

Under the 2014 -The Openness of Local Government Bodies Regulations- the meeting was recorded for the accuracy of the minutes by the Clerk. The recording will be destroyed once the minutes have been confirmed

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>

The 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 24th October 2022.

1. Elect a temporary Chair for the meeting.

Resolution: Cllr Gilbert was elected as temporary Chair.

2. Chair's Welcome:

Chair: Gilbert.

Cllrs : Jackson, Martin, and Micklem.

3. Apologies for Absence.

Cllrs Dunn and McDevitt.

4. Declarations of interests (existence and nature) with regard to items on the agenda and requests for dispensation.

There were no declarations.

5. Public Participation session - items do not need to on the agenda.

No members of the public attended.

6. To review progress on resolutions made at previous meeting.

The previous resolutions were reviewed.

Resolution: Finance & General Purposes (F&GP) Committee to have its own action tracker tab so that resolutions can be tracked.

7. To review wording of draft revised risk register, as circulated prior to the meeting.

The document circulated with the agenda was discussed and some minor amendments in relation to risk severity were agreed.

Resolution: The Committee recommends the risk register be adopted by the Parish Council with the minor agreed changes.

8. Review of Budget Performance 2022-2023.

- The current expenditure was reviewed.
- There are still some salary items that are outstanding with the Staffing Committee around the Clerk's future contracted hours and additional overtime.
- The current forecast is that there will be an underspend of £3,218.70. However, this is based on only 6 months expenditure so it is liable to change over the next 6 months (as actual spend will not always reflect a smooth budget spend allocation).

Resolution: The Accounts will be monitored each month.

9. Discuss a budget for 2023-2024.

- There was a detailed discussion around the proposed budget due to the current inflation rate of 10.1%. Costs of services and salaries have been increased in line with inflation. It was noted that the trade unions are still in discussions with the Government about the pay rate of the spinal points that inform the Clerk's salary.
- The largest increases are on salaries and capital works.
- The policy of averaging large capital works expenditure over two years was continued, with new items being spread over the 2023-2024 and 2024/2025 financial years.
- The proposed budget is £90,971.

Resolution: **The Committee agrees with the budget in principle, subject to the Staffing Committee recommending the staff budget before the 21st November (when the budget will be considered by the full Council).**

Resolution: **The budget in principle to be recommended to the Parish Council.**

10. Discuss and agree a precept demand on Chelmsford City Council for 2023-2024 .

- There is a planned income of £6,600 predominantly from the allotments' hiring fees, Pavilion hire and VAT reclaim.
- With the income deducted from the budget and a review of reserves the precept demand is £84,371. This is an increase on 2022-2023 of 14.6%. Based on last year's base figure this would be an increase of £1.00 per month on the parish council element of the Council Tax for a Band D property.

Resolution: **Subject to the budget confirmation, the Committee recommends the precept demand amount to the Council.**

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

Meeting Closed 21:29
Will Adshead-Grant
Clerk to the Council.