

Minutes 28th August 2019
Elmstead Parish Council – Finance Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Councillors Nick Bell, Sally Fairey and Martine Ward
Mrs Baxter (clerk)

Meeting commenced at 7.30pm

- 19/022 To appoint a chairman.**
It was decided to defer the appointment until additional members have been appointed to the committee.
As vice-chair Cllr Bell chaired this meeting.
- 19/023 Apologies of Absence.**
None
- 19/024 Declaration of Pecuniary Interests and Non Pecuniary Interests.**
None
- 19/025 To approve and sign the Minutes of the meeting of 17th April 2019.**
It was resolved to accept the Minutes of the meeting of 17th April 2019 as true and accurate.
Proposed: Cllr Ward, Seconded: Cllr Bell, all in favour.
It was noted that the village is looking very nice, the flowers on the green look lovely. The clerk is to send a thank you to Deans for the floral display and to Mr Dingwall for his work on the South Green.
- 19/026 2019/20 First Quarter Review**
To review the expenditure for the first quarter of 2019/20 against the set budget.
The committee reviewed the expenditure and went through the overspend items and the reasons. The majority were once a year payments or summer weighted items, such as the handyman's wages. The electricity costs for street lighting were a little more than 25% at 27.81% so we'll keep an eye on those through the year. The overall result of 30% expenditure is to be expected with the summer weighted items and annual payments already made such as grants, insurance and the EALC subscription.
The committee looked at the reserves. The legal fees reserve budget item had previously been to increase the ring-fenced reserve from £2,000 to £5,000. At the end of 2018/19 the reserve stood at £5,400. This reserve item has been changed to include professional fees and it was decided that with the New Community Centre to be built and the question of what we will do with the current community centre to continue to add to that reserve at £500 per annum.
The reserve for a new mower was £7,500 at the end of 2018/19. It was decided to continue with the increase of £500 already budgeted for until the end of 2019/20 and ask Mr Dingwall how the current mower is performing.
The committee was happy with the First Quarter summary.
There was a discussion around the hours Mr Dingwall has spent on EIB duties compared to the 1 hour/week allocated. To the end of August he has worked 42 hours out of the 52 annual allowance.
The clerk is to ask Mr Dingwall how many additional hours he needs for 2019/20 and add it to the council agenda.
The recessed beds on Colchester Road were discussed, and the clerk is to add them to the next council agenda.

Signature

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19/027 Financial Regulations

To review the latest Financial Regulations and agree necessary changes.
Held over until the next meeting as the clerk had not had time to review the required changes.

19/028 To review the renewal of the lighting contract.

The 5 year A&J contract has finished and we have been offered to renew the contract for an additional 5 years for the same annual cost. Another company has been in touch regarding maintenance but they are located in Buckinghamshire and would need to collate fault repairs monthly. The committee asked that this be added to the council meeting where they will recommend that we continue with A&J Lighting.

19/029 To consider additional hours for the clerk to go through old documents in accordance with the retention of data policy.

The clerk explained the issues and that she needs time to make a plan for the data, to look into storing data at Essex Records, to get prices for destruction of confidential information and the additional time to sort through all the documents. The committee asked that this be added to the council agenda along with a request for volunteers to help sort through the old files and documents.

19/030 Matters raised by Councillors for the next agenda or for information only.

The LHP application for Chapel Lane was discussed. If Cllr Guglielmi is at the next council meeting we will ask him for an update. The clerk will contact him to let him know.

A provisional date of Wednesday 23rd October was agreed for the next committee meeting.

The meeting closed at 8.50pm.

Minuted by Mrs. A Baxter
Contact: elmsteadparish@gmail.com
01206 827139

Signature

Date