WRITTLE PARISH COUNCIL

EXECUTIVE AND FINANCE COMMITTEE

Minutes of the meeting held on Monday, 26 September 2022 at 8.15pm in the Parish Office, The Green Writtle, CM1 3DT

Members

Mr C Sloman	✓	***(CHAIR)***	Mr P Cracknell	✓	
Mrs S Massey	X		Mrs S Emery	✓	
Mrs S Bell	✓		Mr I Nicholls	✓	***(VICE CHAIR)***

In Attendance
Mrs L Fox ✓ ***(CLERK)***
Mrs J Atterbury A ***(CLERICAL OFFICER)***

Members of the public 0

✓= Present X = Absent A = Apologies

ACTION

E&F22/23.21 Public Forum.
There were no members of the public present.

E&F22/23.22 Apologies for absence.
There were no apologies for absence.

E&F22/23.23 Minutes of the last meeting – 20 June 2022
The minutes of the Executive and Finance Committee meeting held on 20 June 2022 were agreed as a true and correct record.

Proposed: Cllr P Cracknell
Seconded: Cllr S Bell
All agreed

E&F22/23.24 Declaration of Interests
It was **noted** that there were no declarations of interest.

E&F22/23.25 Progress Check
It was noted that the Assistant Finance Officer had been recruited with a start date of Monday, 10 October 2022.

E&F22/23.26 Action Plan
The committee agreed the action plan was a good idea for the council. This would also be helpful in achieving the Local Council Award.

E&F22/23.27 Current budget

The current position was reviewed. There was an overspend on legionella costs due to extra works being carried out at the pavilion.

E&F22/23.28 Budgets for 2023/24
Potential costs for next budget include the move of Writtle Archives and playground costs, both at Paradise Road and Oxney Green. The set of swings at Oxney Green needs to be replaced and the tunnel at Paradise Road needs to be assessed.

E&F22/23.29 Reserves Policy
This was agreed with ear-marked reserves at £23,958.

E&F22/23.30 Training Policy
This was adopted and agreed.

E&F22/23.31 Hire charges
It was agreed that the hire charges for the parish office would remain the same.

It was agreed that the hire charges for the Green would be increased to £250 per trading day and £75 per non trading day from 1 April 2023.

E&F22/23.32 Banking procedure
It was agreed that the new approval process would be introduced for the October payments.

E&F22/23.33 Additional E&F Committee Meeting
It was agreed that a further E&F Meeting would be held on Monday, 24 October at 7pm

E&F22/23.34 Date of next meeting
It was **noted** that the next meeting of the Executive and Finance Committee was scheduled for 24 October at 7pm.

MEETING CONCLUDED 9.50pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____