

GALLEYWOOD PARISH COUNCIL

REPORT OF THE FINANCE COMMITTEE

**The Finance Committee met at the Keene Hall, Galleywood on
Thursday 26 April 2007 at 7.30 pm**

Present Cllr C Dicks (Chairman) with Cllrs R Harman,
Mrs J Potter, J Turkentine and R Villa

Public None

1. APOLOGIES FOR ABSENCE

Cllrs Cooper and Stevenson due to ill health, Cllr Paul due to prior engagement.

2. MINUTES OF THE MEETING HELD ON 22 FEBRUARY 2007 and ANY MATTERS ARISING

The Minutes were approved and Cllr Turkentine who had chaired the February meeting signed the Minute Book. The following Matters Arising were raised :

- **Litter Bins** Clerk to urgently organise the removal of remaining fixing bolts left when the litter bin was removed at the Galleywood Village Shops. *Action : Clerk.*
- **Office Furniture and Equipment** The "new for old" survey remains outstanding, together with Asset Register and various other administrative tasks that will be undertaken by the Clerk/Assistant Clerk following guidance/training from the Chairman and Vice Chairman of GPC. *Action : Clerk to organise after May elections.*
- **Business Credit Card** Clerk organising a presentation by Natwest Bank.
- **Back-up Drive** Outstanding. *Action : Cllr Turkentine and Clerk.*
- **Bills for Payment Procedure** Amended as directed.
- **Confidential issues** Discussions ongoing.

3. BILLS FOR PAYMENT PROCEDURE

Removed as complete.

4. 2006/07 YEAR END BUDGET

Cllrs were in receipt of a spreadsheet compiled by the Clerk and comparison tables compiled by Cllr Dicks. The following comments were made :

- GROW - underspend has arisen as now supported by ECC's P3
- Ron White Room - underspend as project on hold pending the Galleywood Heritage Centre Project
- Grants - slight overspend was accepted
- Bus Shelter - underspend as programme of replacement yet to commence. Cllrs acknowledged that the bus shelter at Bakers Lane was the shelter most in need of attention/replacement. It was further noted that the redundant bus shelter in Barnard Road would be removed during the 2007/08 financial year.

- Overall - 2006/07 budget set £94,865.58, spent £75,333.12, underspend of £19,532.46 (yet to be audited), Cllrs noted that the underspend would remain as unused reserves in the Capital Reserve account
- The Clerk to insert a new line under receipts on the 2006/07 spreadsheet showing the unspent reserves of £19,532.46. Add three new columns to future spreadsheets showing payments against budget; previous year's budget and actual spend. It may be necessary to increase the size and number of pages. *Action : Clerk.*
- KHC Utilities - it was noted that Powergen had submitted a high final account prior to switching supplier, the Clerk would ensure that actual meter readings and not estimates were taken.

The Chairman thanked the Clerk for all her assistance with the accounts during the financial year.

5. **COMPUTERS**

The Administrative Assistant/Receptionist's computer now runs the new Avalon booking software and it has been necessary for further memory to be added at a cost of £35.00. The following was agreed by all Cllrs :

- A new computer be purchased for the Administrative Assistant/Receptionist up to a ceiling figure of £1,500.00. *Action : Cllrs Turkentine, Harman and Clerk to present a paper to the Council meeting on 4 June 2007.*
- Computer used by Mrs Edwards, Secretary (retired) to remain in situ.
- If the Assistant Clerk is happy to continue using the laptop then situation to remain, alternatively if a desktop computer is preferred, proposals to be taken to the Council meeting on 4 June 2007. *Action Clerk.*

6. **GRANT REQUESTS**

At present the GPC Parish Grants support papers state that 50% of members of the relative club/society/association must be parishioners of Galleywood. *Action : Cllrs to review and give consideration to requesting list of members. Agenda 4 June 2007 Council meeting.*

Cllrs considered the following two grant requests :

- **Great Baddow and Galleywood Environmental Group** Cllrs noted that the Group undertook a considerable amount of work in Galleywood relating to the Greening Galleywood Project. All Cllrs agreed that at the discretion of GPC a grant of £50.00 be made. *Action : Clerk.*

8.40 pm Cllr Mrs Potter declared an interest and left the meeting

- **Springfield Quilters of Galleywood** All Cllrs agreed that at the discretion of GPC a grant of £125.00 be made. *Action : Clerk.*
- 8.45 pm *Cllr Mrs Potter returned to the meeting*
7. **GRASS CUTTING QUOTE**
Cllrs agreed to accept the quotation submitted by Mr H J Watson to cover gardening at Galleywood Village Shops, Twitten Green and grass cutting at Pipers Tye for a total sum of £2070.00. The Clerk confirmed that CHP would grant £650.00 towards gardening work to Galleywood Village Shops. Cllrs stated that the condition of grass verges in Watchouse Road still needed to be addressed. *Action : Clerk to organise.*
8. **GPC INSURANCE QUOTATION 2007/08**
The Clerk tabled the insurance renewal invitation from Allianz Cornhill. *Action : Cllr Dicks to review the schedule and if in order, Cllrs agreed that a cheque be raised for £2196.01.*
9. **CCTV**
The Clerk tabled an invoice from CBC in respect of the £500.00 funding GPC had agreed to pay towards the installation of CCTV at Galleywood Village Shops. Despite a copy email from CBC of 25 April 2007 stating that Link CCTV are currently working at Hylands House and hope to fit the system by Monday 30 April, Cllrs agreed that until the system is fitted and working, payment would not be sanctioned.
10. **PROPOSED THIRD BANK ACCOUNT FOR GALLEYWOOD HERITAGE CENTRE PROJECT**
Cllrs agreed that the £15,000.00 allocated in reserves be ultimately transferred to a new bank account for the project. The Clerk to undertake a paper accounting exercise to show the payments already made for the feasibility study and sundries. *Action : Clerk to discuss at meeting with NatWest Bank Manager.*
11. **REIMBURSEMENT FROM INLAND REVENUE FOR ON-LINE COMPLETION OF TAX RETURNS**
As Acumen Payroll Services have completed 2006/07 tax returns on-line, an incentive credit of £150.00 will become payable against GPC and KHC accounts. Because GPC pay Acumen Payroll Services for both GPC and KHC, Cllrs requested that the combined incentive payment of £300.00 be credited to GPC's bank account. *Action : Clerk to organise as appropriate.*
12. **EXPENSES CLAIM**
A claim has been submitted by the Tree Warden Mr Malcolm Stuart for copy paper £14.85 and printer ink £22.00 for the preparation of Tree Warden reports and surveys and work organising GROW. It was noted that GROW expenses can be submitted to ECC. Cllrs agreed to pay expenses for printer ink, and give Mr Stuart two packs of copy paper. Conscious of the growing amount of paper and ink that Cllrs are using undertaking GPC business, it was agreed that Councillors'

expenses be placed on the 4 June Council 2007 Agenda. *Action : Clerk.*

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 Agenda item 13 Resource/Personnel Issues including Salaries.

14. DATE OF NEXT MEETING

Thursday 28 June 2007 at 7.00 pm

There being no further business, the Chairman closed the meeting at 10.14 pm.

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

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Signed, Chairman

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Dated