WRITTLE PARISH COUNCIL

EXECUTIVE AND FINANCE COMMITTEE

Minutes of the meeting held on Monday, 16 November 2020 at 8.15pm via Zoom

Members	✓= Present		A = Apologies	
Cllr C Hibbitt	***(CHAIR)***	✓	Cllr R Bray ***(VICE CHAIR)***	✓
Cllr L Gannicott		✓	Cllr P Cracknell	✓
Cllr P Costello		✓	Cllr S Bell	✓

In Attendance	✓= Present		A = Apologies	
Ms A Wallerstrom ***(FINANCIAL OFFICER)***		✓	Mrs L Fox ***(CLERK)***	✓
Cllr I Nicholls		✓		

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 – 28 November 2019

3.1 AGREED the minutes of the Executive & Finance Committee meeting held on 28 November 2019 were **agreed** as an accurate record.

3.2 AGREED it was proposed by Cllr P Cracknell and seconded by Cllr L Gannicott 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 interest and, as such, could be committing a criminal act if this was not declared before the meeting.

5.2 AGREED it was **agreed** that Mrs L Fox 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 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. TERMS OF REFERENCE

6.1 AGREED the Terms of Reference were agreed.
Proposed: Cllr P Costello
Seconded: Cllr L Gannicott
All agreed

7. FINANCIAL REPORTS

CURRENT FINANCIAL REPORT – 2020/1

7.1 RECEIVED the Committee **received** the report on the current financial position. The Clerk and Asst Financial Officer provided a comprehensive overview

7.2 NOTED it was **noted** that the following projects would hopefully take place during this current financial year – water supply to the allotment hut, flyer, solar light for Paradise Road car park.

7.3 NOTED it was **noted** that the following projects were not planned to go ahead in the current budget – police patrols, move of the archives and the youth provision.

7.4 NOTED it was **noted** that the legal and professional fees for Longmeads and the new Beryl Platt Centre would amount to £9774 at the end of the financial year.

7.5 NOTED it was **noted** the legal fees for the CARDS licence agreement would be £700.

7.6 AGREED it was **agreed** that the expenditure for the Writtle Mill legal expenses would be reduced to £1500.

DRAFT BUDGET FOR 2021/22

7.7 NOTED the Committee received the report and draft budget for 2021/22 for consideration.

7.8 NOTED it was **noted** that there are no known grants or donations for the forecast 2021/22.

7.9 NOTED it was **noted** that the library and the move of the archives was unlikely to happen in 2021/22 and would not be allocated a budget.

7.10 AGREED it was **agreed** that the budget for the rent of the archives room would remain the same as 2020/21.

7.11 AGREED it was **agreed** that the police patrol funding would be budgeted at £2000. The youth provision fund would remain at £2000.

7.12 AGREED it was **noted** that discussions were held around the council van and a sinking fund for a replacement. Future rental of a van was also discussed. It was **agreed** that a fund should be built up and £1000 would be ear marked.

7.13 AGREED the proposed training budget was **agreed** including the funding of the CILCA course for the new Clerical Officer and the funding of the Community Governance Level 4 course for the Clerk.

7.14 AGREED it was **agreed** that there would be no further costs involved with Longmeads/Beryl Platt Centre.

7.15 AGREED it was **agreed** that £1000 would be budgeted for Writtle Mill additional legal expenses.

7.16 AGREED the Wear Pond was discussed and the potential costs to replace the failing wall which could amount to £30,000. It was **agreed** that a structural engineer would be contacted regarding the current situation. The root barrier had been installed to prevent the willow roots encroaching on the wall.

7.17 AGREED it was **agreed** that the Parish Council would like to propose an increase of over 3% increase. One of the reasons for the increase was the additional budget for structural engineer and repair of the pond wall.

8. FINANCIAL RESERVES POLICY

8.1 AGREED it was unanimously **agreed** that the new Financial Reserves Policy be approved.
Proposed: Cllr P Costello
Seconded: Cllr L Gannicott
All agreed

9. WEBSITE ACCESSIBILITY

9.1 AGREED it was **agreed** that the Accessibe software should be installed on the council's website along with an Accessibility Statement.

10. PARISH OFFICE HIRE CHARGES

10.1 AGREED it was **agreed** that the hire fee for the parish office would remain at £30.00 per session.

11. DATE OF THE NEXT MEETING

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

MEETING CONCLUDED 9.30pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____