WRITTLE PARISH COUNCIL

EXECUTIVE AND FINANCE COMMITTEE

Minutes of the extra ordinary meeting held on Monday, 15 January 2024 at 8.15pm in the Parish Office, The Green Writtle, CM1 3DT

Members

Mr C Sloman	✓	***(CHAIR)***	Mr P Cracknell	✓	
Mrs S Massey	✓		Mr J Milligan	✓	
Mr M Evans	✓		Mr I Nicholls	✓	***(VICE CHAIR)***

In Attendance

Mrs L Fox ✓ ***(CLERK)*** Mrs J Atterbury ✓ ***(ASST CLERK)***

Mrs S Vainola A **(ASST FINANCE OFFICER)**

Members of the public 1

Cllr Edward Massey was also in attendance

✓= Present X = Absent A = Apologies

ACTION

E&F23/24.38 Public Forum

There were no comments from the members of the public present.

E&F23/24.39 Apologies for absence

There were no apologies for absence.

E&F32/24.40 Minutes of the last meeting – 20 November 2023

The minutes of the Executive and Finance Committee meeting held on 20 November 2023 were **agreed** as a true and correct record.

E&F23/24.41 Declaration of Interests

It was **noted** that there were no declarations of interest.

E&F23/24.42 Deposit account.

The report on the deposit account was considered. It was **agreed** to recommend to the full council to open a savings account at Charity Bank.

E&F23/24.43 Grant Awarding Policy.

The report on the 2024-25 grant funding policy and application was considered. It was **agreed** to implement the changes proposed to the draft policy to change the deadline to 1st May. It was further **agreed** to request 20% match funding, unless there were exceptional circumstances (which the applicant was able to demonstrate) as to why this would not be possible.

All agreed.

E&F23/24.44 Local Council Award Scheme.

It was **noted** the parish council were in a position to be able to apply for the Local Council Award. It was **agreed** to recommend to the full council in March that the council resolves to make an application for the local council award scheme. **All agreed.**

ACTION

To include the Local Council Award Scheme for consideration at the parish council meeting on 4 March 2025. *Clerk*

E&F23/24.45 Grievance and Disciplinary Procedures and Sickness Absence Policy.

The draft Grievance and Disciplinary Procedures and Sickness Absence Policies were considered. It was **agreed** to recommend them for consideration to the parish council meeting on 5 February 2024.

ACTION

To include the draft Grievance and Disciplinary Procedures and Sickness Absence Policies for consideration at the parish council meeting on 5 February 2024. *Clerk*

E&F23/24.46 Writtle Archives.

The update on IT issues for Writtle Archives and grant funding were **noted**. It was **noted** that the archives had been successful in applying for grant funding for the blinds and scanner and they were applying for other funding sources. It was **agreed** to upgrade the laptop for the archives. It was further **agreed** that the Writtle Archives should prepare a proposal for the IT support and requirements going forward. It was **noted** that a meeting would be arranged for the archives, the Clerk and Lodge.

ACTION

To arrange a meeting with Writtle Archives and Lodge. *Clerk*

E&F23/24.47 Monthly Bank Payments.

The next 6 month rota for bank payments was agreed.

E&F23/24.48 Date of the next meeting.

The date of the next meeting was **agreed** to be 26th February 2024 at 7.30 pm.

MEETING CONCLUDED 8.52pm

Signed: _____

For and on behalf of Writtle Parish Council

Date: _____