

# Great Waltham Parish Council

Clerk, W J Adshead-Grant, The Parish Office, Great Waltham Village Hall (Houlton Hall) , South Street, Great Waltham, Essex CM3 1DF Telephone 07880717329  
E Mail: clerk@greatwalthamparishcouncil.co.uk Website: <https://e-voice.org.uk/greatwalthamparish>

---

Minutes of the meeting of the Finance and General Purposes Committee of Great Waltham Parish Council held in the Pavilion, South Street, Great Waltham on Monday 16th May 2022 at **7.30pm**

1. Election of Temporary Chairman for this meeting.  
Cllr Gilbert was elected.
2. Chairman's Welcome:  
Chairman Cllr Gilbert  
Councillors McDevitt, Martin, Jackson, and Micklem.
3. Apologies for Absence  
Cllr Dunn
4. Declarations of interests (existence and nature) with regard to items on the agenda and requests for dispensation.  
No declarations were made.
5. Public Participation session for items on the agenda or to bring to Councillor's attention.  
No members of the public present.
6. Review of Budget Performance 2021-2022.  
Budget was underspent by £6,563.65.  
Reserves was overspent by £7,331.64.  
The reasons for variances between budget and actual spend were discussed in detail and acknowledged as reflecting operational requirements and Council decision-making during the period.  
The nature of the variances will offer useful insight later in October when the 2023/24 budget is considered.
7. Review of Planned spend 2022-2023  
Some adjustments to be made in the planned spend as items were pulled forward in to 2021-2022 to complete the Pavilion.  
Agreed to add additional items to the value of £1,000 for the Pavilion in 2023-2024 – breakdown on the accounts sheet.
8. Update on Insurance renewal and action to be taken.  
Quote of £1583.50 for the year ahead starting 1<sup>st</sup> June.  
The effects of revised sums insured (to reflect work at and use of the Pavilion), index linking and insurers' general price increases were noted as key drivers for the annual premium increase over 2021/22.

**Resolution**     **Recommend the renewal to the Council.**

**Resolution**     **In March 2023 Clerk to get three quotes.**

9. Discuss and agree on an approach to update the risk register.

**Resolution**     **Cllr Gilbert and the Clerk to review the register so that it is updated for 2022 / 2023, with a view to offering this to the Council for approval.**

10. Review proposed action plan document (a requirement for LCAS accreditation consideration).

**Resolution**     **The Committee recommends the plan to the Council.**

11. Update on the Pavilion and the works undertaken.

With the extensive use of volunteers, the spend to date is only £24,588.11. The value of also separately monitoring the net cost of significant projects once VAT has been reclaimed was noted.

The Pavilion is now fully functional and available for hire.

Building control have signed off the building.

**Resolution    Additional works to the external walls to be undertaken.**

Meeting Closed 20.57

W.Adshead-Grant

Clerk to the Council.

**Members: Dunn, Jackson, Martin, Micklem, McDevitt and Gilbert.**