WRITTLE PARISH COUNCIL

Clerk to the Council – Lauretta Fox
Parish Office, The Green, Writtle, Chelmsford, Essex CM1 3DT
Tel: 01245 420066 E-mail: clerk@writtle-pc.gov.uk

Councillors are summoned to attend an Extra Ordinary meeting of Writtle Parish Council's Executive & Finance Committee that will be held on Monday, 30 November 2020 at 7.30pm via Zoom.

To join the meeting, please use the log on details below

Join Zoom Meeting
https://us02web.zoom.us/j/87436638814?pwd=THovZGNTQ1NCM3I4QlhZSFRZRk9mUT09
Meeting ID: 874 3663 8814
Passcode: 973305

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The press and the public are cordially invited to attend

AGENDA

1. **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.

2. **Apologies for absence.** The Clerk to advise of apologies for absence

3. **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the meeting held on November 16, 2020 as a true and correct record.

4. **Declaration of Interests.** All members are reminded that they must disclose any interest that they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her of it

5. **Request for dispensation.** The Clerk to be delegated to receive requests for dispensation for items on the Agenda for this meeting.

6. **Financial Report.** To consider the expenditure analysis for 2021/22 and confirm the budget recommendation to be considered by full Council meeting on December 7, 2020.

7. **Financial Reserves Policy.** To agree the current level of reserves to be held by the council.

8. Date of the next meeting. The next meeting is to be arranged.

Signed *Lauretta Fox* **Date** 25 November 2020