

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD IN BANSONS ON
THURSDAY 23rd OCTOBER 2014**

Present: B. Surtees (Chair) A. Kaye C. Knights
 D. Gambardella S. Jackman D. Roberts
 J. Rushton

Officers: A. Middlehurst (Town Clerk)
 E. Gough (Admin Assistant)

Other: One member of the press
 Three members of the public

ACTION

30/14 Apologies for absence

Apologies for absence received from Cllr Prosser.

31/14 Declarations of personal and or prejudicial interest

None received.

32/14 Public participation session with respect to items on the agenda

Members of the public addressed the committee with regard to agenda item 40/14.

It was **AGREED** to bring forward agenda item 40/14 in view of the public interest.

40/14 Recommendation from Open Spaces Committee

Cllr Surtees **PROPOSED** and Cllr Kaye seconded that in view of the increase in the annual site rent at Castle Street and the installation of mains water at Moreton Road that a further £2.00 for a whole plot and £1.00 for a half plot at Castle Street and a £1.00 for a half plot at Moreton Road be implemented as from the 1st November 2015. **AGREED** - one vote against.

Two members of the public left the meeting at 8.16pm

33/14 To agree the minutes of the meeting held on 14th August 2014

The minutes of the meeting held on 14th August were agreed as a true record and signed by the chairman.

34/14 Matters arising

None received.

35/14 Clerk's report

Water Supply to Ongar Social and Sports Club

Affinity Water have installed the new main which will be connected in due course.

Insurance Low Claims Rebate

A rebate has been received from Aviva of £316.31.

Mini Bus Budget

£92.95 plus VAT has been received from the driver of the mini bus for the damage caused.

Catering Facilities at Love Lane

An Expression of Interest was accepted by Essex County Council's Community Initiatives Fund and a full application has been submitted to upgrade the kitchen facilities.

The Clerk is investigating catering facilities post February 2015.

Scout Hut Lease

The lease has now been signed by both parties and returned to the Town Council's Solicitor. A final bill is yet to be received.

CCLA Local Authorities Property Fund

Two dividends have been received to date totalling £144.66. A further dividend is due on 31st October.

36/14 Financial reporting

- The quarter two financial report for September 2014 was received.
- The details of financial payments over £500 for August and September were received.

37/14 Mini Bus Budget

The budget as at 30th September 2014 was received.

38/14 Internal Audit Report

The satisfactory report dated 15th October 2014 was noted and a written report was available at the meeting. Members conveyed thanks to the Clerk and her staff for the care in which the Council's finances were administered.

39/14 Parish Meeting and potential Parish Poll

The meeting convened by six local government electors in the Parish to take place on Thursday 30th October at Zinc Arts was noted.

The Clerk made the following statement:

"It has come to light this evening (Thursday), having taken advice from the EALC (Essex Association of Local Councils) and NALC (National Association of Local Councils), that a legal issue has arisen with regard to the Parish Meeting scheduled for 30th October. I think it is only courteous that the Council raises the issue with the six electors who have convened the meeting before going any further. I will be contacting them in writing tomorrow (Friday) and issue a further statement in due course".

The financial implications of a potential parish poll, estimated at £3/5,000 was noted. The Council would have to take this amount out of reserves.

41/14 Recommendation from Public Relations Committee

Cllr Surtees **PROPOSED** and Cllr Jackman seconded that the Council enter into a three year contract with its preferred contractor to produce three 4-page editions of OTC newsletter and one 8-page edition which will include the Annual Report.

AGREED

42/14 Budget Transfers

After discussion and assurance that the providence of the provider had been checked Cllr Surtees **PROPOSED** and Cllr Jackman seconded that the virement from Open Spaces committee of £860 and £820 from Planning and Environment committee for the production of two newsletter editions in this financial year be agreed. **AGREED**

43/14 Recommendation from Human Resources Committee

Cllr Surtees **PROPOSED** and Cllr Kaye seconded that the draft Standing Orders be agreed and a recommendation made to Full Council.
AGREED – Unanimous vote received.

Cllr Surtees **PROPOSED** and Cllr Jackman seconded that the draft Financial Regulations be agreed and a recommendation made to Full Council.

AGREED – Unanimous vote received.

44/14 Open Forum

Councillor Knights raised several highways issues which will be dealt with by officers.

The meeting closed at 8.50pm.

Signed

Chair

Date