



THAXTED PARISH COUNCIL

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MINUTES OF THE FINANCE & ESTABLISHMENT COMMITTEE MEETING OF THAXTED PARISH COUNCIL HELD
via ZOOM & IN THE GUILDHALL ON TUESDAY 23RD NOVEMBER 2021

In Person attendance:

Committee members
Chairman: Cllr Frater (Vice Chairman)
Vice Chairman: Cllr Frostick
Cllr. R. Barrington
Cllr. A. Howells
Cllr R Williams

Zoom Attendees

Committee members
Cllr. J. Perkins

Others in attendance digitally

Cllr Victoria Knight
The Clerk

2 members of the public

Meetings and the Public

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting, but it may be useful if you notify your intention to speak either in advance of, or at the meeting by emailing: clerk@thaxted.co.uk. If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time clearly by raising your hand. Your assistance is greatly appreciated in this coordinated approach.

Join Zoom Meeting

<https://us06web.zoom.us/j/82847804289?pwd=REFHSEtBa3dxUzBSanptT1dmOHc2UT09>

Meeting ID: 828 4780 4289

Passcode: 373429

1. APOLOGIES FOR ABSENCE

None received

2. DISCLOSURE OF INTERESTS

Cllr R Williams declares a NPI in the skate park, item 10.

3. PUBLIC SPEAKING TIME

A member of the public speaks in connection to the skate park and wishes to ask this committee to consider the grant allocation to meet the shortfall of the expenditure which is circa £6k, it is reported that the last time the council supported the Youth Club was a considerable time ago. Cllr Frostick reminds this committee that this year they have in fact allocated £1000 towards this very same project. The speaker was in agreement. An additional speaker made a point of explaining the unique feature of this particular skate park and that other local towns and villages would also benefit for its instillation. The half pipe is something which is considered suitable for many ages and a variety of users from skaters to scooters. Cllr Barrington asks if this skate ramp would be accessible when the youth club isn't open, Cllr Williams replies to say that the skate park is accessible 24/7. Cllr Perks asks is the situation of the Skate park has been well thought out and is this the right area for such a project, the speaker indicates that with the Youth club being outside the town there is less noise disturbance and many congregate to use the facilities so this would be an ideal position.

4. MINUTES

RESOLVED To **APPROVE** and sign as a correct record of proceedings the minutes of the meeting of 21st January 2021.

5. GRANTS

Resolved to pay the CAB A grant of £300 to help in providing our service to the residents of Thaxted. Proposed Cllr Frostick Seconded Cllr Howells.

Cllr Williams wishes to know when the service will be reinstated in Thaxted. Clerk to confirm with CAB.

6. FINANCES

a) To note the Annual Full accounts to date

b) To note the current EMR balance sheet

c) To view the current council balance sheet

ii. To receive and discuss the draft budget proposal for 2022-23 & subject to confirmation of housing numbers and expected income **RESOLVED** to authorise the clerk and the F&E chairman to compile a final version for full council approval in January 2022.

Key Dates for Precept Setting 2022/23	
Early December 2021	Government issues provisional Local Government Finance Settlement
7 December 2021	The LCTS scheme for 2022/23 following public consultation is to be presented to Council on the 7 December for approval.
8 December 2021	Taxbase figures and ready reckoner will be issued to town/parish clerks. The ready reckoner will enable you to model the Council Tax figures for each band and percentage increase for whichever precept levels you are considering
Mid-January 2022	Government issues the final Local Government Finance Settlement
Friday 21 January 2022	Deadline to submit formal precept notification to the district council
22 February 2022	Uttlesford District Council formally sets the Council Tax Resolution
Early-mid March 2022	Council Tax bills issued

7. ASSET REGISTER

To **NOTE** the asset register and consider integration of this digitally with an existing software provider in a rolled-out approach throughout 2022/23., once the digitalized version is in situ the document will be provided for full viewing. Cllr Howells and Cllr Williams to visit the clerk and run through assets that they are familiar with in order to fully update the plan.

8. EMERGENCY PLAN

After much discussion the general feeling is that the Urban District Council should be responsible for any emergency, the current plan has not been visited since 2014 and to fully **REVIEW** this would be a timely piece of work with many responsibilities, there is a hard copy of the Emergency plan and this will be scanned and forwarded to fully **CONSIDER** the scale of the document should the committee wish to revise this, a door to door exercise must then be undertaken.

9. CHAIRMAN'S ALLOWANCE

RESOLVED To **APPROVE** the payment of the Chairman's allowance.

10. SKATE PARK CONSIDERATIONS

Proposed by Cllr Frostick to grant £6k, seconded by Cllr Howells. After much discussion it was unanimously **RESOLVED** To **APPROVE** the grant of no more than £6000 to support the purchase a Skate Park to be sited at the Youth Centre, funds from re-allocated EMR 357 and underspends within Playground provisions for this year and next. will be granted upon the production of an order, funds to be allocated upon receipt of account details from Cllr Ray Williams.

11. DATE OF NEXT MEETING

The next meeting will be on TUESDAY or FRIDAY TBA.

To resolve that under the Public Bodies (Administration to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the Public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government act 1972.

12. STAFF SALARY ANNUAL REVIEW

- I. This Committee wishes to delay any **APPROVAL** of a single point pay scale increase for the Clerk at the start of the next financial year (April 2022) until further information has been gathered.
- II. Resolved To **CONSIDER** an upscale for TPC SCP in association with additional duties relating to the CLT and other PC duties for the next financial year (April 2022). Cllr Frostick believes that the role has evolved over time with the clerk being more qualified and the council now in receipt of awards, it is therefore considered appropriate to contact Vine HR through the EALC for a quote to reevaluate the role of the Clerk.
- III. Resolved To **CONSIDER** and the possibility of additional hours for the existing town custodian after a full evaluation for the role has been adopted by the Council. In accordance with point ii.