WRITTLE PARISH COUNCIL

EXECUTIVE AND FINANCE COMMITTEE

Minutes of the meeting held on Monday, 12th July 2021 at 7:30pm in the Large Hall, Writtle Sports and Social Club, Paradise Road,
Writtle, CM1 3HW

Members

Mr C Hibbitt	✓	***(CHAIR)***	Mr P Cracknell	✓	
Mrs S Bell	✓		Mrs L Gannicott	✓	
Mrs S Emery	✓		Mr C Sloman	X	***(VICE CHAIR)***

In Attendance

Mrs L Fox ✓ ***(CLERK)*** Mrs J Atterbury ✓ ***(CLERICAL OFFICER)***
Ms A Wallerstrom ✓ ***(FINANCE OFFICER)***
Members of the public 0

✓= Present X = Absent A = Apologies

ACTION

E&F.21/22.01 PUBLIC FORUM
There were no members of the public present.

E&F.21/22.02 APOLOGIES FOR ABSENCE
Apologies noted as above.

E&F.21/22.03 MINUTES OF THE LAST MEETING – 22 March 2021
The minutes of the Executive and Finance Committee meeting held on 22 March 2021 were agreed as a true and correct record.

Proposed: Cllr Sue Bell
Seconded: Cllr Louise Gannicott
All agreed

E&F.21/22.04 DECLARATIONS OF INTERESTS
It was **noted** that there were no declarations of interest.

E&F.21.22.05 TERMS OF REFERENCE
The terms of reference for the Executive and Finance Committee were agreed.

Proposed: Cllr Sue Emery
Seconded: Cllr Peter Cracknell
All agreed

E&F.21/22.06 FINANCE REPORTS

The finance reports to the 30th June 2021 were noted. The new format for the reports was welcomed. It was noted that the virements agreed by the Environment Committee at their meeting on 21 June 2021 had been reflected in the budget.

E&F.21/22.07 BUDGET 2022/23

It was agreed that early consideration should be given by each Committee for future projects, for example, the community orchard, to enable future budget setting and allow more time for community consultation. The other projects noted were the ditch clearing on Victoria Road and the re-surfacing of the Oxney Green Play Area.

E&F.21/22.08 WSSC

The terms of the leases with the WSSC and Minors Trustees were outlined and noted. It was noted that the leases made between the Parish Council and the WSSC/Writtle Minors/Tennis Club contained out of date lists of trustees.

To formally write to the WSSC clubs to request a list of the current trustees. *The Clerk*

E&F.21/22.09 LOCAL COUNCIL AWARD SCHEME

It was agreed to defer this agenda item to the next meeting. *The Clerk*

E&F.21/22.10 DOCUMENTATION REQUIRED FOR PARISH COUNCIL OWNED BUILDINGS AND BUILDINGS ON PARISH COUNCIL LAND

It was agreed to defer this agenda item to the next meeting. *The Clerk*

E&F.21/22.11 FUTURE MEETINGS AND RE-OPENING OF THE PARISH OFFICE

It was agreed that future meetings which were small enough to fit in the Parish Office and meet current COVID restrictions should be held in the Parish Office. With regards to the location of future full council meetings and the re-opening of the Parish Office, it was agreed to email councillors to ask for their views. *The Clerk*

E&F.21/22.12 ITEMS FOR THE NEXT AGENDA

It was **noted** that there were no items for the next agenda.

E&F.21/22.13 DATE OF THE NEXT MEETING

It was **noted** that the next meeting of the Executive and Finance Committee will be on held on Monday 15 November at 8:15pm.

MEETING CONCLUDED 20.11 pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____