



FINCHINGFIELD PARISH COUNCIL

7 Roach Vale, Colchester, Essex. CO4 3YN
Tel: 07810781509: email: clerk@finchingfield-pc.gov.uk
Website: <https://www.finchingfield-pc.gov.uk/>

REPRESENTING FINCHINGFIELD AND CORNISH HALL END

Members of the Parish Council are hereby requested to attend the Parish Council Meeting to be held at Finchingfield Village Hall on **TUESDAY 30th. JANUARY 2024 at 7.30pm** for the purpose of transacting the following business:

KB Money - Kevin B. Money Clerk/RFO to the Council CiLCA – 24th. January 2024

The meeting will be open to the public unless the Council directs otherwise.

AGENDA

- 001/2024 Chairman to welcome everyone to the meeting.
- 002/2024 To accept the resignation of Mrs. Kate Raymond as Parish Clerk to Finchingfield Parish Council with effect from 4th. January 2024
- 003/2024 To ratify the appointment of Mr. Kevin B. Money, following the HR interview, as Parish Clerk/RFO to Finchingfield Parish Council with effect from 4th. January 2024. Clerk and HR Chairman to sign employment contract
- 004/2024 Apologies for absence
- 005/2024 To receive member's declarations of interest and dispensations in items on the agenda.
- 006/2024 Minutes
To confirm and sign the Minutes of the Parish Council meeting held on 28th. November 2023
- 007/2024 Public participation session A maximum of 15 minutes shall be allowed for public question time, and it is requested each member of the public speak for a maximum of 3 minutes.
1) Council is looking for a self-employed handyman – Please contact the Clerk
- 008/2024 Essex County Councillors. Cllr G. Butland
- 009/2024 District County Councillors. Cllrs Staines / Ault
- 010/2024 Finance
1) To receive the Bank reconciliations as at 31st. December 2023
2) To receive the comparison of Actual against Budget 2023/24
3) To approve the payment of Accounts for January 2024 and to agree a transfer of funds to meet the Parish Council financial requirements.
4) To agree releasing the £2000 in the EMR account for Forest School Play Area
- 011/2024 Parish Council Website. Councillors to agree and sign the contract on the Parish Councils website.
- 012/2024 Finchingfield Parish Council Facebook page – Cllr R. Duffin
Councillors to discuss setting up and using the Parish Council Facebook page
- 013/2024 Wethersfield Asylum Centre - Update from Cllr R. Duffin
- 014/2024 Section 106 Funding
Marfleet Site Brent Hall Road money stands at £18,043.00 to be available once 4 dwellings are occupied.
- 015/2024 Open Spaces Plan. Councillors to vote & agree the 2024 Open Spaces plan – Cllr A. Stanger
- 016/2024 Pump Track. Cllr A. Stanger and J. Braithwaite to head up working group

017/2024 Finchingfield Pond & Sluice Gates

Councillors to provide an update following a recent meeting with the Environmental Agency & discussions on phase 2 of the fencing around the pond. Councillors to also discuss the repairs/replacement needed for the Sluice Gates & the way forward. – Cllr J. M. Smith

018/2024 Finchingfield Bridge – Cllr J. Strange to update

019/2024 Community Planting Working Group. Update following the recent purchase of a Tulip tree due for planting 1st. or 2nd. February '24 – Cllr J. Braithwaite

020/2024 CHE. To receive an update on the Community Orchard & Play equipment. Cllr J. Strange

- a) Permission is requested from the Parish Council for CHE Village Hall to make use of the adjacent playing field for a Fayre and Car-boot fair in June 2024
- b) Charity commission new recording procedure – Cllr R. Stanger

021/2024 Neighbourhood Plan. Update from Cllr R. Duffin / J. Strange

- 1) Richard Sidebottom possible presentation re residents' surveys results

022/2024 Finchingfield New Community Centre

- a) Update from the working group - Cllr J. Strange
- b) BDC Councillors Community Grant scheme
- c) Councillors to agree terms of reference & finance.

023/2024 Community Energy Scheme (ECC) – Cllr J. Strange and R. Duffin

024/2024 Planning applications

23/02932/HH - Florence House, The Green, Finchingfield

Erection of a single storey rear extension and replacement side extension.

Due to the time constraints imposed by BDC, FPC submitted the following planning response which was due to BDC by 2nd January 2024. FPC have no objections to this planning application.

23/02927/FUL - The Pigeon, Little London Hill, Finchingfield

Proposed stables for domestic use.

