

Elsenham Parish Council

Finance Committee Meeting

held on Wednesday 5 November 2020

at 10.30am via Zoom

Present

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

Minutes

1. Apologies for absence. None.
2. Declarations of Interest. None.
3. Open to the public. None present.
4. The minutes of the meeting held on 14 October 2020 were approved.

5. Item outstanding from last meeting

There were no outstanding items from the last meeting.

6. Consideration of budgets for 2021/22 Precept, including:

The budgets figures for 2021/22 were assessed again and amended where necessary.

Both the receipts and payments for the two allotment gardens, St. Mary's Church and Smith Road, are to be kept separate with different cost centres.

St Mary's church income £650

Smith Road income £1,500

The following was agreed

1. The charging year should coincide with the gardening year, i.e. start in October, the same as the church allotments.
2. Decisions as to the charge in the first year, to be assessed, taking into consideration when the allotments become available.
3. An alternative source of material for the markers will be sought.
4. Clarification from the grass cutter as to the grass-cutting charge, and the extent (perimeter, area at entrance, major paths).
5. Allotment holders to be responsible for cutting minor paths.

LJ to liaise with the grass cutter

David Wilson Homes play area is to be kept separate.

It was agreed to add a new budget under 250 Village General, for maintenance of the hedges in the village. Paul Salvage had composed a hedge list.

- 1) The Cemetery.
- 2) Top of Oziers Green.
- 3) The Spinney, at the back of Leigh Drive houses.
- 4) The front of the Spinney along Stansted Road.
- 5) The LAP and LEAP on DWH development.
- 6) Around the boundary of Smith Road allotments.
- 7) Station Road.
- 8) Hall Road.

It was agreed to remove Station Road and Hall Road off the list, these hedges belong to Highways and should be cut at their expense and not the Parish Council's. A budget of £2,000 was agreed. The hedges should be cut back at least once a year. A statement of work will need to be drawn up.

A new minute book is required at a cost of approximately £115, if enough funds were still in the general admin budget by February 2021 the book can be purchased in this financial year. The grass cutting budget was increased due to the new allotments, this was based on 8 cuts per year.

A new budget under projects 310 for Community Hall is to be added with funds of £1,500. It was agreed to leave project reserve at nil and see how the finances stood at the end of the year.

7. Any Other Business

PJ is in the process of amending the scope of work for the grass cutting contract, reviewing the weed killing areas and adding on the Smith Road allotments. PJ to send the revised document to PEC for checking.

PEC asked where the S106 monies would be recorded. EPC's internal auditor has advised that the monies could be shown as a ring-fenced reserved figure. UDC may request to see invoices to make sure that the monies are being used for the correct purpose.

PEC said the value of EPC's assets should be recorded as a balance sheet along with their depreciation value.

LJ said she does have an asset folder with photographs of all the assets, which the internal auditor checks each year, so EPC were following the correct procedures.

The cost of assets would be required for insurance cover.

Next meeting Thursday 3 December 2020 at 10.30am.

The meeting finished at 12.50pm.