

Springfield Parish Council

Minutes of the Finance and Policy Committee Meeting

The Council met at 7.00pm on **Monday 29th July 2024** in the Council Chamber, Springfield Parish Centre, St Augustine's Way, Springfield, Chelmsford, Essex, CM1 6GX.

Councillor I Fuller chaired the meeting.

Present- Councillors J Pioli, K Hine, E Aluko and R Lee

In Attendance- Clerk to the Council, Clare Milligan.

017/24. Apologies for Absence

Apologies were received and accepted for Cllrs R Carson and S Bryne-Laguer.

018/24. Declarations of Interest

There were no declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests or Registrable Non-Pecuniary Interests.

019/24. Minutes

Minutes from the Finance and Policy meeting held on the 3rd June 2024 were signed and agreed. Proposed by Cllr E Aluko, seconded by Cllr J Pioli and agreed unanimously.

020/24. Public Question Time

There were no members of the public present at the meeting.

021/24. Clerk's Report

1. CCLA – the Clerk advised that she had emailed CCLA on 23rd July 2024 to enquire as to the updating of the mandate. The Clerk did initially receive a response from CCLA and they said they would look into it. The Clerk will chase this again.
 2. Bank Mandate – The Clerk has asked the relevant Councillors for personal details so they can be added to the mandate. The changes in who can sign has already changed. The three signatories will be put in place once all new signatures have been added.
 3. Franking Machine – this has now been decommissioned.
 4. Energy Contract – a contract was agreed with Tomato Energy for one year.
 5. Reserves – All reserves have been added to the finance system.
 6. Bad Debt – The Clerk advised that she had received no response from the previous café owner re the debt. The Clerk will now start the process with the courts at an initial cost of £70.
 7. Cyber Security Insurance – The Clerk advised that after reading through the insurance schedule and researching what is covered, she recommended that the insurance at a cost of £367.36 should continue to be renewed.
- Cllr J Pioli enquired as to how much the invoices were for the electric and gas. The Clerk will look into this and produce a report for the next finance meeting showing the cost.

022/24. Financial Transactions

The Clerk had circulated the income and expenditure reports for July 2024. Income at a total of £30,389.01 and expenditure at a total of £41,911.23. The Clerk advised there was one more invoice from Chelmsford Gas Services for £342.00 which had come in late but needed paying. A discussion was had and all income and expenditure was agreed. Proposed by Cllr R Lee, seconded by Cllr K Hine and agreed unanimously

023/24. Financial Review

The Clerk had circulated the budget comparison report and a discussion was had. Cllr I Fuller enquired as to the amount in budget code 4128 Café Hire. The Clerk will investigate this and email the committee.

The Clerk had circulated the updated cashflow report showing the possible bank balances at the end of the financial year. Cllr E Aluko asked for the Clerk to clarify which months are true spending and which are estimates. The Clerk advised that months 1 to 4 are true and the remainder are estimated. The Clerk will make sure this is pointed out each month.

The Clerk had circulated the bank reconciliations for May 2024 and June 2024. These were agreed and the Chair, Cllr I Fuller, signed all paperwork.

024/24. Direct Debit

The Clerk asked for the committee to consider setting up a direct debit for Chelmsford City Council for the rates. A discussion took place and it was agreed to set up the direct debit. Proposed by Cllr R Lee, seconded by Cllr K Hine and agreed unanimously.

025/24. Bowers Hall Speaker

The Clerk had circulated the email received from Spotlight Sound regarding the broken speaker in Bowers Hall. This had previously gone to the Premises Committee but as the next meeting for this committee was not for another month and a half it was agreed to bring it to the Finance and Policy committee. A discussion was had and it was agreed to purchase two different make speakers at a cost of £1,334 plus VAT rather than have the original speaker mended at a cost of £1,948.23 plus VAT. To replace the speaker, like for like would cost £4,250 plus VAT for one speaker. Proposed by Cllr J Pioli, seconded by Cllr R Lee and agreed unanimously. The Clerk was asked to see if she could sell the remaining working speaker.

026/24. Updates from Councillors and Matters for Information.

Cllr E Aluko advised he attended Councillor training at the EALC saying it was very informative and helpful. He would recommend other councillors attend.

With no further business, the meeting was closed at 7.39pm.

Signed:..... Chair Date:.....

