

# **Elsenham Parish Council**

Finance Committee Meeting  
held on 18 October 2022  
at 7.30pm in Old Franks, Elsenham.

## **Present:**

Mr. P Johnson (Chairman PJ), Mrs. F Lambert (FL), Dr. G Mott (GM),  
Mr. B Ogilvie (BO) and Mrs. L Johnson (Parish Clerk LJ).

## **Members of the public:**

None.

## **Minutes**

- 1. Apologies for absence.** None.
- 2. Declarations of Interest.** None.
- 3. Signing of the minutes**  
The minutes of the meeting held on 27 June 2022 were agreed as a true record and signed by the Chairman.
- 4. Brought Forward from the last meeting**  
Internal Auditor – covered under item 7.
- 5. Budgets for 2022-2023, 2023/2024**  
All the budgets for 2022-2023 were in order.

The budget 4301 Leigh Way was set at £3,000. The invoices that were obtained, were all in the region of £6,500. Therefore, it had been decided at the Parish Council meeting to move funds from other budgets to cover the extra funding.

£2,000 from 4279 PCSO.

£1,000 from 4302 Community Hall.

£600 from 4220 Playing field general maintenance.

GM said he did not agree with this and once a budget is set at the beginning of the year it should not be changed. Any overspend would then show that the budget EPC had agreed was inadequate.

PJ said that £3,000 for the Leigh Drive path had been agreed as a starting point with more funds to be added the following financial year. But as the playing field committee wanted to go ahead with it in this financial year extra funds had to be found from other budgets to cover it.

LJ is to contact EPC's auditor to establish the correct procedure. If funds are to be moved to cover any overspend how much would the budget have to exceed before doing so.

### **1110 Football club**

The agreement with the Football Club was they would pay half towards the maintenance of the football pitches, which was agreed at £2,400 per year. For the last 6 years EPC

have not spent anywhere near that amount on the maintenance of the pitches which has resulted in EPC holding £7,500 of the Football Club's money.

Garson's who should be carrying out the maintenance have not done any work on the pitches this year and very little in the previous years, The last time the full maintenance program was carried out was 2016/17. LJ has tried to contact them, but they do not answer their emails and the phone continuously rings. The Playing Field Committee are going to go out to tender early 2023 to employ a new contractor. PJ agreed to attend a playing field meeting to give members a full history of the football club's agreement with EPC.

A possible EMR cost centre for a parish office should be considered for the new financial year. LJ currently works from home but if things change in the future an office may be required,

EPC's insurance has authorised that the new replacement streetlight can be carried out in two stages. EPC can erect the new streetlight and then the power can be carried out later once a quote has been received from UKPN.

It was agreed to hold a further meeting to discuss the budgets for 2023/2024.

## **6. Risk Assessment**

It was agreed that once the amendments had been made to the draft 7 Risk Assessment it could go to full council to be adopted. PJ to send round draft 7A. It was agreed that PJ as the Chairman of the Communication Committee would be the single point of contact and spokesperson for EPC with the media.

## **7. Internal Auditor**

The communication committee need to assess the website to make sure all the appropriate documents are correct and up to date. The auditor takes a lot of her information from the website when carrying out the internal audit.

## **8. Grass cutting contract**

The grass cutting contract is due for renewal as from 1 April 2023. If EPC continue with a three-year contract the tenders will need to be placed on Contractors Finder. The only way to avoid this would be to tender for a two-year contract.

## **9. AOB**

GM said that correct procedures had not been follow when purchasing the wreath for Queen Elizabeth II. LJ said it had to be purchased quickly, and the country was in a period of mourning , so no meetings could be held to authorize it. LJ had referred it to the vice chair and other members of the London Bridge working group but knowing GM's feeling towards the monarchy did not refer it to him as Chairman. GM said if it had been referred to him, he would not have agreed to it.

LJ offered to pay for the wreath personally, FL offered to pay half with LJ.

PJ said these were extraordinary circumstances and if EPC auditor did question it, she would understand the situation.

A credit for £732.70 has been paid into EPC's bank account; it is unknown who it is from.

LJ contacted EPC's bank but the only extra information they could give was that it had come from Barclay's Bank in Stockport. LJ to place the £732.70 in a ring-fenced reserve and investigate further.

The next meeting is to be held on Tuesday 25 October at 1pm.

The meeting finished at 9.35pm.