WRITTLE PARISH COUNCIL

Clerk to the Council – Lauretta Fox
Parish Office, The Green, Writtle, Chelmsford, Essex CM1 3DT
Tel: 01245 420066 E-mail: clerk@writtle-pc.gov.uk

Councillors are summoned to attend the meeting of the Writtle Parish Council Executive & Finance Committee that will be held on Monday, 20 November 2023 at 8.15pm in the Parish Office

Distribution: Members of Writtle Parish Council as follows:
Councillors: C Sloman (Chair), I Nicholls (Vice Chair), P Cracknell, M Evans, S Massey, J Milligan

The press and the public are cordially invited to attend

AGENDA

E&F23/24.30 **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.

E&F23/24.31 **Apologies for absence.** The Clerk to advise of apologies for absence

E&F23/24.32 **Minutes of the last meeting.** To consider and approve the minutes of the meeting held on 31 October 2023 as a true and correct record (Appendix 1).

E&F23/24.33 **Declaration of Interests.** All members are reminded that they must disclose any interest that they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her of it.

E&F23/24.34 **Budget for 2024-25.** To receive the reports and consider the draft budget for 2024/25, prior to it being agreed at the full council meeting on December 4, 2023 (Appendix 2).

E&F23/24.35 **National Salary Award.** To note the Local Government Association's pay increase with effect from 1 April 2023 (Appendix 3).

E&F23/24.36 **Local Council Award Scheme.** To receive an update.

E&F23/24.37 **Date of the next meeting.** The next meeting is on Monday, 26 February 2024.

Signed *Lauretta Fox* **Date** 15 November 2023