

Minutes
of the MAYLAND PARISH COUNCIL
FINANCE COMMITTEE
meeting held in the Lawling Park Hall
on Tuesday 8th September 2015
at 7.18 p.m.

Present: Cllr Hawkes Cllr Pettitt
Cllr Massenhove Cllr Spires

Clerk: Mrs Massenhove

In attendance: Cllr Oatham

In the absence of the Finance Committee chairman Cllr Evans, Cllr Pettitt proposed Cllr Hawkes as chairman for this meeting only. Cllr Spires seconded the proposal, all in favour.

17. Apologies for Absence

Apologies were received from Cllr Evans.

18. Declarations of Interests

No declarations of interest were received.

19. Minutes of the Previous Meeting

Cllr Spires proposed accepting the minutes of the meeting held on 14th July. Cllr Hawkes seconded the proposal, all in favour. The minutes were signed and dated as a true record.

20. Payments and Receipts

It was noted that all councillors had received a copy of the August payments and receipts list, for which cheques were signed outside a meeting as agreed at July's full council meeting.

All September payments and receipts were presented to the committee. Cllr Massenhove requested further information regarding the grass cutting contractor's marking of the football pitches; it was noted that the contractors make the initial markings only and that MPC's own groundsman then maintains the white-lining throughout the season. Cllr Massenhove also queried the time period covered by the tax and NI payment to HMRC, the Clerk informed the committee that this payment covers three months.

Cllr Spires proposed approving both the August and September payments and receipts. Cllr Massenhove seconded the proposal, all in favour. The cheques were signed by Cllr Massenhove and it was noted that, as Cllr Evans was not present at the meeting, her signature would be obtained subsequently. (It was noted that the process of adding Cllr Spires as an additional signatory is in progress.) Cllr Hawkes signed a copy of the payments and receipts list. Clerk to arrange signing of the cheques by Cllr Evans.

Cllr Hawkes verified the bank reconciliations for July and August, signing both bank statements and reconciliations.

The payments and receipts for August and September are listed below: -

August Payments & Receipts: -

PAYMENTS

Date	Payee	Service/supply	£ Gross
12-Aug-15	CPRE	Annual membership fee	36.00
12-Aug-15	Enhanced Security Solutions	Works to CCTV system	78.00
12-Aug-15	Brian Warren	Floor repair & fit changing table	70.44
12-Aug-15	Andrew Watson & Son Ltd	Floor covering repair	119.47
12-Aug-15	A & J Lighting Solutions	Street lighting maintenance	50.40
12-Aug-15	A & J Lighting Solutions	Tennis court lighting maintenance	42.90
12-Aug-15	Brown Bros Distribution Ltd	Gravitex paint	124.74
12-Aug-15	Brown Bros Distribution Ltd	Gravitex paint	136.08
12-Aug-15	Brown Bros Distribution Ltd	Gravitex paint	90.72
12-Aug-15	Ernest Doe & Sons Ltd	Air filter & oil for mower, work boots	51.29
12-Aug-15	BT Payment Sevices Ltd	Calls & line rental	32.78
12-Aug-15	Linda Haywood	Vinyl banner for NP workshop	56.00
12-Aug-15	Mayland Village Football Club	Deposit refund	50.00
12-Aug-15	Maldon District Council	Park Ranger services - July	216.07
12-Aug-15	Joy Williams	Cllr expenses - mileage (Cllr Duncan)	5.40
12-Aug-15	Mrs J Massenhove	Petty Cash	90.49
25-Aug-15	MPC Staff	Staff wages	1,387.26
12-Aug-15	MSJ Garwood & Son	Grass cutting up to 20-7-15	1,387.18
			4,025.22

