

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE HELD ON
5TH JUNE 2023 AT 7.00P.M. IN THE SPRINGFIELD LIBRARY CM1 6GX

Present : Cllrs R. Carson, N. Dudley, I. Fuller, R. Lee and J Pioli

In attendance: RFO & Deputy Clerk

- 1 ELECTION OF CHAIRMAN – Further to minute 10 (c) of the Council meeting held on 15th May 2023, where Cllr Byrne-Lagrué had been elected as Chairman of the committee, Cllr Byrne-Lagrué had submitted her resignation as a member of the committee and Chairman.

Cllr R. Carson nominated himself to be Chairman of the committee seconded by Cllr J. Pioli.

RESOLVED: that Cllr R. Carson be elected Chairman of the committee.

- 2 APOLOGIES FOR ABSENCE – there were none.

- 3 MINUTES OF THE COMMITTEE MEETING HELD ON 13th February 2023

RESOLVED: that the minutes of the meeting be approved and signed as a correct record.

- 4 CO-OPTION OF NON-COMMITTEE MEMBERS – none were required.

- 5 DECLARATIONS OF INTEREST & DISPENSATIONS

RESOLVED: that Cllr I. Fuller declared an interest in minute 8.3 as a Trustee of the Beaulieu Community Centre.

- 6 QUESTIONS FROM MEMBERS OF THE PUBLIC & PRESS – there were none in attendance.

- 7 RISK ASSESSMENTS

- 7.1 Work Unit & Equipment – no significant risks to report.

- 7.2 Parish Council Offices – no significant risks to report.

RESOLVED: that the information is noted.

- 8 FINANCIAL MATTERS

- 8.1 **Balances @ Bank**

Current @ 28 th April 2023	£50,000
Savings @ 28 th April 2023	£198,700
CCLA @ 28 th April 2023	£319,604

RESOLVED: the information is noted.

8.2 END OF YEAR ACCOUNTS

(i) Members were asked to examine and adopt the **end of year accounts**

RESOLVED: that members agreed to adopt the end of year accounts.

(ii) **Internal Auditor Report**

RESOLVED: Members noted the Internal Auditor had visited and carried out the end of year internal audit on 22nd May 2023.

(iii) **AGAR 2022 / 2023**

Members received a copy of section 2 of the AGAR, and noted any adjustments / amendments would be made prior to the submission to the final accounts approval at the council meeting to be held on 19th June 2023.

RESOLVED: that the RFO & Deputy Clerk clarifies with the Clerk to the Council the following:

- (a) Totals in Section 2 Box 4 of the AGAR;
- (b) Box 6 on the AGAR form clarification on the figures that have created the total of £364,721.

8.3 **Transfer of Earmarked Reserve**

Members received an application from Chelmsford Garden Community for the transfer of earmarked funds to the Council.

The transfer of the funds was part of the official order made by Chelmsford City Council on 23rd February 2023. Which stated "any balance (as at 31/3/2023) of an earmarked reserve fund held by Springfield Parish Council in respect of the Beaulieu Community Centre was to be paid to the Chelmsford Garden Community"

A question has been raised by the Garden Community Council relating to the service charges made by the managing agents of the Beaulieu Park area. Further investigation into this matter was required prior to any funds being transferred. Members were reminded that a sum of £15,000 was paid to Beaulieu Community Trust in February 2023.

RESOLVED: that RFO & Deputy Clarifies with Clerk to the Council the following:

(a) that £35,029 earmarked funds was not included in the total general reserve balance.

(b) Can an ear mark reserved amount be changed once in place;

(c) explanation on the official order made by Chelmsford City Council on 23rd February 2023;

(d) if there were any legal implications if the council did not pay the balance as at the 31/03/23 to Chelmsford Garden Community Council.

(e) if the sum of £35,029 was paid to Chelmsford Garden Community Council that no further financial requests could be made.

8.4 **General Reserves**

Members were reminded that prior to 1st April 2023 the Chairman of the Shadow Chelmer Village Council advised members that the Council would be putting forward a submission to Springfield Council seeking a share of the councils financial reserve following the Community Governance Review. It was suggested that three members be elected to discuss the matter and take forward negotiations with the Chelmer Village Council.

RESOLVED: that (a) Cllrs: R. Carson, I. Fuller and R. Lee be appointed to attend meetings with Chelmer Village Council;

(b) any proposals and recommendations would be submitted back to this committee prior to any formal agreement being reached.

8.5 **Referral from Premises Committee**

Further to the premises committee meeting held on 22nd May 2023, members were asked to consider funding two replacement defibrillator batteries from CIL tax. The cost for both is £203.00 + VAT.

RESOLVED: that members agreed £203.00 + VAT be taken from CIL tax fund to purchase defibrillator batteries.

9 **INSURANCE**

9.1 **Buildings & Contents**

RESOLVED: that the insurance with Hiscox be renewed and a review of assets is undertaken.

9.2 **Boilers & Plant**

RESOLVED: members noted that the engineering and plant insurance policy (for boilers) with Allianz was renewed on 1st June 2023, at a premium of £469.13 including VAT.

9.3 **Cyber**

RESOLVED: that members noted that the Cyber insurance was renewed on 1st June 2023, at premium of £367.36

10 **POLICIES**

RESOLVED: that members agreed to adopt the updated Standing Orders attached as Appendix A.

11 **SUBSCRIPTIONS & DONATIONS**

11.1 **Essex Wildlife Trust**

RESOLVED: members were advised that the Annual subscription of £40 had been paid to the Trust.

11.2 National and Essex Association of Local Councils (EALC & NALC)

RESOLVED: members noted that Annual Affiliation fee a sum of £1116.18 has been paid.

11.3 Advantaged Accounts

An annual fee had been paid to the company and accounts would be transferred to the system during the present accounting year.

RESOLVED:

- (a) members asked the RFO & Deputy Clerk to clarify with the Clerk to the Council what the annual charge would be for the package;
- (b) the remainder of the information was noted.

11.4 Essex & Herts Air Ambulance

RESOLVED: members noted that a letter of thanks had been received from the organisation thanking the Council for their donation of £500.

11.5 Councillor Emails

In accordance with the Accountability & Governance Guidance (section 5) all councillors would now have their own business email addresses for Council business. These were being set up by the Councils IT contractor and all members would be informed of their individual addresses in due course.

RESOLVED: that the information was noted.

Meeting closed at 8.10 p.m.

Chairman Cllr R. Carson

Signed

Date.....

- 4e) Springfield Parish Council shall have the following committee structure:
In order to form a quorum each member shall be aware that they may be co-opted onto any committee at short notice to enable business to be conducted. The co-opted member shall have the same rights as any other elected committee member.

Planning & Environment Committee – with responsibility for
(6 voting members with a quorum of 4)

All planning applications
Planning enforcements & Planning Appeals
Public Enquiries
Documents relating to the Local Development Framework
Local Transport Plan
Licenses
Highway projects / Improvements
Tree preservation / hedgerows
Bus Shelters
Litter and Dog Bins
Parish seats
Footpaths
Notice Boards
Play schemes & Play equipment
Newsletter (Parish Pump)

Finance and Policy Committee – with responsibility for
(6 voting members with a quorum of 4)

Administration of the Council
Salaries
Precept
Grants
Standing Orders
Formulating and revising Council Policies
Overseeing and receiving recommendations and advice from Personnel Sub-committee (which has 3 members from Springfield and 3 members from Chelmer Village Council appointed at the relevant annual council meeting)

Premises Committee
(6 voting members with a quorum of 4)

All matters relating to the running of Springfield Parish Centre.