WRITTLE PARISH COUNCIL

EXECUTIVE AND FINANCE COMMITTEE

Minutes of the meeting held on Monday, 13 June 2022 at 7.30pm in the Parish Office, The Green Writtle, CM1 3DT

Members

Mr C Sloman	✓	***(CHAIR)***	Mrs L Gannicott	✓	
Mrs S Bell	✓		Mr I Nicholls	✓	***(VICE CHAIR)***
Mr P Cracknell	✓				

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&F22/23.01 Public Forum.
There were no members of the public present.

E&F22/23.02 Apologies for absence.
There were no apologies for absence.

E&F22/23.03 Minutes of the last meeting – 14 March 2022
The minutes of the Executive and Finance Committee meeting held on 14 March 2022 were agreed as a true and correct record.

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

E&F22/23.04 Declaration of Interests.
It was **noted** that there were no declarations of interest.

E&F22/23.05 Terms of reference
The revised terms of reference for the Executive and Finance Committee were agreed with one change, to the final bullet point – to replace "Planning and Development" with "Executive and Finance".
All agreed.

E&F22/23.06 Budget Reports
The current financial position to 31 May 2022 was **noted**.

E&F22/23.07 Budget 2023/24
Councillors were asked to consider the budget requirements for 2023-24 and put forward any items which may require funding. A potential additional speed indicator device for Writtle was put forward.

E&F22/23.08 CIL money
The receipt of CIL money recently received by the parish council was **noted**. It was **agreed** that the following items should be considered for funding:-

- 4 additional green heritage plaques.
- Ongar Road hedge replacement
- Victoria Road ditch – phase 2 repairs.

E&F22/23.09. National Grid Pylon Consultation
The draft response to the National Grid pylon consultation was considered. The Chair to incorporate the changes discussed and recirculate to Councillors and relevant partners for final submission on 15 June 22.

E&F22/23.10. Legionella works
Councillors **noted** the proposed work required following legionella inspections. It was agreed to award the work to the current contractor as per the quote received (£1,320).
All Agreed.

E&F22/23.11. CILCA Training
Councillors **noted** and passed on their congratulations to the Clerical Officer for the successful completion of the Certificate in Local Council Administration.

E&F22/23.12 Additional Meeting
It was **agreed** to hold an additional meeting on 12th September at 8:15 pm. It was further **agreed** to hold an extraordinary meeting on 20th June at 7:00 pm to discuss arrangements for recruiting to the recent vacancy for the Assistant Finance Officer.

E&F22/23.13 Date of the next meeting
It was **noted** that the next meeting of the Executive and Finance Committee was now scheduled for 12th September 2022 at 8:15pm, with an additional extraordinary meeting to be held on 20th June 2022 at 7:00pm.

MEETING CONCLUDED 20.51pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____