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
writtle-pc.gov.uk

Councillors are summoned to attend the Writtle Parish Council's Executive & Finance Committee Meeting on Monday, 12 July 2021 at 7.30pm in the Large Hall, Writtle Sports and Social Club, Paradise Road, Writtle, CM1 3HW

Lauretta Fox - Clerk

Members of the press and public are warmly welcomed to attend but are requested to advise the Clerk **IN ADVANCE** to ensure compliance with current COVID restrictions. Face masks must be worn and no one must attend if they have a high temperature or are displaying any COVID symptoms. Access will be at the discretion of the Chair**.**

AGENDA

E&F21/22.01 **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.

E&F21/22.02 **Apologies for absence.** The Clerk to advise of apologies for absence.

E&F21/22.03 **Minutes of the last meeting.** The Chairman to ask for a proposer and seconder to approve the minutes of the Extra ordinary meeting held on 22 March 2021 as a true and correct record (Appendix 1).

E&F21/22.04 **Declaration of Interests.** All Members are reminded that they must disclose any interests 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 about it.

E&F21/22.05 **Terms of Reference**. To agree the Terms of Reference for the Committee (Appendix 2).

E&F21/22.06 **Budget reports.** To note the latest budget reports to end 30 June 2021 and consider any actions (Appendix 3a, 3b).

E&F21/22.07 **Budget 2022/23.** To consider budget setting for the next financial year.

E&F21/22.08 **WSSC.** To discuss the financial relationship with the Sports and Social Club (Appendix 4a, 4b, 4c).

E&F21/22.09 **Local Council Award Scheme.** To consider applying to the scheme and discuss the criteria for the Foundation Award (Appendix 5).

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E&F21/22.10 **Documentation required for Parish Council owned buildings and buildings on PC land.** To receive an update and agree any further actions.

E&F21/22.11 **Future Meetings and re-opening of the Parish Office.** To consider the venue for future parish council meetings and to discuss the re-opening of the parish office to the public and external hirers.

E&F21/22.12 **Date of the next meeting.** The next meeting is on Monday, 15 November 2021 commencing at 8.15pm

Signed *Lauretta Fox* **Date** 7 July 2021