WRITTLE PARISH COUNCIL

EXECUTIVE AND FINANCE COMMITTEE

Minutes of the meeting held on Thursday 28 November 2019 at 7.30pm in the Parish Office

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

In Attendance	✓= Present		A = Apologies	
Mr D Walker	***(RFO)***	✓	Mrs L Fox ***(CLERK)***	✓
Kelly Sitara	***(Clerical Officer)***	✓		

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 – 4 January 2019

3.1 AGREED the minutes of the Executive & Finance Committee meeting held on 4 January 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 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 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 REPORTS

6.1 Draft Precept for 2020/21

6.1.1 RECEIVED the Committee **received** Precept 2020/21 draft documentation for consideration.

6.1.2 NOTED Mr D Walker provided a comprehensive overview of the current financial position and the draft 2020/21 Budget.

6.1.3 NOTED it was **noted** that there are no known grants or donations for the forecast 2020/21.

6.1.4 NOTED it was **noted** that discussions were had regarding the new staffing structure following the RFO's resignation at the end of March 2020. The roles and job descriptions were currently being reviewed and it was proposed that the Clerk would become the RFO and an Assistant Finance Officer would be employed in the new year. The Clerical Officer's position would be reviewed following the successful completion of her CICLA course. It was proposed that new financial and allotment software from Rialtus would be purchased. The approximate cost for installation and 1 year annual support was £2000.

6.1.5 NOTED it was **noted** that the Fantasia Circus income should be removed as they have not yet confirmed their booking for 2020/21. It has been agreed that the Jazz Festival will pay a fee of £100.00 per day and this should be added to the budget.

RFO

6.1.6 NOTED it was **noted** that the RFO would clarify if there is one remaining payment to the Parish Council or whether the loan has been paid in full. RFO to update the budget accordingly.

RFO

6.1.7 NOTED it was **noted** that the RFO would look into grouping some of the entries together under the same headings to make the budget clearer to read. Salaries and insurances were two items that this applied to.

RFO

6.1.8 NOTED it was **noted** that the RFO would speak to the Mr J Weymouth to clarify new developments around funding for the Neighbourhood Plan. RFO to update the budget accordingly.

RFO

6.1.9 NOTED it was **noted** that the Clerk will contact the chair of CARDS and ask them to provide the parish council with an update regarding the future of the CARDS building. Cllr Bray will also speak to Cllr J Aldridge regarding his suggestion of an interested third party.

The Clerk/Cllr R Bray

6.1.10 NOTED it was **noted** that the parish council will leave £2,000 in the budget to allow for some additional police patrols. In conjunction with this they will still seek to recruit two special constables.

6.1.11 AGREED it was **agreed** that the room hire for the parish office should rise in line with inflation, as from 1 April 2020.

6.1.12 NOTED it was **noted** that two new entries for the 2020/21 budget are the new Longmeads Community building and the possible relocation of Writtle Archives to the library. Provisions should be made in the budget for the insurance of the new community building and for the potential moving costs of the archives. *RFO*

6.1.13 AGREED it was **agreed** that the parish council would like to propose a 3% increase to the precept. The main reason for the increase being the new cost of insuring the new community building. Costings for this is still to be establish and therefore may affect this percentage.

7. TERMS OF REFERENCE

7.1 AGREED it was unanimously **agreed** that the Terms of Reference for the Executive and Finance Committee should be approved.

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 9.30pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____