

Clerk's Report and additional information for items for the Finance and Governance Committee Meeting 25th March 2025.

- 1) AGAR – This is all complete.
- 2) Emergency Community Fund policy will be brought to a later meeting.
- 3) Tender for Christmas Lights – This has been agreed by Full Council and to be put on contract finder.
- 4) IT WiFi – All complete.

Item 6 Financial Transactions

The payment list will be circulated once everything has been checked and agreed. Cllrs J Suttling and S Carr are coming in to the office on Thursday 20th March to undertake the checking.

Item 7 Financial Review

The reconciliations for February 2025 have been circulated.
The budget comparison report and the cashflow report will be circulated once everything has been checked.

Item 8 Photocopier Upgrade

The Clerk has acquired three quotes for upgrading the photocopier in the main office. All are a 5 year contract:

Couno (current provider) - £461.25 qrt lease – copies Mono - .0029p colour .038p

SBR Systems - £460 qrt lease – copies Mono 0.003p colour 0.030p.

Evolve - £439 qrt lease – copies mono 0.0035p, colour 0.035p

Couno and Evolve include all support, service, engineer etc including taking everything away and delivering new machine.

SBR will charge separately for delivery £95 and support is a helpdesk.

This came about as the current provider came in to see the Clerk and discuss an upgrade. However as the current contract does not run out until July '26 there are early termination costs. The main one which is the qrtly lease is incorporated in the above prices. However the current provider also has an early termination cost to the service agreement and this would total £668.20. If the Council chose to go with a different provider this would need to be paid back.

The other option is to carry on with the copier the Council has at present and re look at this next year.

The Clerk asks the Committee to discuss the situation and agree any next steps.

Item 9 Allotment Fees 2026/27

The Clerk has circulated a comparison spreadsheet on local allotments for discussion and decision as to whether to increase the fees for 2026/27. The Clerk asks the Committee to note that she believes fees have not been increase for a couple of years.

Item 10 Vending Machines

The Finance Officer has produced a report showing the income received from the vending machines. The Clerk wondered if it was appropriate for the Council to promote what could be described as unhealthy eating with having the vending machines on site. The income the council receives is small and therefore the Clerk wonders if this is something the committee wants to continue with?

The Clerk asks the committee to discuss and agree any actions to be taken.

Item 11 Grant Application

The Clerk has contacted Yantlet and is awaiting the accounts. They have advised that neither the communal garden nor the rooftop terrace is accessible to the public. The Clerk has also contacted South Essex Homes to find out what maintenance they undertake and is awaiting a reply. The Clerk hopes to be able to bring this to the meeting.

Item 12 Asbestos Survey and Fire Risk Assessment

The Clerk has received three quotes for the survey and assessment and would like the Committee to agree which company to use.

AJC Environmental Ltd – Asbestos £1,150 – Fire unable to quote for this at present

Salvum – Asbestos £795 – Fire £699

Supernova – Asbestos £375.20 – Fire £372.50

Item 13 Fees for Hiring Strand Wharf and the Skate Park

The Clerk would like agreement on the fees to be charged for someone hiring Strand Wharf or the Skate Park:

The suggested fee is:

9am to 6pm - £25 per hr

6pm to 10pm - £30 per hr

Whole Day £150 (this could be a limited time)

