

Elsenham Parish Council

Finance Committee Meeting held on 18 January 2024
at 1.00pm in Old Franks.

Present:

Mr. B Burlton (Chair BB), Mrs. F Lambert (FL), Dr. G Mott (GM),
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 2 January 2024 were agreed as a true record and signed by the Chair.

4. Grass Cutting Contract

To finalize the wording of the tender documents.

LJ had circulated the following Grass Cutting Contract documents to all councillors and co-opted members of EPC, asking for any objections or comments on bringing the contract in line with EPC's new Pesticides Policy.

Schedule 1. The Specification.

Schedule 2. The Scope of Work.

Schedule 3. Form of Tender.

Schedule 4. Standard Terms and Conditions.

There had been no responses on the use of pesticides from members, so it was agreed to leave the use of pesticides in the Grass Cutting Contract as it was.

Each Schedule was studied, and a few amendments made.

The Pump House is to be added to the contract.

The cutting of the allotments will be increased from 8 to 16 cuts per year in line with the rest of the village grass cutting.

It was agreed to ask contractors for the prices for two years, 2024/2025 and 2025/2026.

But to make it clear to the contractor that it was only a one-year contract 2024/2025.

However, EPC, at its sole discretion, will have the option to extend the contract by one year, 2025/2026, at the price quoted on the tender. Notice will be given to the contractor by 31 December 2024 on whether the contract has been extended by one year.

The deadline for tenders is the 29 February 2024.

5. AOB.

It was agreed to add the Asset Register on February's agenda for adoption by Full Council.

The Finance Committee will hold a meeting to review the Finance Regulations, so any amendments can be adopted by Full Council before the end of the financial year.