

Great Waltham Parish Council

Clerk, W J Adshead-Grant, The Parish Office, The Pavilion , 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 1st July 2024 at 7.00pm.

1. Election of a committee Chair
Cllr Gilbert was elected.
2. Chair's Welcome:

Chair: Gilbert.
Cllrs: Martin, Jackson, Stephenson, Micklem and Bradley.
3. Apologies for Absence.
No apologies required.
4. Declarations of interests (existence and nature) with regard to items on the agenda and requests for dispensation.
Cllr Jackson – allotments– item 9 – Pecuniary interest as an allotment hirer.
Cllr Micklem – allotments – item 9 – Non-pecuniary interest – family interests.
Cllr Bradley – allotments – item 9 – Pecuniary interest as an allotment hirer.
Dispensations were agreed.
5. Public Participation session - items do not need to on the agenda.
There were no members present.
A letter from a resident regarding Village Hall parking (item 8) was discussed. It was noted that much of the feedback related to the Village Hall's management of the public parking, with a suggestion to extend the public parking agreement between the Council and the Village Hall to cover weekends.
6. To review open items on the Action Tracker circulated prior to the meeting.
The current positions were noted and several items were closed as completed.
7. Confirm the current position on the 2024-2025 budget.
There is currently an issue with the software licence. Once resolved reports to be shared with the Committee. [Now resolved and reports circulated]. Based on last month's figures the Council is working well within budget.
8. Review the Great Waltham village hall public car parking agreement.
 - Concerns raised over the insurance excess liability in the current agreement – Item 4.
 - Concerns raised over the potential bollards installation – Item 7.
 - The cost should be reviewed in the context of the subsidy across the whole parish.
 - A concern that there is no parity with funding for the village hall at Ford End.

Resolution: Recommend a review of the current lease with Great Waltham Village Hall.

9. Review the allotment hire charges following the recent changes to the lease agreement.
The Committee noted the changes agreed with the landlord concerning the calculation of the rent element of the allotment hiring fee and the ability to accept 'out-of-parish' plot holders when there are vacancies. [See Recreation Committee meeting 3rd June 2024 (item 16) and item 24/1901 at full council meeting on 18th June 2024].

Resolution: The Clerk to confirm the minimum notice period for financial changes to the allotment holders.

Resolution: **Recommendation for the full council for the land rent and the service charges for the Year October 2025 to September 2026 to be made at a future full council meeting.**

10. To review the application of the Council's decision at its meeting on 18/06/2024 to transfer part of its reserves to a higher interest-bearing financial product.
- Concerns that the Parish Council will have yet unquantified legal fees to pay due to the ongoing investigation into VG150. The quotation is being sought from ECC Legal Services.
 - The Quiet Lane project proposed for Ringtail Green, Ford End could cost up to £15,000 were it to be agreed by the Parish Council.
 - Despite these uncertainties, based on its other reserves and projected income/spend, it was noted that there was only a low risk of the Council needing early access to the agreed investment amount.

Resolution: **The £25,000 minimum investment to come from the General Reserve and the Capital Works Reserve.**

11. Discuss the quote for the asset management package to be added to the AdvantEdge software package with a year one cost of £314.45 (ex-VAT) followed by £151 per year.
The Committee noted the administrative advantages available by adopting this additional software package.

Resolution: **The Committee recommends that the asset management package is purchased.**

Members – Cllr Jackson, Cllr Martin, Cllr Gilbert, Cllr Bradley , Cllr Micklem and Cllr Stephenson.

Meeting closed 20:30
Will Adshead-Grant
Clerk to the Council.