

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

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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 23rd January 2023.

1. Elect a temporary Chair.
Cllr Gilbert was elected.

2. Chair's Welcome:
Chair: Gilbert.
Councillors: Martin and McDevitt.

3. Apologies for Absence.
Cllrs. Dunn and Micklem.

4. Declarations of interests (existence and nature) with regard to items on the agenda and requests for dispensation.
There were no declarations of interest.

5. Public Participation session - items do not need to on the agenda.
There were no members of the public present.

6. To review progress on the F&GP tracker.

This is a new item that was agreed at the last meeting. The only outstanding item is covered under item 9 – Review of software packages and recommendations to this committee.

7. Review of Budget Performance 2022-2023 and any actions required.
There was a careful review of the spend to date. This covered observations on each spend area. The current forecast is a slight underspend to budget overall.

Resolution Accruals for expected but not received demands to be included in the general reserves.

8. Review planned budget 2023-2024 make recommendation to full council for any changes.
No changes are envisioned at this time.

Resolution Defer until the next meeting.

9. Review of software packages and recommendation to this committee.

The Clerk provided an overview of both commercially available and specific parish council software. The Committee requested clarification on several areas of the recommended (AdvantEdge) software:

- If possible, testimonials from local users of the software.
- How many councils overall use the software?
- What happens to the playground inspection sheets if the software company ceases to trade?
- When can a new system be implemented? E.g. is a mid-financial year implementation possible?

The Committee also requested a cost benefit analysis which can be used to support what is currently an unbudgeted expenditure.

Resolution The Clerk to gather the data requested for the Committee.

10. Review the items listed for investment over the next couple of years.

Date FY	Location	Details	Value £
2022-2023	HS	Howe Street Multi Play	£7,575
2022-2023	FE	2 Picnic Tables (+Installation)	£750
2022-2023	FE	2 Benches (plus Installation)	£750
2022-2023	GW	Gw Pavilion External Works	£3,000
2022-2023	GW	Car Park Sign	£200
2022-2023	FE	Path at Ford End	£6,300
2022-2023	FE	Speed Cameras	£10,000
2022-2023	FE	Verti Quake FE	£880

2023-2024	GW	GW Tower	£19,194
2023-2024	FE	FE Muga/Goal end	£14,836
2023-2024	HS	Howe Street Multi Play	£7,575
2023-2024	FE	2 Picnic Tables (plus Installation)	£750
2023-2024	FE	2 Benches (plus Installation)	£750
2023-2024	HS	Howe Street bench (Recycled Material)	£756

No changes to the list were identified.

11. Review the budget for the Howe St Multi Play replacement and consider recommending an increase.

A Budget of £15,149 of the £21,000 capital works budget is allocated to this project. Supply costs have been received from Proludic at £16,072.32 inc. VAT and delivery; Wickstead £33,269.16 inc. VAT and delivery; and HAGS £10,690.34 inc. VAT and delivery. A separate cost of installation of £8,090 also has to be considered.

Resolution ***There are sufficient funds within the capital works budget to accommodate the increased costs if the HAGS unit is approved. It was noted that some other planned items may be deferred.***

Resolution ***To recommend that in the consultation document to Howe Street residents the HAGS unit is cited as the preferred option, subject to its costs being approved by the Council.***

12. Review the cost of Pavilion storage container options and make a recommendation to the Parish Council.

- The Parish Council previously resolved to install a container at Great Waltham Recreation Ground. However, after feedback from some residents that live close by other options have been explored.
- A standard storage container is 2260mm (H) x 2200mm(W) x 2438mm (L) with a cost of £2640 (ex-VAT).
- An Armorgard unit is either 2065mm (H) x 2075mm (W) x 2960 (L) with a cost of £2625.08 (ex VAT) and comes flat packed and needs assembly, or slightly smaller at 2065mm (H) x 2075mm (W) x 2010mm (L) at a cost of £2064.86 ex VAT) and also comes flat packed and needs assembly.
- Planning requirements for the container are being investigated by Cllr. Huggins.

Resolution ***Confirm that the different sizes will meet the handyman's requirements.***

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

Meeting Closed 20:56
Will Adshead-Grant
Clerk to the Council.