory to GPC bank accounts), become the Internal Financial Examiner (IFE). *Action : Clerk to check guidance and liaise with EALC.*

The schedule of payments totalling £3,946.91 (ex VAT) outstanding cheques at £2002.53 and current account reconciliation at £9783.72 were proposed for acceptance by Cllr John Turkentine, seconded by Cllr Roy Van Tromp and agreed. The Chairman signed the schedule. The Clerk would notify the IFE when the next bank statement had been received.

- **Year End Spend Figures** The Chairman had circulated a paper to all Cllrs which showed an underspend of £22,552.45 against budget – although it was noted an outstanding invoice for gas and electricity supplies would alter this figure slightly. Cllr Bob Villa would also like to see a reconciliation of all bank accounts. Cllr Neville Paul has devised a spreadsheet whereby one entry creates an automatic adjustment against budget and income/expenditure, this automated system would be extremely helpful. Cllrs felt that if there is going to be an under or over-spend against a budget heading that viring of funds should take place, ensuring a clear audit trail is minuted. Discussion ensued regarding the payment of invoices relating to the Galleywood Heritage Centre. *Action : The Vice Chairman to produce a paper.* It was proposed by the Chairman, that underspend against various headings totalling £15,609.00 be carried forward to the 200809 financial year, and listed separately at the foot of the accounting spreadsheet, further adding that Cllr Roy Van Tromp will investigate various options to maximise interest on the Capital Reserve Account, seconded by Cllr Bob Villa and agreed. *Action : Cllr Roy Van Tromp.*

## 9.2 **Audit 2007/08**

The Audit Commission have advised GPC's audit as Monday 14 July 2008. For a good number of years Baker Tilly have undertaken the audit for GPC, it was noted that they undertake accrual accounting. A couple of small errors had been raised in the paperwork produced by Baker Tilly during the 200607 audit. Because of time constraints, it was proposed by the Vice Chairman, seconded by Cllr Bob Vila and agreed, that Baker Tilly be appointed. The Clerk would liaise with fellow Clerks and obtain details of alternative auditors for consideration next year. *Action : Clerk.*

## 9.3 **Accounts 2008/09**

The newstyle spreadsheet created by Cllr John Turkentine had been completed by the Clerk and circulated to all Cllrs. The Clerk had produced an accounts schedule with cheques raised using the new cost code system, and confirmed that the cathedral analysis accounting book would no longer be used. It was proposed by Cllr Bob Villa, seconded by Cllr Neville Paul and agreed that the Vice Chairman, Cllr John Turkentine and the Clerk meet to agree the presentation of the spreadsheet and data, and the payments raised totalling £14596.34 (inc VAT) were approved. The Chairman signed the schedule.

## 9.4 **Lighting in the Parish**

Cllr Bob Villa declared an interest and addressed the Committee before leaving. It was reported that a meeting had taken place

with the Neighbourhood Policing Team and attended by residents, with the general recommendation from Essex Police that putting a new light in the vicinity would encourage people to congregate in the area. It had been suggested that a Crime Prevention Officer visit the site and make an assessment.

8.35 pm Cllr Bob Villa left the meeting.

Cllrs noted that Essex Police had suggested a "PIR" (passive infra-red) light.

8.40 pm Cllr Neville Paul left the meeting.

The Clerk re-capped the content of the letter from CBC dated 28 February 2008 stating that the installation cost of a new lighting column would be £2,000 with yearly maintenance and supply costs of £65.00. In an email dated 18 March from CBC, it was stated that the Cabinet Member was unable to assist with funding but CBC would cover the un-metered supply requirements and future maintenance of the light. *Action : Clerk to write to Inspector Cheryl Callow regarding the visit by the Crime Prevention Officer.*

8.41 pm Cllr Bob Villa returned to the meeting.

If a response is received from Essex Police the item should be placed on the full Council Agenda for 12 May 2008. *Action : Clerk.*

## 10. **GALLEYWOOD HERITAGE CENTRE**

**10.1 The Heritage Centre Project Accounts** The Vice Chairman has agreed to be the liaison Cllr between GPC and the Galleywood Heritage Centre Project, and was asked to produce a paper for the next F&R Committee setting out the procedure for requesting payment of invoices and transfer of monies. It is imperative that any financial transactions are clearly recorded in the Minutes, and a standard item could appear on all future F&R Committee and full Council Agendas to sanction payments. Cllrs agreed that the Heritage Centre Project Committee should record in their Minutes a statement of forthcoming expenditure, and asked if the Council could amend the Terms of Reference for the Committee removing the £250.00 limit of expenditure, and stating "in accordance with the agreed Business Plan totalling £133,000" which has already been approved by GPC. It was proposed by the Chairman, seconded by Cllr Roy Van Tromp and agreed that the following funding be set aside and released from the GPC Heritage Centre (no 3) bank account :

Alan Pelling (structural survey)	£704.10
Eastern Soils	£950.00 (approximate)
Planning application to CBC	£137.00
Building Regulations	£600.00
Architect	<i>unknown</i>

**10.2 Friends of the Galleywood Heritage Centre** It was agreed that £218.50 received from the Friends Shop be deposited into the Galleywood Heritage Centre (no 3) bank account. With a clear record in the Minutes. *Action : Clerk.* Discussion

ensued regarding the payment of accommodation by the Friends. It was agreed that the Chairman of GPC and Chairman of KHC meet and discuss a way forward. *Action : Clerk to place on Council Agenda for 12 May 2008.*

**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 any confidential issues relating to staff salaries taken under Agenda Items 8, 9 and 11.*

**11. STAFF SALARIES 2008/09**

Confidential paper to be circulated.

**12. DATE OF NEXT MEETING**

Thursday 22 May 2008, 7.00 pm, Lodge Room. The Vice Chairman and Cllr Roy Van Tromp gave their apologies.

*There being no further business to be transacted,  
the Chairman closed the meeting at 9.22 pm  
Minutes taken by Ms Jane L Head, Clerk to Galleywood Parish Council*

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(Signed, Chairman on 22 May 2008)