WRITTLE PARISH COUNCIL

EXECUTIVE AND FINANCE COMMITTEE

Minutes of the meeting held on Monday, 11th October 2021 at 7:30pm in the Parish Office, The Green Writtle, CM3 3DT

Members

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

In Attendance

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

✓= Present X = Absent A = Apologies

ACTION

E&F.21/22.13 Public Forum.
There were no members of the public present.

E&F.21/22.14 Apologies for absence.
Apologies noted as above.

E&F.21/22.15 Minutes of the last meeting. – 12 July 2021
The minutes of the Executive and Finance Committee Extraordinary meeting held on 12 July 2021 were agreed as a true and correct record.

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

E&F.21/22.16 Declaration of Interests.
It was **noted** that there were no declarations of interest.

E&F.21/22.17 Budget 2021/22

The finance reports to the 30 September 2021 and projected expenditure to end March 2021 were noted.

E&F.21/22.18 Additional expenditure 2021/22.
The additional expenditure for 2021/22 was noted and agreed. The police budget would be reallocated, along with the remaining NP budget to cover some of the additional expenditure.

Green Plaques
Computer for Archives

Ideas Hub grant
Extra legal fees on Writtle Mill and Longmeads
Zip wire repairs
Fire Alarm (Parish Office) – additional work
Website – additional pages
Dog Waste Bin - Pleasure Bit
Key Holding Service WSSC
Gas Boiler Service WSSC
Electric Light at Pavilion
Drain clearance at WSSC
Roof repair at Pavilion

It was further agreed to add an additional £500 to the legal fees for Writtle Mill, taking the total budget to £3,000.

E&F.21/22.19 BUDGET 2022/23

The committee reviewed the additional expenditure proposed by each of the other committees for delivery in 2022/23.

Items:-
Surfacing of Oxney Green Play area
Clearing ditch on Victoria Road
Contingency for playground repairs
Contingency for pavilion repairs
Fire Alarm at the pavilion
Continue with EMR for replacement van
Contingency for 1 new laptop for staff
Contingency for 1 new dog bin
Contingency for legal expenses
Centenary Celebrations on the Green
Accessible swing – a cost would be sought, although space in the playground would need to be assessed.
Community Orchard – it was felt this could perhaps be covered by a grant
Root barrier by manhole cover for Wear Pond drainage
Tree work

The following items - contingency for election expenses, car park repairs, external painting of the pavilion – would not be included.

It was noted that the revisions would be included into the proposed budgets to be considered at the Executive and Finance Committee on 15th November, prior to consideration at the full council meeting on 6th December 2021.

E&F.21/22.20 HIRE CHARGES FOR THE GREEN.

The hire charges for the Green had been reviewed prior to the impact of COVID, when it was agreed to postpone the increased charges. It was **agreed** that the revised charges should now be implemented from 2022-23.

£50.00 per non trading day

£215 per trading day
£1000 refundable damage deposit

Use of electricity – to be re-charged back to the event organiser.

It was agreed that hirers should be charged the same rate. It was further agreed that the Children's World proposed weekend in May would need to be moved as there was already a planned event later in the month and time was needed for the Green to recover between events. The decision on the Farmers Market would be taken after the proposal had been considered by the full council at their meeting on 1 November 2021.

E&F21/22.21 HIRE CHARGES FOR THE PARISH OFFICE.
The hire charges for the parish office were reviewed. It was agreed to charge a standard fee of £30 incl VAT for a morning or afternoon session in 2022/23. This would be waived for local, not for profit, community groups.

E&F.21/22.22 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 20.45 pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____