RECEIPTS

Date	Received from	Description	£
07-Jul-15	HMR&C	VAT reclaimed April '14 - March '15	9,395.11
16-Jul-15	Resident	Hall hire & deposit	71.00
16-Jul-15	4 Children	Hall hire - 16th July	14.00
16-Jul-15	Various residents	Tennis court hire	12.00
28-Jul-15	Ayletts Charity	Annual distribution + £100	141.50
31-Jul-15	HMR&C	VAT reclaimed April - June 2015	1,989.06
05-Aug-15	Maylands Youth Club	Hall hire - Tuesdays, Jul & Aug	63.00
			11,685.67

PETTY CASH

Date	Payee	Service/supply	£ Gross
31-Jul-15	SI Trading	Ceramic tubes for emergency exit	12.00
05-Aug-15	The Works	Prizes for NP colouring competition	66.99
10-Aug-15	Mayland Service Station	Petrol (for strimmer)	11.50
			90.49

September Payments & Receipts: -

PAYMENTS

Date	Payee	Service/supply	£ Gross
08-Sep-15	Mayland Parish Council	Transfer to Deposit Account	20,000.00
08-Sep-15	Maylands Mayl	Distribution of Annual Review	68.00
08-Sep-15	BT Payment Services Ltd	Internet Services, 1st Jul - 31st Oct	85.20
08-Sep-15	Fordesigns	New signs and updates to signs	324.00
08-Sep-15	DHGPC	Affiliation fee, June 2015 - May 2016	15.00
08-Sep-15	EALC	Budget & Precept training	47.00
08-Sep-15	Stephen James Barratt	Graphic design ad printing (N/Plan)	212.80
08-Sep-15	Information Commissioner	Data protection registration renewal	35.00
08-Sep-15	A & J Lighting Solutions	Tennis court lighting maintenance	42.90
08-Sep-15	A & J Lighting Solutions	Streel lighting maintenance	50.40
08-Sep-15	Rigby Taylor	Duraline paint	186.00
08-Sep-15	Resident	Hall deposit refund	50.00
08-Sep-15	MSJ Garwood	Grass cutting to 25-8-15	1,487.28
08-Sep-15	MSJ Garwood	Initial pitch marking, 2 f/size + 3 jnr	444.65
08-Sep-15	BT Payment Services Ltd	Calls & line rental	31.35
08-Sep-15	EALC	"Good Councillor Guide", 8 copies	16.00
08-Sep-15	Mrs J Massenhove	Staff expenses (mileage & parking)	28.50
08-Sep-15	Mrs J Massenhove	Petty cash	60.00
25-Sep-15	MPC Staff	Staff wages	1,382.73
30-Sep-15	HMRC	Tax and NI	786.81
			25,353.62

RECEIPTS

Date	Received from	Description	£
20-Aug-15	Maldon District Council	Half precept + half LCTS grant	40,000.00
04-Sep-15	Various residents	Hall hire & deposit	277.00
04-Sep-15	Mayland Boxing Club	Hall hire, September	216.00
04-Sep-15	Various residents	Tennis court hire	23.00
08-Sep-15	Mayland Parish Council	Transfer from Community Account	20,000.00
			60,516.00

PETTY CASH

Date	Payee	Service/supply	£ Gross
04-Sep-15	Directa (UK) Ltd	Reflective strip for bollards	38.40
04-Sep-15	Post Office Ltd	Stamps	21.60
			60.00

21. Quarterly Accounts

It was noted that CCTV expenditure is over-budget. A decision on any action is deferred until October when the committee is due to receive the quarterly accounts.

22. Hire Charges

Changes to certain hire fees were agreed by the Lawling Park Committee at its July meeting: -

- Hall hire for residents increases from £7 to £8 per hour.
- Hall hire for non-residents increases from £10 to £12 per hour.
- Junior football pitch hire for residents increases from £18 to £20 per match.
- Mini soccer pitch hire for residents increases from £16 to £20 per match.

Other hire charges remain unchanged.

Cllr Pettitt proposed approving the revised hire fees as agreed by the Lawing Park Committee. Cllr Hawkes seconded the proposal, all in favour.

23. Items for Next Agenda

Quarterly accounts.

The meeting closed at 7.34 p.m.

Date of next meeting, Tuesday 13th October 2015