Due to the time constraints imposed by BDC, FPC submitted the following planning response which was due to BDC by 17th January 2024. FPC have no objections to this planning application.

24/00043/FUL - Great Wincey Farm Brent Hall Road Finchingfield Essex CM7 4JZ

Erection of 6no cartlodges

Documents can be found at

<https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S6Y96ZBFG8Y00>

24/00099/FUL - Daw Street House Daw Street Finchingfield CM7 4LQ

Retrospective change of use of existing holiday accommodation to 2No. residential dwellings.

Documents can be found at

<https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S7CU5CBFGDV00>

025/2024 Closure of the meeting.

To close the meeting having considered and determined all items of business.

FINCHINGFIELD PARISH COUNCIL

REPRESENTING FINCHINGFIELD AND CORNISH HALL END



Minutes of the Parish Council meeting held at Cornish Hall End Village Hall on Tuesday 28th November 2023 at 7.30pm

Present: Cllr Strange (Chairman) Cllrs Martin-Smith, Cllr A. Stanger, Cllr R. Stanger, Cllr Duffin, Cllr Braithwaite, Cllr Warner, Cllr Heirs, Cllr Staines (BDC) K. Raymond (Parish Clerk) and Kevin B. Money (RFO). There were also 6 members of the public present.

- 144/2023 Vice Chairman's welcome.** The Vice Chairman welcomed everyone to the meeting.
- 145/2023 To accept the resignation of Cllr Johnny Martin Smith as Chairman of Finchingfield Parish Council with immediate effect but to remain as Councillor on Finchingfield Parish Council.** Councillors accept the resignation of Cllr Martin Smith as Chairman. **All agreed.**
- 146/2023 To elect a new Chairman for the remainder of the year until the next AGM in May 2024.** Councillors discuss & agree Cllr Strange to take the position of Chairman. **Proposed Cllr Martin Smith Seconded Cllr J Braithwaite. All agreed.**
- 147/2023 To elect a Vice Chairman (if appropriate) for the remainder of the year until the next AGM in May 2024.** Councillors discuss & agree Cllr Johnny Martin Smith to take the position of Vice Chairman. **Proposed Cllr Strange Seconded Cllr A Stanger. All agreed.**
- 148/2023 Apologies for Absence** were received from Cllr Hammond & Cllr Ault.
- 149/2023 Co-option: To consider co-opting a candidate onto Finchingfield Parish Council to fill the vacancy in the Cornish Hall End Ward.**
Councillors Co-opt Ashleigh Heirs. **Proposed Cllr Martin Smith Seconded Cllr A Stanger. All agreed.**
- 150/2023 To receive Members Declaration of Interest and dispensations in items on the agenda.** None received.
- 151/2023 Minutes of the previous meeting.** To confirm and sign the Minutes of the Parish Council meetings held on 31st October 2023. Cllr Duffin stated there was a small amendment to make, Clerk agrees to make the amendment, minutes to be signed after the amendment is made.
- 152/2023 Public Participation Session**
Member of the public stated they have two points to raise, firstly they would like more information on the pump track, asking if there is any local support & also to understand what the investment costs of the project are. Cllr Strange stated he would like to defer this until point 160/23 on the agenda where further discussions will be had and an update will be given from the pump track working group. Member of the public also asks for further information on what version of Tulip Tree that is going to be planted, states they have concerns on the height of the tree. Cllr Strange asks to defer this discussion until point 163/23 on the agenda where it can be discussed in more detail. Peter Dacey (Chairman of CHE Village Hall) stated he would like to confirm that the CHE Village Hall insurance is included in the Parish Council's budget, Cllr Strange & RFO confirm the insurance is included in the budget for next year.
- 153/2023 Report from the District / County Councillor**
Cllr Staines provides a report which can be found at <https://www.finchingfield-pc.gov.uk/agendas-and-minutes/>
- 154//2023 Finance**
- a. To receive the Bank reconciliations as at 22nd November 2023
Councillors noted the Bank reconciliations as at 22nd November 2023
 - b. To receive the comparison of Actual to Budgeted for 2023/24
Councillors noted the comparison of Actual to Budgeted for 2023/24

Signed

John Strange - Chairman

30th January 2023

- c. To approve the payment of Accounts for November & Subsequent payments for December 2023 and to agree a transfer of funds to meet the Parish Council financial requirements.

Proposed Cllr A Stanger Seconded Cllr Martin Smith. All Agreed.

