

MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at 8.07pm on Wednesday 6 March 2019 in the Council Offices, Crafton Green House, 72 Chapel Hill, Stansted, Essex.

**PRESENT** Cllr P L Jones (Chairman), Cllrs M Caton, M Jessup, F Richards, J Salmon and D Wallace- Jarvis

**ATTENDING** Cllr C Dean  
Mrs Ruth Clifford - Clerk  
Mr Trevor Lloyd- Assistant to the Clerk  
2 members of the public

**418 APOLOGIES**

Apologies for absence were received from Cllrs J O'Brien, R Rands and G Sell

**419 DECLARATIONS OF INTEREST** - None

**420 MINUTES**

The minutes of the meeting held on Wednesday 12 December 2018 were approved.

**421 MATTERS ARISING** - None.

**422 CHAIRMAN'S REPORT-** None.

**423 FINANCE - PAYMENTS FOR AUTHORISATION**

The list of payments was tabled and approved. It was agreed that it is not practicable to circulate this list in advance as additions are made to it on an almost daily basis.

**424 INTERNAL AUDIT REPORT**

The Clerk will be circulating the report with the minutes of the meeting. Six recommendations need to be considered. The Clerk drew the committee's attention in particular to the recommendation on insurance cover. The Chairman felt it would be prudent to increase the cover to £500,000 as standard and this was agreed with effect from renewal on 1 April 2019.

**425 LIGHTING:**

**A) OUTAGE REPORT**

The Clerk reported on a light out on the Church Road end of the Mountfitchet Estate and two lights out in Brewery Lane which are awaiting action from UK Power Networks.

**B) GENERAL**

The Clerk is seeking quotes to remove a lighting column in Water Lane which is considered by a resident to be surplus to requirements. This will come back for a decision.

**426 STAFF MATTERS**

The Personnel Working Group minutes had been circulated and were approved.

**427 THE MOUNTFITCHET EXCHANGE:****A) TO CONSIDER OPENING HOURS AND RECOMMEND TO FULL COUNCIL**

It has always been the Council's intention to extend its opening hours when it moves into the new building. It was noted that staff are required to leave the building to attend meetings, and also to attend evening meetings which form part of their contracted hours of work. The Clerk confirmed that, where possible, external meetings would be co-ordinated to ensure that there is always a member of the Council's staff in the building during published opening hours, but members acknowledged that this is, on rare occasions, unavoidable. After discussion, Cllr Salmon proposed the following

**RECOMMENDATION** that the Council's opening hours should be Monday – Friday, 9.00am to 4.00pm apart from Wednesdays when the Parish Council would not be represented on the reception desk after 1.00 pm. This should be a trial for six months.

**B) TO CONSIDER ROOM HIRE CHARGES**

The Clerk reported that she has already received enquiries from groups wishing to hire one or other of the meeting rooms. Cllr Dean offered to share her findings on charges levied by other venues in the village.

**428 PARISH GRANTS**

The Clerk reported that three applications had now been received from the CAB, Human Roots and the newly-established litter-picking group. After a brief discussion Cllr Jones proposed the following:

**RESOLUTION** that £1,000 be awarded to CAB, £500 to Human Roots and £200 to the Stansted Litter Pickers.

This was seconded by Cllr Jessup and agreed unanimously. Cllr Richards requested that the Stansted Food Bank be considered for any money still in the fund, although Cllr Dean confirmed that following an appeal the Food Bank has recently received pledges of money.

**429 DAY CENTRE**

The Clerk reported that there has been a misunderstanding over possible proposals and that, together with the Chair of the Management Committee, she will request a further meeting with UDC officers to discuss this.

**430 WINDMILL**

The Clerk has established that Listed Building consent is required for the re-pointing of the brickwork and an application to UDC is in hand.

**431 YOUTH CENTRE**

The Assistant to the Clerk was requested to follow up on Clive Emmet's promise to provide notes on the responsibilities of potential trustees.

Meeting closed 8.45pm

DRAFT