

**COVID-19 PUBLIC HEALTH EMERGENCY – VIDEO CONFERENCING MINUTES
Takeley Parish Council**



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Minutes of the **FINANCE COMMITTEE** held via **VIDEO-CONFERENCE CALL** on **THURSDAY 25 MARCH 2021 AT 10AM.**

Present:

Chairman: Cllr Bagnall
Councillors: Pratt JP, Sprules, R. Cheetham, Barber
RFO: I Brown

00 Members of the public

ITEM #	BUSINESS	ACTIONS
20/01-29	NOTE AND APPROVE APOLOGIES FOR ABSENCE None.	
20/01-30	DECLARATION OF INTEREST FOR THIS MEETING None.	
20/01-31	<p>APPROVE THE MINUTES OF THE MEETING HELD ON 18 FEBRUARY 2021 Cllr R. Cheetham commented that there was no mention of VAT figures requiring review recorded on the minutes. The Clerk has no recollection of such a statement needing to be minuted but will review the recording of the previous finance meeting and will forward their findings.</p> <p>Cllr Sprules requested an update on their appointment as authoriser. Unity Bank have yet to confirm, the RFO will chase.</p> <p>Resolution: Approve minutes of last meeting. Proposed: Cllr Bagnall Seconded: Cllr R. Cheetham - Unanimously agreed.</p>	<p>RFO to chase Unity Bank authorisers request.</p> <p>Clerk to review previous meeting recording.</p>
20/01-32	<p>FINANCE – RECEIVE STATEMENT & AGREE PAYMENTS – APPOINT AUTHORISERS Cllr Sprules questioned the payment of office supplies for the Clerk and RFO home office. It was noted by the RFO that the supplies are a cost to running the council and that a large portion of those supplies have gone to having to re-create Takeley Parish Councils accounts.</p> <p>Cllr R. Cheetham questioned the supporting document detailing the postage costs. The Clerk realised they had sent out the wrong document which had been updated. The Clerk will circulate the revised supporting document to the finance committee.</p> <p>Cllr Bagnall questioned the direct debit NEST payment and who it was for. The question of whether this payment will continue is under discussion by the Staffing Group.</p>	<p>Clerk to send out revised postage invoice supporting document.</p>

Signed.....

Dated.....

	<p>Cllr R. Cheetham offered to help with reconciling bank statements with the Cashbook, but the RFO noted that although very generous was not required. The RFO did ask Cllr Pratt if they or Cllr Burnett could find cheque book starting 751, that would be a great help.</p> <p>RFO asked if there were any ongoing disputes with Castle Water. Cllr Bagnall informed us that the Old School Community Centre (OSCC) usage was not in dispute but that the usage at the sports field was.</p> <p>Resolution: Approve finance statement. Proposed: Cllr R. Cheetham Seconded: Cllr Sprules - Unanimously agreed. Authorisers: Cllr Pratt JP and Cllr Barber APPENDIX A</p>	
20/01-33	<p>AGREE UTILITY REVIEW SCHEDULE AND A DATE FOR THE NEXT REVIEW The Clerk will write a policy for the review of utility suppliers.</p> <p>A review of the utility costs will take place annually in November in preparation for the next year's budget.</p> <p>The review will be discussed during the November finance meeting, with details of other offers supplied by the Clerk at this time. The final decision will be put to the full council.</p>	<p>Clerk to take on responsibility of supplier review and write up a review policy.</p>
20/01-34	<p>APPROVE RENEWAL OF £65 SUBSCRIPTION TO FIELDS IN TRUST Resolution: Approve re-subscription to Fields in Trust. Proposed: Cllr Barber Seconded: Cllr Pratt JP Unanimously agreed.</p>	
20/01-35	<p>RECEIVE QUOTES FOR CLEANING OF WAR MEMORIAL AND AGREE NEXT ACTION QUOTE 1 £1000 CHEMICAL CLEAN QUOTE 2 CLEANING £873 + SCAFFOLDING £550 TOTAL £1423 Cllr Bagnall questioned if there was a requirement to complete the works in the fashion it has been quoted. Cllr Pratt JP explained that the war memorial has been cleaned in the past and the lettering had to be renewed but it is now in a poor state again and the quotes reflect this.</p> <p>The committee agreed to allocate money for this project from the reserves and that figure will be provided to full council for their consideration.</p>	<p>Clerk to provide full council with the reserves figure and add this motion to the next full council meeting.</p>
20/01-36	<p>RECEIVE NOTICE OF COUNCIL TAX RATES, WHICH ARE SET TO £0, WHEREAS THE COUNCIL HAS BUDGETED £2,500 FOR RATES The OSCC building has the wrong description and needs a review for business rates.</p> <p>Cllr Bagnall questioned if the council will be required to back pay after review and if so, the council will not have budgeted correctly.</p> <p>The Clerk will go back to UDC, to find out what will happen after the review and if the council will be subject to back pay if the rates change.</p> <p>Current budget is sufficient but until the council know what the actual costs will be the amount should stay where it is and not be moved elsewhere.</p>	<p>Clerk to go back to the UDC and ask what happens once review has been completed.</p>

Signed.....

