

MISTLEY PARISH COUNCIL
Minutes of the Finance Committee Meeting held on
Thursday 28th January 2021 at 7pm via Zoom



Councillors Present:

Councillor J Cambridge
Councillor C Howell
Councillor J Chaplin (*Chairman of the Committee*)
Councillor P Nutter

In Attendance:

Mrs S Clements – Parish Clerk/Responsible Financial Officer
No Members of the Public

Councillor Howell reminded attendees that the Meeting is being recorded.

1. **Nomination of Chairman of the Committee** – *The current Chairman of the Committee took the Chair for this item.* Following the vote, (proposed by Councillor Howell and seconded by Councillor Nutter), it was agreed that Councillor Chaplin will be the Chairman of this Committee for the ensuing year.

The new Chairman – Councillor Chaplin chaired the Meeting from this point.

2. **Nomination of Vice-Chairman of the Committee** – The Committee agreed following the vote, that a Vice-Chairman role is not required.
3. **Welcome and Apologies for Absence** – Apologies for absence were received from Councillor Peacock (technical issues). This apology was accepted.
4. **Public Voice** – No Members of the Public were present.
5. **Declarations of Interest** – There were none.
6. **Minutes of the Previous Finance Committee Meeting** – The Committee received, considered and agreed the Minutes of the Finance Committee Meeting held on the 18th November 2020 following the vote. (Proposed by Councillor Howell and seconded by Councillor Cambridge). (Copy in Minute Book).
7. **Matters Arising/Updates from Previous Minutes** – There were no new updates.
8. **Finance Committee Terms of Reference** – Councillor Nutter advised that he will be meeting with Town Councillor Stocks from Manningtree Town Council regarding the now disbanded Cemetery Committee. The Committee received and considered the revised Finance terms of reference. Following the vote, (proposed by Councillor Cambridge and seconded by Councillor Nutter), the Committee agreed to these.

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9. Cemetery Fees – The current fees were received and reviewed.

Following the vote, (proposed by Councillor Nutter and seconded by Councillor Cambridge), the scale of fees were reviewed and updated. The Committee asked for an audit trail from the Cemetery Manager with details of dates and payments. Councillor Nutter agreed to liaise with the Cemetery Manager. (Copy of revised Fees in Minute Book).

10. Cemetery Rules - The current rules were received and reviewed. Following the vote, (proposed by Councillor Cambridge and seconded by Councillor Nutter). (Copy of revised Rules in Minute Book).

11. Cemetery Grounds Maintenance - The current contractor arrangements were reviewed. The Council agreed that after some initial problems and confusion about areas covered within the contract, that the contractor is now performing satisfactorily.

12. Urgent Communications – There were no matters.

There being no further business, the Meeting at 8.03pm.

Signed Chairman Date 15/11/2021