

MINUTES OF THE FINANCE COMMITTEE MEETING HELD IN BANSONS ON THURSDAY 25th APRIL 2013

Present: B Surtees (Chair) A Kaye S Jackman
 C. Knights R. McNulty J. Rushton
 K Tait A Wingfield

Officer: A Middlehurst (Town Clerk)
 E Gough (Administrative Assistant)

69/12 Apologies for absence

Apologies were received from Cllr D Roberts and R Prosser.

70/12 Declarations of personal and or prejudicial interest

No declarations were received.

71/12 Public participation session with respect to items on the agenda

None present. No members of the public had indicated a wish to address the Council.

72/12 To agree the minutes of the meeting held on 21st February 2013

The minutes of the meeting of the 21st February 2013 were agreed and signed as a true record by the Chairman.

73/12 Clerk's report

Love Lane Lease

The Town Council's solicitor is preparing the final draft.

Scout Lease

The Town Council's solicitor is continuing to liaise with the Scouts to produce a lease with a term of 25 years.

Skate Park

The Town Council's solicitor is also working on a new draft lease.

These three items should be available for review at the next meeting.

ECC Bus Shelter Funding

£10,000 from ECC for the bus shelters was deposited in OTC's account on 12th April. This amount has been ring fenced in the 2013/14 budget.

Clarification of Construction Preliminaries

Full Council in March asked for clarification on preliminaries with regard to the recommendation from the Finance Committee to proceed with the shower improvements at the building known as Ongar Social and Sports Club:-

Construction preliminaries are the associated expenses or costs that contractors incur in the completion of a project. This may be the cost of a site office, hoarding, or heating the site office, rather than the costs of the actual building working materials like the bricks and blocks. Preliminaries in construction are requirement of a project, whether revealed on drawings or written. They explain what is essential to finish the Works in harmony with the Contract. Preliminaries state common settings and requirements for their implementation, and they comprise items like approvals, subcontracting, testing and conclusions.

74/12 Financial reporting

- The monthly financial report for March was received.
- The 2012/13 end of year accounts were noted.
- Payments over £500 were noted for February and March 2013.

75/12 Building known as Ongar Social and Sports Club

- The request from Ongar Rugby Club to place a storage unit on the Sports Field was considered. It was **AGREED** to grant permission provided that conditions are imposed that Ongar Town Council take no responsibility for the removal of the unit and the concrete base whenever the unit is removed. It was suggested that an amendment be made to a sentence in the design and access statement to read: *'The premises are owned by Ongar Town Council who have given landlords permission for the siting of the storage unit'*
- No reply has been received in response to the Councils recent written representations to the Club committee. It was **AGREED** that the Clerk use her discretion on dealing with this matter.
- It was noted that the Public Works Loan was drawn on 28th March 2013.
- It was noted that the balance has been invested in a separate bank account on a six monthly investment term.
- It was **AGREED** that any expenditure for the building known as OSSC be taken from this account including a percentage of the monthly building survey costs agreed at Full Council in March.

76/12 Buildings owned by Ongar Town Council

- The Planned Preventative Maintenance reports were noted.
- It was **AGREED** that any urgent maintenance relating to health and safety issues to be carried out immediately. The Clerk was requested to prepare a report of works requiring completion for consideration at the next meeting.

77/12 Freedom of Information Scheme

- The charges for photocopying and document inspection were considered and it was **AGREED** to recommend to Full Council that these be implemented. The appropriate rates to be decided after further investigations have taken place.

78/12 Nature Reserve

- An update on the boundary investigation was received. The Clerk is still awaiting confirmation from Essex County Council.
- The Freehold transfer on hold pending above.
- It was **AGREED** that the Clerk initiate the registration of the site with the Fields in Trust.

79/12 Internal Audit

The Clerk and her colleagues were commended for her contribution in producing a satisfactory internal audit report.

80/12 Unlisted Items

None received.

The meeting closed at 9.05pm.

Signed

Chair

Date