

**Minutes**  
**of the MAYLAND PARISH COUNCIL**  
**FINANCE COMMITTEE**  
**meeting held in the Lawling Park Hall**  
**on Tuesday 12<sup>th</sup> April 2016**  
**at 7.15 p.m.**

**Present:** Cllr Evans (Chairman) Cllr Massenhove  
 Cllr Hawkes. Cllr Spires

**Clerk:** Mrs J Massenhove

**61. Apologies for Absence**

Apologies were received from Cllr Pettitt.

**62. Declarations of Interests**

No interests were declared.

**63. Minutes of the Previous Meeting**

Cllr Spires proposed accepting the minutes from the meeting held on 8<sup>th</sup> March 2016. Cllr Massenhove seconded the proposal, all in favour. The minutes were signed and dated as a true record.

**64. Payments and Receipts**

All payments and receipts were presented to the committee. Cllr Hawkes proposed approving both the payments and receipts. The Chairman seconded the proposal, all in favour. The cheques were signed and the payments and receipts are listed below: -

End of Year 2015-16: -

**PAYMENTS**

<b>Date</b>	<b>Payee</b>	<b>Service/supply</b>	<b>£ Gross</b>
31-Mar-16	Maldon District Council	Park Ranger services February	216.07
31-Mar-16	Maldon District Council	Park Ranger services March	216.07
31-Mar-16	Drainage & Hygiene Services	HP water jetting shower drains	180.00
31-Mar-16	Casual hirer of LPH	Hall deposit refund	50.00
			<b>662.14</b>

**RECEIPTS**

<b>Date</b>	<b>Received from</b>	<b>Description</b>	<b>£</b>
07-Mar-16	Maldon District Council	Verge cutting reimbursement	236.18
11-Mar-16	4Children	Hall hire, January - March	96.00
30-Mar-16	Maldon District Council	Hall hire, elections	272.00
			<b>604.18</b>

April 2016: -

**TRANSFERS**

<b>Date</b>	<b>From</b>	<b>To</b>	<b>£</b>
11-Apr-16	Deposit Account	Community Account	10,000.00
			<b>10,000.00</b>

**PAYMENTS**

<b>Date</b>	<b>Payee</b>	<b>Service/supply</b>	<b>£ Gross</b>
12-Apr-16	Community First Responders	Defibrillator and box (s137)	1,340.00
12-Apr-16	Essex Playing Fields Association	Membership and competition entry	40.00
12-Apr-16	A & J Lighting	Street lighting maintenance	50.40
12-Apr-16	A & J Lighting	Tennis court lighting maintenance	42.90
12-Apr-16	Rigby Taylor	White lining paint	186.00
12-Apr-16	RCCE	Village Halls & Community Buildings m'ship	60.00
12-Apr-16	British Telecommunications plc	Calls and line rental	33.49
12-Apr-16	EALC	EALC & NALC Affiliation fees 2016-17	643.31
12-Apr-16	A G Engineering Welding & Fabrication Services Ltd	Manufacture/install padlock anti-tamper cover to car park gate	180.00
12-Apr-16	MSJ Garwood	Grass cutting to 22-3-16	596.36
12-Apr-16	Casual hirer of LPH	Hall deposit refund	50.00
12-Apr-16	Casual hirer of LPH	Hall deposit refund	50.00
12-Apr-16	Mrs J Massenhove	Petty cash	11.59
25-Apr-16	MPC Staff	Staff wages	1,543.18
			<b>4,827.23</b>

**RECEIPTS**

<b>Date</b>	<b>Received from</b>	<b>Description</b>	<b>£</b>
11-Apr-16	Casual hirer of LPH	Hall hire & deposit	82.00
11-Apr-16	Maylands Youth Group	Electricity cards	10.00
11-Apr-16	Casual hirer of LPH	Electricity cards	2.00
11-Apr-16	4 Children	Electricity cards	10.00
			<b>104.00</b>

**PETTY CASH**

<b>Date</b>	<b>Payee</b>	<b>Service/supply</b>	<b>£ Gross</b>
31-Mar-16	Post Office	Signed for delivery (PRoW appl'n)	3.52
31-Mar-16	Wickes	Guttering and staples	8.07
			<b>11.59</b>

Cllr Hawkes verified and signed the bank reconciliations and statements for March.

**65. Quarterly Accounts**

All Councillors have received a copy of the council's: -

- statements of payments and receipts under budget headings for the year to date
- the balances held at the end of the quarter.

Overspends on Street Lighting (increased electricity supply costs), Parks and Open Spaces (unexpected cost of zipline repairs), Pitch Maintenance (additional pitch), Staff Tax & NI (additional hours being worked) and Lawling Park Hall Expenditure (new music licence and increased electricity costs) were noted.

Cllr Massenhove proposed recommendation to full council to accept the quarterly accounts, Cllr Hawkes seconded the proposal. All in favour.

**66. E-mail Address**

The cost of retaining the parish council's current e-mail address is to be increased from £1.60 to £5 per month. The Chairman proposed recommending changing the e-mail address (from maylandpc@btinternet.com to maylandpc@btconnect.com) whilst retaining the current one for three months to allow a changeover period. Cllr Massenhove seconded the proposal. All in favour.

**67. Virements**

The Chairman proposed recommending to full council a virement of £340 from the LPH Expenditure budget to the S137 budget. This would provide sufficient funds within the S137 Expenditure budget for the defibrillator and box, for which allowance had previously been made within the LPH budget. Cllr Massenhove seconded the proposal. All in favour.

**68. Chairman's Allowance**

The inclusion of a Chairman's Allowance within the council's budget was considered. After some discussion, Cllr Spires proposed recommending to full council that a Chairman's Allowance is allocated. Cllr Massenhove seconded the proposal. 3 in favour; 1 abstain. Motion carried (to recommend).

**69. Items for Next Agenda**

No additional items noted.

The meeting closed at 7.35 p.m.

Date of next meeting, Tuesday 10<sup>th</sup> May 2016