

MISTLEY PARISH COUNCIL
Minutes of the Finance Committee Meeting held on
6th December 2019 at 6pm at the Village Hall, Shrubland Road, Mistley



Councillors Present:

Councillor C Howell (*Chairman of the Council*) (*Chairman of the Committee from Minute Number 2*)
Councillor J Chaplin (*Vice Chairman of the Council*)
Councillor P Nutter

In Attendance:

Mrs S Clements – Parish Clerk/Responsible Financial Officer

1. **Chairman of the Committee** – The Chairman of the Council took the Chair for this item. It was agreed following the vote that Councillor Howell be the Chairman of the Finance Committee. Councillor Howell continued in the Chair.
2. **Public Voice** – No Members of the Public were present.
3. **Welcome and Apologies for Absence** – An apology for absence was received from Councillor Peacock who is unwell. (*Councillor Kent is on extended family leave*).
4. **Minutes of the Previous Finance Committee Meeting** – The Committee received, considered and agreed the Minutes of the Finance Committee Meeting held on 20th December 2018 following the vote. (Copy in Minute Book).
5. **Finance Committee Terms of Reference** – The Committee received, considered and agreed the terms of reference following the vote. (Proposed by Councillor Howell and seconded by Councillor Chaplin). (Copy in Minute Book).
6. **Sealed Tender Process – Grounds Maintenance** – The Committee received and considered the tenders received for the following:
 - a) *The Cemetery and Closed Churchyard, Mistley;*
 - b) *Other Grounds Maintenance Areas – Mistley*It was agreed following the vote, that due to the detail, that site meetings will be held with the contractors who have tendered at the lowest prices, just to ensure that the said contractors are absolutely sure about the specification of works, due to the large variation in pricing. Thereafter, recommendations from Councillor Nutter as the Finance Committee's representative will be brought to the Parish Council Meeting on the 20th January 2020 for a final decision on the successful contractors.
7. **Parish Council Land Permissions, Leases, Contracts & Charges & Cemetery** – The Committee reviewed and considered these details. A full and detailed discussion ensued.

It was agreed to recommend various changes to the full Council. Changes included that new Allotment agreements will be for Mistley residents only due to the high demand, that going forward the Cemetery Committee be disbanded as this can be

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encompassed with the Finance Committee. The Cemetery Fees should be headed "Mistley and Manningtree Cemetery". (Copies in Minute Book).

Councillor Howell left the Meeting at this point. Councillor Chaplin took the Chair.

8. **Budget/Precept 2020 2021** – The Committee received and considered in great detail the draft Budget/Precept 2020 2021 details. A full and detailed discussion took place. Following the vote, it was agreed to recommend the Precept and Budget for the 1st April 2020 – 31st March 2021 of £75,900.00 to the full Parish Council at its Meeting on the 16th December 2019. This represents an increase of £14,900.00 from last year and an 18.7% increase. The Council Tax on a Band D equivalent is £72.71 for this Precept, which means £1.40 per week to local tax payers and £0.22 more than the Band D equivalent of last year of £1.18. The increase is recommended primarily as this financial year there has been insufficient funds to pay general invoices without taking from the very low reserves, to start an EMR (Ear Marked Reserve) for Furze Hill Woods, where the Council has a legal obligation and also the veteran trees, in particular Old Knobbly are part of our local heritage, the Parish Council becoming sole Trustee of the Welcome Home Trust and the associated costs, the cost of new Allotments, and the cost of maintaining and preserving various Community Assets.

9. **Urgent Communications** – There were no matters.

There being no further business Councillor Chaplin closed the meeting at 9.05pm.

Signed Chairman Date