WRITTLE PARISH COUNCIL

EXECUTIVE AND FINANCE COMMITTEE

Minutes of the meeting held on Monday 23 November, 2015 at 8.00pm in the Parish Office

Members	✓= Present		A = Apologies	
Mr C Hibbitt	***(CHAIR)***	✓	Mr R Bray ***(VICE CHAIR)***	✓
Mr A Carter		✓	Mrs A Reid	✓
Mr P Costello		✓	Mrs R Smith	✓

In Attendance	✓= Present		A = Apologies	
Mr D Walker	***(CLERK)***	✓	Mrs L Fox ***(ADMIN ASST)***	✓

ACTION

1. PUBLIC FORUM

1.1 NOTED there were no members of the public present.

2. APOLOGIES FOR ABSENCE

2.1 NOTED apologies were **noted** as above.

3. MINUTES OF LAST MEETING – 24 November 2014

3.1 AGREED the minutes of the Executive & Finance Committee meeting held on 24 November 2014 were **agreed** as an accurate record.

3.2 AGREED it was proposed by Mr A Carter and seconded by Mr R Bray that the **agreed** minutes be approved and signed.

4. DECLARATIONS OF INTEREST

4.1 NOTED there were no declarations of interest.

5. REQUEST FOR DISPENSATION

5.1 NOTED it was **noted** that before discussion takes place on the Precept all Councillors have a disclosable pecuniary interests and, as such, could be committing a criminal act if this was not declared before the meeting.

5.2 AGREED it was **agreed** that Mr D Walker should be delegated to accept these declarations and allow a dispensation to Councillors so that discussion and recommendation related to the Precept can take place.

5.3 AGREED it was proposed by Mr C Hibbitt, seconded by Mrs R Smith, and unanimously **agreed** that the Clerk be permitted full dispensation and delegation rights.

5.4 NOTED it was **noted** that all Councillors present at this meeting declared their disclosable pecuniary interest and were granted dispensation to discuss the draft Precept.

6. FINANCIAL REPORT

6.1 Draft Precept for 2016/17

6.1.1 RECEIVED the Committee **received** Precept 2016/17 draft documentation for consideration.

6.1.2 NOTED Mr D Walker provided a comprehensive overview of the current financial position and the draft 2016/17 Budget.

6.1.3 NOTED it was **noted** that the draft Budget for 2016/17 showed a cash balance of £78,000 at end March 2017.

6.1.4 NOTED it was **noted** that additional costs had been put in the draft Budget for 2016/17. These included £2,400 for work on the trees, £4,500 for Environment provision and £5,000 for Playing Fields provision.

6.1.5 NOTED it was **noted** that additional costs had been put in the Budget for 2015/16. The Playing Fields provision had been increased to £5,000.

6.1.6 NOTED It was **noted** that there were discussions regarding the problems with CCTV. It was **noted** that the lease of the CCTV expires in January 2016 and this would be put on the Parish Council Meeting in December for discussion. Mr Walker

6.1.7 NOTED it was **noted** that the Parish Office is currently rented out to a few charities and organisations. It was **noted** that the office would not be actively advertised as being available for hire.

6.1.8 NOTED it was **noted** that there was a considerable cost to the Parish Council to run the public toilets, costing approximately £7,000 per year. It was **noted** that the cost of the office and toilets would be split 20/80 on the budget to show the costs.

6.1.9 NOTED it was **noted** that £5,500 had been put in the budget for 2015/16 for the root barrier and £4,000 to repair the damaged water pipe leading to Wear Pond.

6.1.10 NOTED it was **noted** that £15,000 had been put in the draft Budget for 2016/17 for general provision.

6.1.11 NOTED it was **noted** that the floor in the pavilion is in a bad state of repair. This was partly due to the use of the pavilion by Tickers who use heavy equipment. The floor is likely to cost in the region of £10,000 and hopefully Tickers will be able to fund half of this cost.

6.1.12 NOTED it was **noted** that £1500 covering legal fees for Longmeads House would be put in the current budget and for the draft Budget for 2016/17.

6.1.13 NOTED it was **noted** that the reserve 'sinking' fund would be continued to cover 5-yearly maintenance, refurbishment and redecoration costs of the Parish Office. Mr Walker

6.1.14 NOTED it was **noted** that it was recommended that the Precept be increased by £2,000 for 2016/17.

6.1.14 NOTED it was **noted** that Precept figures would be presented at the next full Parish Council meeting on 7 December 2015. Mr Walker

7. REVIEW SALARIES

7.1 NOTED it was **noted** that there was a discussion regarding the review of salaries for the Parish Council employees. It was proposed by Mr Hibbitt and seconded by Mr Bray, that Mr Walker, Clerk, Mrs Fox, Asst. Clerk and Mr Moss, Handyman salaries be increased by the 2.5% suggested by the City Council, subject to the approval of full council.

7.2 NOTED it was **noted** that the pension was discussed and the policy to be reviewed. The Chairman said he would like to acknowledge the excellent work done by the Clerk and Assistant Clerk and thank them for their significant contribution to the day to day running of Writtle Parish Council. This was endorsed by all members of the E&F Committee. Mr Walker

8. FINANCIAL REGULATIONS AND OTHER POLICY REVIEWS

8.1 AGREED it was **agreed** that the Financial Regulations would be adopted and circulated to all councillors. Mr Walker

8.2 NOTED it was **noted** that the terms of reference for sub committees would be circulated to all Chairs of committees. Mr Walker

8.3 NOTED it was **noted** that a number of new policies had been discussed and these would be reviewed at future parish council meetings.

9. DATE OF THE NEXT MEETING

9.1 NOTED it was **noted** that the next meeting of the Executive & Finance Committee will be advised in due course.

MEETING CONCLUDED 9.20pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____