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20/01-37	<p>APPROVE PAYMENT OF £79.99 PER YEAR FOR MICROSOFT 365 AS A PROFESSIONAL TOOL FOR STAFF INCLUDES 1TB OF ONLINE CLOUD STORAGE</p> <p>Cllr Pratt JP commented that there may be a new Clerk in place in a few months and they may want to work in a different way and not require such tools and would therefore prefer to wait until that process has completed.</p> <p>Cllr Sprules questioned if the previous Clerk had access to their Dropbox account and if we could stop them from accessing council data, which we cannot, but the current Clerk is in the process of removing council data from that account and storing it locally.</p> <p>Cllr R. Cheetham questioned the current tools and system in place and the purpose of the motion. The Clerk explained that the current system works but is out-dated and this motion would future proof the staff of the council. It would also provide a cloud storage solution and support.</p> <p>The committee would like this added to the full council agenda, with details as to the current situation with Dropbox and a breakdown of the options available to the council.</p>	Clerk to add this item to the full council agenda.
20/01-38	<p>APPROVE IN PRINCIPLE MAINTENANCE AND CLEANING COSTS IN PREPARATION FOR RE-OPENING OF THE OLD SCHOOL COMMUNITY CENTRE (COSTS UNKNOWN)</p> <p>The OSCC requires a post covid clean and will require regular cleaning as the building is opened for frequent use. The current budget for maintenance will hopefully cover the costs of the post covid clean as well as the rest of the annual maintenance tests and checks that are due.</p> <p>If the maintenance budget is insufficient then the money will be taken from the reserves.</p> <p>Clerk to ask Cllr Burnett with regards to cleaning the OSCC.</p>	Clerk to speak to Cllr Burnett with regards to cleaners for the OSCC.
20/01-39	<p>CONSIDER REQUEST FROM Cllr BURNETT TO ATTEND AN EMERGENCY PLANNING CONFERENCE ON 24TH OF JUNE, COST £239/£389</p> <p>Clerk to ask Cllr Burnett if they still want to attend. If Cllr Burnett is still interested and does want to attend the full council will review.</p> <p>The costs would be covered by the training budget.</p>	Clerk to speak to Cllr Burnett to see if they still want to attend.
	<p>At this point in the meeting the public and press were excluded due to the private nature of the discussion under Section 100 (A)(4) of the Local Government Act 1972.</p>	
20/01-40	<p>RECEIVE AND DISCUSS REPORT FROM STAFFING GROUP</p> <p>No report given from Staffing Group as they have not finished their discussions.</p> <p>Budget is not negatively affected by staffing costs from Locum Clerk and RFO invoices.</p> <p>The current staff budget meets the requirements.</p> <p>Cllr Sprules would like the Locum Clerk's and RFO's March invoice for the Staffing Group's next meeting.</p>	Report from the Staffing group to go to full council meeting.

Signed.....

Dated.....

20/01-41	DATE OF NEXT MEETING(S) – THURSDAY 29 APRIL 2021, 10AM – CLOSE 12:10	

Signed.....

Dated.....

APPENDIX A

Takeley March 2021 Finance Statement
Part 1

Precept 154,533

	Budget	Net Expense
	154,533	134,199
		Diff +/-
		-20,334

Date	Supplier	Description	Invoice	BP/D D	Min Ref	Re c	Credit	Debit	VAT	Net	Code
Opening Balance							79,836.23	0.00		0.00	
01-Mar	E on	Lighting		DD		Y		14.53	0.73	13.80	Utilities
01-Mar	Activ Web Design	Web Services	4848	S/O		Y		42.00	7.00	35.00	Web
04-Mar	Southern Electric	Electricity for OSCC	8339/0008	DD		Y		290.49	13.83	276.66	Utilities
10-Mar	XLN Telecomm	Telecomms	87025101	DD		Y		68.33	11.39	56.94	XLN
16-Mar	Bank Fees			DD		Y		3.00	0.00	3.00	Bank Fees
16-Mar	Zoom - 3001775611	Zoom subscription	93467	DD		Y		14.39	2.40	11.99	Subs
	Nockholds	Legal fees	89540	BP				1188.00	198.00	990.00	Prof. Advice
	Locum Clerk - LB	Salary	2021/001	BP				1043.42	0.00	1043.42	Salary
	Cartridge Save Ltd	Printer Cartridge	ZAZB5D	BP				91.74	15.29	76.45	Office Exp
	TBS Hygiene	Bins	408	BP				265.92	44.32	221.60	Bin Maintnc
	Greenbarnes Ltd	Noticeboard	15859	BP				1,626.62	271.11	1,355.51	Village Maintnc
	RCCE	Subscription	N/A	BP				66.00	11.00	55.00	Subs

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	Postage - LB	Expenses	N/A	BP				25.29	0.00	25.29	Office Exp
	Envelopes - LB	Expenses	N/A	BP				4.95	0.82	4.13	Office Exp
	Locum RFO - IB	Salary	2021/00 3	BP				189.45	0.00	189.45	Salary
	Employee 1	Salary	PAYE	BP				751.68	0.00	751.68	Salary
	Employee 2	Salary	PAYE	BP				180.00	0.00	180.00	Salary
	HMRC	Tax & NI	PAYE	BP				52.04	0.00	52.04	HMRC
	NEST	Pension Employee 1	N/A	DD				54.81	0.00	54.81	NEST
March							79,836. 23	5,972.6 6	575.89	5,396.7 7	
Opening Balance	April						73,863. 57	0.00		0.00	

Reserves

Account	Balance	Description
Old School House	£21,349.32	Client Deposit £12
Instant Access	£4,587.44	No change
TOTAL	£25,936.76	
TOTAL in HAND	£99,800.33	

Signed.....

Dated.....