

MINUTES OF THE FINANCE & ASSETS COMMITTEE MEETING OF THAXTED PARISH COUNCIL HELD ON THURSDAY 21st NOVEMBER 2019 at 7:30 pm IN THE GUILDHALL

In attendance

Committee membership

Cllr. T. Frostick (Chairman)

Cllr. R Williams (Vice-Chairman)

Cllr. W. Brazier

Cllr. A. Frater

Cllr. R. Barrington

Cllr A. Howells

Parish Clerk (RFO) Dena Ludford

1. APOLOGIES FOR ABSENCE

None Received

2. DISCLOSURE OF INTERESTS

None Received

3. PUBLIC SPEAKING TIME

None Present

4. MINUTES

RESOLVED To **APPROVE** and **SIGN** as a correct record of proceedings the minutes of the meeting of 8th August 2019

5. GRANTS 2019 -20

RESOLVED to **APPROVE** the revised grant policy and amend as necessary.

6. (Grant applications Circulated to Committee Members only *To consider applications for distribution received from:*

I. The Thaxted Society Publication of the Bulletin for £400

RESOLVED to award the Thaxted Society the sum on **£350**

II. Volunteer Uttlesford for local support £150 *i

RESOLVED to award Volunteers for Uttlesford the sum on **£150,**

The chairman wishes for the clerk to make contact with them in order to facilitate asking them to organise some volunteers for Thaxted Parish Projects, e.g. the Guildhall and the CIC.

7. THAXTED MARKET

a) The Market Officer gave a verbal report on the market activities.

The market remains unchanged with the regular traders attending frequently, the fees have not increased for two years and the market officer feels that this is now due to be increased, all be it only a nominal figure. Large plots pay £30 per plot and smaller £15 with a medium plot £20. If prices were to increase by 10% the new charges would be: £33 for large plots medium pitches £22 and £16.50 for smaller plots.

It is **RESOLVED** to make these increases and the market officer together with the clerk will inform the stall holders accordingly.

b) The Committee reviewed and **Agreed** to the updating of the Market License to Trade and Terms and conditions & payment methods

The Market officers reports that with some consideration to times which need to be changed the market officer together with the clerk will make the necessary amendments and all regular stall holders will be asked to adopt these terms and conditions, at this point the market officer will approach each trader with the proposal of paying on line and gain their views in connection to this.

The Administration and running of the Market currently entails the Clerk collecting the Market Money from Parishes and banking this in the Post office. The Market manager feels that in offering a payment online solution there might be more administration work as a result of this change due to market traders expecting credits after failing to show, particularly if their terms are to remain in their current format. The Market manager informs this committee that we take insurance documents annually and weekly health and safety risk assessments are maintained, all kept at Parishes.

8. FINANCIAL STANDING ORDERS.

RESOLVED and accept the **REVISED** financial standing orders

9. CAR PARKS

RESOLVED that this Committee reaffirms its commitment to the introduction of pay and display parking and to authorise the clerk to bring a financial package to full council for further consideration and approval.

10. RECREATION GROUNDS EXPENDITURE

To **NOTE** the actions recently undertaken in connection to this councils' legal obligations regarding Damaris Mead

11. FINANCE

- a) To receive a verbal report from the Vice Chairman in connection to the council's current financial status. Cllr Ray Williams is pleased to report that the council finances are in good order that the clerk keeps a meticulous records.
- b) To **NOTE** the current Ear Marked Reserves
- c) **RESOLVED** To authorise the RFO to make the necessary budget adjustment in to the appropriate EMR's prior to year-end close down for any current EMR codes of unutilised funds from 2019/20 budget forecast
- d) To receive a written report from the RFO in connection with Lloyds banking due diligence
See attached report

12. REVIEW OF FEES AND CHARGES

- a) Allotment rent
RESOLVED to increase the rent to £45 for a full plot and pro rata for a half plot
- b) Land to rear of three Bolford street
RESOLVED to remain same at £80
- c) Hire of council car park land
RESOLVED to permit the clerk to continue with rental income as necessary

13. COMMUNITY FACILITY

RESOLVED To authorise the clerk to investigate the potential use of the land allocated for community usage now within the parish Councils open spaces, located at Burns Way. For example the land could be better served with a community facility for the Scouts/Guides/Brownies or similar.

14. THAXTED RANGERS

The Committee considered the current condition of (The Pavilion) and the discussed the renewal of any further licence beyond its expiry date of the 31st May 2020. The clerk informed the Committee she has a meeting scheduled to review this and to also read through the most recent email in connection to the work undertaken by the Thaxted Rangers.

It was **RESOLVED** that the Clerk continue to have an open dialogue with the Thaxted Rangers and to seek a resolution to this matter.

15. SUPPORT CONTRACT

RESOLVED To authorise the clerk to investigate support contracts for office equipment and renew in line with Standing Orders.

16. Precept setting

The Committee **NOTED** the following and **Resolved** to Recommend to Full Council the 2020/2021 Precept Figure of £120,000 subject to minor amendments re confirmation of the final Council tax base figures.

Draft Guidance Dates for Precept Setting 2020/21	
Early December 2019	Government issues provisional Local Government Finance Settlement

Mid-December 2019	Tax base 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 2020	Government issues the final Local Government Finance Settlement
End January 2020	Deadline to submit formal precept notification to the district council
February 2020	Uttlesford District Council formally sets the Council Tax Resolution
Early-mid March 2020	Council Tax bills issued

17. THAXTED GUILDHALL

RESOLVED To authorise the clerk along with the Chairman of the Guildhall committee to enter discussion with various bodies in connection to the future lease and running of the Guildhall.

18. BALANCE SHEET

The Committee **NOTED** and **REVIEWED** the councils Draft balance sheet

19. DATE OF THE NEXT MEETING

The next meeting will be on 23rd April 2020 at 7:30pm

*i Please Note the Typo from the agenda, actual Grant application was for the sum on £150 only.