

Finance and General Purposes Committee; Cllrs Barnes, Blake, Daden, Garwood, Jones, Tranquada.

**1. Members Attending**

Vice Chairman            Cllr Garwood.  
Councillors:            Cllrs Blake (from item 9), Garwood, Jones, Tranquada  
Also present:            Locum Clerk

**Resolved.** Apologies for absence were accepted from Cllr Barnes and Daden. Proposed Cllr Garwood seconded Cllr Tranquada and carried unanimously.

**2. Declarations of interests**

There were no declarations of interest.

**3. To consider recording the meeting**

**Resolved.** The committee would not record the meeting. Proposed Cllr Garwood seconded Cllr Tranquada and carried unanimously.

**4. Public Question Time**

There were no members of the public present.

**5. To approve the minutes of Finance and General Purposes Committee Meeting held 8th March 2017.**

**Resolved:** The minutes of the Finance and General Purposes Meeting held on 16<sup>th</sup> November 2016/7 are accepted as a true record. Proposed Cllr Garwood seconded Cllr Jones and carried unanimously.

**6. To receive financial reports\***

- a. To approve the bank statement and reconciliation for March 2017
- b. To note income and expenditure for March 2017
- c. To note payroll for March/April 2017

The Locum Clerk reported that the bank statement was not currently available and would be circulated with the minutes of the meeting.

**Resolved:** Subject to presentation of bank statement, the reconciliation was approved. Proposed Cllr Garwood seconded Cllr Jones and carried unanimously.

**7. To note end-of-year financial position**

The Committee noted the end-of-year position. Further information will follow with the annual return.

**8. To consider changing Payroll supplier**

The proposed payroll provider was considered to be an acceptable choice, but an additional quotation for comparable service would be required and the committee required a probity check on the supplier and two references before granting approval.

**Resolved:** J&M Payroll Services will be appointed as the Council's service provider subject to a successful financial probity check, a third comparable quote and submission of two

favourable references. Proposed Cllr Garwood seconded Cllr Tranquada and carried unanimously.

**9. To consider returning to the Rialtas Omega financial management package.**

It was noted that the proposed system was specifically designed for local government which would save development and validation time when establishing the system. The Council had previously used the system and would get the software for an upgrade price rather than as a new installation.

**Resolved:** The Committee approved the purchase of RBS Rialtas Omega as the Council's financial package. Proposed Cllr Garwood seconded Cllr Jones and carried unanimously.

**10. To consider purchase of a new office file server**

**Resolved.** The committee approved expenditure of up to £450 on a windows-based file server. Proposed Cllr Tranquada seconded Cllr Garwood and carried unanimously.

**11. To approve the Locum Clerk as a bank signatory.**

**Resolved:** The Locum Clerk, Michael Letch is approved as an authorised signatory for all the Parish Council accounts. Proposed Cllr Tranquada seconded Cllr Blake and carried unanimously.

**12. To approve payment for Planning Consultant's fees.**

Concern was expressed that there was only one quotation presented, Cllr Blake reported that the consultant has worked with the council before and was also the preferred contractor for the other partner councils; renegotiating a new shared consultant would be prohibitively time-consuming.

When considering the value of the consultancy, it was noted that the residents were expecting the council to present a professional assessment review of the existing plans and proposals. Cllr Blake reported that there is an allocation in the planning budget for supporting work on responses to the local plan. Little Waltham, Chignall and Writtle are willing to share the costs in proportion to their interest and budget. The consultant will act on behalf of all four councils to present an integrated response to the local plan.

**Resolved.** The Committee approves spending up to £2,500 to fund consultancy work in partnership with the other three Parish Councils. Proposed Cllr Blake seconded Cllr Garwood. Carried with one against.

**13. To approve payment for consultation leaflet**

Cllr Blake proposed that a leaflet is circulated advising residents of the planning concerns and advertising the local plan exhibition on May 6<sup>th</sup>.

**Resolved.** The Committee approves the printing of 1900 leaflets at a value of £151. Proposed Cllr Blake seconded Cllr Tranquada and carried with one against.

**14. Items for next meeting**

Meeting Closed 9.22