



Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,
Theydon Bois, Essex CM16 7ER

Clerk to the Council: Jennifer Endean
Responsible Financial Officer: Julia Gale

Minutes of the Meeting of the Finance and General Purposes Committee of Theydon Bois Parish Council held at Theydon Bois Village Hall on 7.00 pm on Wednesday 19th October 2022.

Councillors Present: Cllrs Hannibal, Cllr Gooch, Cllr Blake, Cllr Burn, Cllr Wood and Cllr Purkiss
Apologies: Cllr Amos
Officers Present: Mrs Julia Gale
Members of the public: None

338. Apologies for Absence

Cllr Amos

339. Confirmation of Minutes for the meeting held on Wednesday 15th December 2021.

APPROVED

340. Disclosure of Interests with regard to items on the Agenda

(Existence of any Disclosable Pecuniary Interest, or existence and nature of Other Pecuniary Interest or a Non-Pecuniary Interest). The Council has adopted the Essex Public Law Partnership Code of Conduct).

None

341. To Review and approve Parish Standing Orders.

The Standing orders were **approved** by the Committee.

Cllr Hannibal then asked the Finance Officer to investigate the procedure for an approved list of suppliers to allow the Parish Council to appoint contractors for contracts above £25000.

342. To review and approve Risk management schedule.

The committee agreed putting forward the Risk management Schedule for approval at the Full Council Meeting next week.

343. To discuss and approve Asset Register

Cllr Purkiss asked that the four Fingerposts situated in the village be added to the Asset Register as the Parish Council were responsible for the upkeep of these items. It was agreed that they be added at a value of £1500 each including installation.

The Asset Register was **approved**.

344. To review and approve Investment Strategy

Cllr Hannibal asked Committee members for minor adjustment of wording to the draft Investment strategy. This was agreed by the committee.

Investment Strategy **approved** subject to amendments.

345. To Discuss budget requirements for 2023/24

The Finance Officer stated that she was waiting for the Committee chairs to come back with their budgetary requirements. Cllr Purkiss put forward a case for a contingency fund for CCTV to cover future camera replacement needs as the older cameras fail. It was agreed that it would be sensible to have a fund into which a sum was paid each year to provide a budget for replacement cameras. An initial sum of £5000 was mentioned as a start for next year's budget. Cllr Purkiss also stated that Highways will need extra in the infrastructure budget this year for the increased costs of materials and labour. He also asked for a separate designated sum for the proposed Loughton Lane camera.

Cllr Hannibal asked that Committee chairs be given two weeks to finalise their budgets to allow time for a final discussion before the November Full Council meeting.

He will then prepare a precept figure based on a 6/8/10% increase depending on that budget.

346. Update on VAT situation

Following the Parish Council's request to HMRC for a waiver to pay VAT on the Village News sponsorship, no reply has been forthcoming to date. It was decided that to cover the costs of the September and January editions, the invoices would be sent without VAT and the Parish Council would seek to set up a separate bank account for the Village News to use for future revenue. It was also agreed to hold a further meeting with the Village News volunteers and the Parish to ensure that this is done, and to stress that no further monies would be paid into the Parish bank account after this billing session. Cllr Blake will invite her contact who expressed an interest in helping with this venture.

347. To approve purchase of new laptop for Planning Clerk.

The Planning Clerk has requested a new laptop as her present one (4 years old) is very slow and unreliable.

It was agreed to **approve** the purchase of a new business machine with a large memory for the sum of between £500-£750.

348. To Discuss present contracts with suppliers and renewal procedures

Councillors were provided with a list of present contracts, dates, and prices. All agreed that everything seemed in order. The only query was regarding the cost of the contracts for

hosting the website. It was agreed that Cllr Gooch would initiate a meeting with Cllr Morris to decide on what action needs to be taken.

349. Request for donation from Essex and Herts Air Ambulance.

The Parish have received a request for a donation towards their costs. It was agreed to pay £500 out of the donations budget towards this good cause.

350. Any Other Urgent Business for report (without decision)

Please note that no decisions can be lawfully made under this item. The Local Government Act 1972 section 12 10 (2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for decision.

The Finance Officer asked the committee if Jim Watts could be reimbursed for sums paid to Adobe for shutting down the Village News website. It was agreed that Jim should not be out of pocket. The Finance Officer will ask Jim to confirm the amount and the payment will be put before the Full Council next week.

Cllr Blake asked about the Youth Club. The Parish Council are paying a PWLB loan for the cost of building the Youth Club, but at present the youth Club is not used for its intended purpose, although it does get used as a community hall. Cllr Gooch agreed to ask Thea, who is responsible for the Community centre if a new Youth Club could be set up.

351. Date of next Finance Meeting.

It was agreed that the next Finance Meeting should be 16th November and it will be specifically to discuss next year's budget.

Cllr Hannibal closed the meeting at 20.46 PM.

Signed on behalf of the Committee as a true record

Councillor Mike Hannibal Chairman.....Dated 17th November 2022