

Great Waltham Parish Council

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Minutes of the meeting of the Finance and General Purposes Committee of Great Waltham Parish Council at the Old Fire Station on Monday 29th April 2019

1. Chairman's Welcome

Chair Micklem
Cllr Bell, McDevitt, Steel, Jackson, Jenkins

2. Apologies for Absence

None

3. Declarations of interests (existence and nature) with regard to items on the agenda.

None

4. To consider any dispensations required to transact the business on the agenda.

None

5. Public Participation session

One member of the public

6. To review Section 106 and Cil money allocations

S106	£3808.46	£400 White line marker
Cil	£6561.17	£1000 allocated to container at Bury Lane

7. To review Capital Works Provision, and the funding of the provision

Capital Works £7048.33 with £5000 allocated to a new sid

8. Report on outstanding loans

No Loans

9. Report on Parish Council reserves

£17,417	In the Capital works - £6400 allocated.
£20,708.54	In the general reserve
£1,500	Election Reserve
£200	Deposit for Changing rooms
£430.68	Allotment Reserve

Total £40,257.18

10. To consider increasing the Clerks Hours to reflect the RFO role

Proposal to increase the Clerk's hours by 3 hours a week.

Proposal to review the Hours of the Clerk & RFO in 6 months.

Resolution: The Clerks Hours to be increased to 21 hours per week from 1st May

Resolution: The Clerks Hours to be reviewed at the October 2019 committee meeting.

11. To consider appointing a payroll bureau for salaries

Proposal to appoint DM Payroll as the external provider.

Resolution The Appointment of D.M.Payroll at an annual cost of £102 is approved

12. To review how the Council accounts are to be kept in light of the change of book-keeper.

Proposal: The Clerk & RFO will use Excel for the Cashbook as shared with the committee.

Resolution: The Proposal was approved.

Proposal: To reverse the resolution that the Parish Council should register for VAT.

Resolution: The Proposal was approved

Proposal: To reverse the resolution to move to Xero accounting software and accrual's basis.

Resolution: The Proposal was approved

13. To review and agree insurance schedule and annual premium.

Premium £1210.68 inclusive of insurance tax.

Resolution: Clerk to review the cover before the invoice payment on 1st June 2019

Record the thanks of the committee for the hard work of Cllr Micklem to support the role of the RFO for the last 12 months.

Meeting Closed 2055
Will Adshead-Grant
Clerk to the Council