WRITTLE PARISH COUNCIL

EXECUTIVE AND FINANCE COMMITTEE

Minutes of the extra ordinary meeting held on Monday, 20 June 2022 at 7.00pm 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 A ***(FINANCE OFFICER)***

Members of the public 0

✓= Present X = Absent A = Apologies

ACTION

E&F22/23.14 Public Forum.
There were no members of the public present.

E&F22/23.15 Apologies for absence.
There were no apologies for absence.

E&F22/23.16 Minutes of the last meeting – 13 June 2022
The minutes of the Executive and Finance Committee meeting held on 13 June 2022 were agreed as a true and correct record.

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

E&F22/23.17 Declaration of Interests.
It was **noted** that there were no declarations of interest.

E&F22/23.18 Assistant Financial Officer Vacancy
The revised job description, person spec and job advertisement, and recruitment timeframe were **agreed**. The advertisement will be released on 21 June 2022. It was **agreed** to hold interviews on 19th July 2022.
All agreed.

E&F22/23.19 Payroll
The decision to outsource the payroll to JM Payroll was **noted**.

E&F22/23.20 Date of next meeting

It was **noted** that the next meeting of the Executive and Finance Committee was scheduled for 12th September 2022 at 8:15pm.

MEETING CONCLUDED 21.25pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____