



# THAXTED PARISH COUNCIL

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## MINUTES OF THE FINANCE & ASSETS COMMITTEE MEETING OF THAXTED PARISH COUNCIL HELD via ZOOM ON THURSDAY 22<sup>nd</sup> OCTOBER 2020

In attendance:

Committee membership

Cllr. T. Frostick (Chairman)

Cllr. R Williams (Vice-Chairman)

Cllr. A. Frater

Cllr. R Barrington

Cllr A. Howells

Also present:

Cllr C. Michael

Dena Ludford (Clerk & RFO)

### 1. APOLOGIES FOR ABSENCE

None.

### 2. DISCLOSURE OF INTERESTS

To receive disclosures of pecuniary and non-pecuniary interests in items on the agenda

### 3. PUBLIC SPEAKING TIME

A council member speaks in connection to the market traders and would recommend that they do not have a rise in rent. Business bays for local business would be a valuable consideration in the event that chargeable bays are considered.

### 4. MINUTES

**RESOLVED** To **APPROVE** and sign as a correct record of proceedings the minutes of the meeting of 11<sup>th</sup> June 2020.

### 5. GRANTS 2020 - 21 (Circulated to Committee Members only)

To consider applications for distribution from October 2020 received from:

#### a) Playschool

This application sits within the Bolford Street Hall committee, this council would recommend that they seek to obtain funding from UDC in connection to any business interruption from covid-19, further more the grant application process for Thaxted Parish Council is for a maximum of £150, this application would therefore not be considered. The additional consideration that this council would ask the playschool to consider is how effective their external marketing currently is and also, the competitive awareness they have in connection with other local play groups .

#### b) The Thaxted Society

Standing orders were suspended as this committee **RESOLVED** to award £300 to the Thaxted Society for the next publication of volume II of the Thaxted History Project. Funds for this grant will be released on the provision of an invoice for the production of the bulletin as previously granted on the 11<sup>th</sup> June 2020.

## **6. REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL**

To **NOTE** the clerks revised internal audit control document as an extension to the internal audit process. It is also **RESOLVED** to complete bank mandate documents for Cllr Barrington & Cllr Michael so both members are bank signatories.

Cllr Williams is thanked for his past due diligence checks in relation to parish council accounts, however with current covid-19 restrictions and the introduction of a revised system of internal control It is **RESOLVED** that it is not necessary for Cllr Williams to continue to check items as detailed in item 15.

It is **RESOLVED** where we can, standing orders and Direct Debits should be used to simplify the banking payments system further. The Clerk will further consider and introduce the necessary on line visibility needed to ensure financial regulation are met in relation to council payments.

## **7. MARKET REPORT**

To receive a report from the market manager

The Market Manager reports that we hold six regular stall holder each week ranging from a fresh range of fruit and veg to homemade Indian products netting the council an average of £221 weekly rent. There are often occasions where other stalls are considered however, with the current climate, it is felt to keep this as a food market would protect its longevity. The Thaxted market Facebook page has over 300 followers.

The Chairman wishes to thank Alan for his hard work and efforts and thank you for getting most of the trader to pay online and also, I'm pleased to inform this committee that all the licenses have now been signed and filed, this is indeed a testament to you Alan. Alan wishes to thank the market traders who maintain a high standard at very early times in the day.

The chairman also wishes to thank Alan for his ability to adapt during the changes this year has thrust upon us and thanks Alan for being Thaxted's eyes and ears and making special provisions when needed.

## **8. CAR PARKS CHARGEABLE SOLUTION**

To review and consider the proposed car parking charges in all off-street parking areas.

Cllr Barrington in favor of controlling parking with charges and like the idea of a decent free period, the two garages in park street are using the areas and offering them bays on a chargeable solution.

Cllr Howells shares a concern that those who misuse our parking for dumping their cars and going to the airport might well spill over to local roads. The car park is now filling up daily and this is significantly increased as the surgery also uses this car park.

**RESOLVED** to propose the finances to full council when fully available.

## **9. ANNUAL RENT REVIEW**

1) Allotment

**RESOLVED** that new allotment holder rent will be £52 per annum and no increase for existing tenants.

2) **Land at Bolford street**

**RESOLVED** to keep the rent the same

3) **Recreation ground hire**

**RESOLVED** to keep the charges the same

4) **Market pitches**

**RESOLVED** to keep the rent the same given the current climate and no rise shall be made for 2021/22.

## **10. LEVETTS SITE**

**RESOLVED** to serve 1 years notice to the current tenant in accordance with the current agreement with a rolling 1-month agreement upon extension if needed.

## 11. WILD THAXTED

Proposed Cllr Howells seconded Cllr Frostick

**RESOLVED** To **APPROVE** the Request from Wild Thaxted for a printed all weather display board located at Margaret Street car park.

## 12. COMPASS SUBSCRIPTION

**RESOLVED** To approve Thaxted's subscription to Compass, this will be drawn from the NP EMR.

## 13. JUBILEE GARDENS:

To discuss and consider the possible future use of this land

- 1) Parish land for archive building
- 2) Garage space for private rent
- 3) Additional car parking

Cllr Frater also suggests that we could also sell this land, Cllr Frostick would be against selling any land. The parking could be for permit parking, private rent for commercial property is very hard to come by so this would be very profitable. If the proposer of item 1) wishes to come up with a scheme by end of November then this would be considered. The other suggestion is that we turf this area. The previous tenant who held this plot has already expressed an interest. We shall return this to the next meeting.

## 14. REVIEW OF THE FOLLOWING PARISH COUNCIL OF POLICIES

Equality Policy	Review June 2019 (same as in employee handbook)
Media Policy	Adopted June 2017 Review due June 2019
Protocols for Public Participation	Adopted June 2017 Review due June 2019
Safeguarding Policy	Review oct 2020 (draft)
Investment Policy	No due date, adopted November 2017
Developers Meeting Policy	Adopted August 2018 no review date
Training & Development Policy	Review Dec 2019
Complaints Procedure	Adopted Sept 2018 review May 2019
Subject Access Request Form	Adopted 25 <sup>th</sup> April 2019 review due May 2020
Key Control Policy	25 <sup>th</sup> April 2019 due May 2020
Standing Orders	Adopted as Amended 7th June 2018 Review Due June 2020
Wellbeing Policy (New)	To be proposed October 2020

All policies can be viewed via the following link;

<https://thaxted.co.uk/index.php/council/parish-council/policies>

## 15. FINANCE

- a) To note the Current budget for Quarter 2
- b) To note the current EMR balance sheet
- c) To view the current council balance sheet
- d) To receive a report from the Vice Chairman

## 16. DATE OF THE NEXT MEETING

The next meeting will be on Thursday 26<sup>th</sup> November 2020 at 8pm.