WRITTLE PARISH COUNCIL

EXECUTIVE AND FINANCE COMMITTEE

Minutes of the meeting held on Monday, 30 November 2020 at 7.30pm 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)***	✓

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 – 16 November 2020

3.1 AGREED the minutes of the Executive & Finance Committee meeting held on 16 November 2020 were **agreed** as an accurate record, although Cllr Costello wished to note that he had expressed his concern over the knotweed around Wear Pond.

3.2 AGREED it was proposed by Cllr Bray and seconded by Cllr Bell 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. FINANCIAL REPORT

6.1 NOTED the Committee received the expenditure analysis report for 2021/22.

6.2 AGREED following discussions on the budget it was **agreed** that the committee would recommend a 3% increase on the precept to £136,063.

6.3 AGREED it was **agreed** that £2000 would be earmarked for repairs to the pond wall and £1000 contingency for Writtle Mill legal fees.

6.4 NOTED it was **noted** that the pond clearance budget would be removed. The committee discussed the opportunity of involving volunteers with future projects in the village, as has been done with the Christmas Tree.

6.5 NOTED it was **noted** that the only cost within the provision for Highways would be the annual Solagen subscription.

6.6 NOTED it was **noted** that the alarm cost at the pavilion required clarification.

6.7 NOTED it was **noted** that due to the current unknown circumstances surrounding the pandemic, it was recommended that the E&F committee meet several times during the forthcoming year to monitor the current position and consider any actions that need to be taken.

7. FINANCIAL RESERVES POLICY

7.1 AGREED it was unanimously **agreed** that the council would strive to hold 6 months of General Reserves. This would be recommended to the full council meeting in December.
Proposed: Cllr R Bray
Seconded: Cllr P Costello
All agreed

8. **DATE OF THE NEXT MEETING**

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

MEETING CONCLUDED 8.12pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____