155/2023 Budget for 2024/2025

RFO stated further to the last Parish Council meeting on 31st October, the Chairman asked for five Councillors to form a sub committee to discuss the budget, this has been looked at in depth.

RFO stated that BDC are stopping the street cleaning grant as from 1st April 2024, so effectively the Council is losing £4,228.00 of street cleaning grant, however this may be reinstated, we await confirmation from BDC. RFO confirms the precept goes from £62,693.00 to £74,885.00 which is an increase of £12,000 which equates to approximately between a 15% to 20% increase.

Further discussions between councillors around the precept increase, expenditure & current reserves. Councillors vote on the precept figure of £74,885.00 for 2024/2025.

Proposed Cllr Martin Smith Seconded Cllr A Stanger. All agreed.

156/2023 Parish Council Website

Clerk stated the annual renewal cost of £180 has been paid to the website host. Also informs Councillors that after speaking with the website host, the cost remains at £60 per month, the website host has asked what the Councillors need and want on their website, looking at what kind of support package is needed. Clerk stated the website host will update/upgrade and make changes to the website, along with inputting information. Councillors discuss further. Councillors agree to pay for a maintenance & support package with the website host. Cllr Strange asks the Clerk to send the contract to Cllr Heirs & Cllr Duffin for reading before signing, Clerk to liaise with the website host.

Proposed Cllr Strange Seconded Cllr A Stanger. All agreed.

157/2023 Wethersfield Asylum Centre - Councillors to discuss the recent funding sent from the Home Office to BDC (25% capacity reached- 450 Asylum Seekers x £3,500 per bed = £1,575,000.) Councillors to also discuss & consider sending a letter to the Home Secretary regarding the current use & potential use of the site.

Cllr Strange referred to Cllr Staines report earlier whereby a letter was received from Dan Gascoyne confirming BDC has received money from the Home Office, however there are criteria around this, we await to hear further. Cllr Duffin discusses the importance of sending a letter to the Home Secretary, referring to how vocal James Cleverly has been with his views on the Asylum Centre, a letter should be written asking what the Home Secretary's immediate & long term plans are now that he is in a position to help & influence. Cllr Staines agrees sending a letter is important, also stated he will look further into the criteria regarding the money BDC has received from the Home Office. Councillors discuss possible conditions that maybe part of the money received. Cllr Strange asks Cllr Duffin to start to draft wording for a letter to be sent to the Home Secretary.

158/2023 Open Spaces Plan

Councillors to review the Open Spaces plan – add & remove projects/items. Open Spaces plan sent to Councillors before the meeting.

Cllr Strange asks all councillors to liaise with each other and the Clerk to finalise & amend the Open Spaces Plan so it can be agreed at the next meeting in January. Cornish Hall End Orchard to be included on the Open Spaces plan, Councillors discuss the current plan looking at other possible projects, however Cllr A Stanger stated the Council would need to liaise with BDC to confirm what projects would come under the section 106 funding, Chairman asks Cllr A Stanger to liaise with BDC to discuss and confirm. Further discussion on the allocation of section 106 money, who determines the restrictions and what projects it can be spent on, is there a process where the Parish Council can be involved from the start looking at where best to distribute future funding.

159/2023 Section 106 Funding

Marfleet Site Brent Hall Road - Councillors to discuss open spaces projects following section 106 funding from this development, currently S106 money stands at £18,043.00.

Cllr Strange stated the Council need to liaise with BDC regarding this available funding to confirm the criteria & any restrictions so the Council can move forward with discussions on new & existing projects. Cllr R Stanger & Cllr Duffin stated the need to look further into the developer's specifics on the funding, and the importance of being involved in future developments from the start.

160/2023 Pump Track

Cllr A Stanger discussed the history of the pump track referring to and answering the two earlier questions from a member of the public. Cllr A Stanger discussed how the Finche Group (registered Charity) has been fundraising for the past 8years. Stated the BMX/pump track has been on the Open
Signed

30th January 2023

John Strange - Chairman

Spaces plan for some years, & the importance to attend Parish Council meetings to understand current issues and projects. Stated the Parish Council voted unanimously for a BMX track 2 to 3 years ago, currently the Parish Council has a working group for the BMX/pump track project along with the Finche group, so far, the group have met with BDC planning and shown the pre application drawings, BDC were happy with the drawings, providing there was more parking available. The next stage is applying for full planning, currently arranging for tree & ecological surveys. Also stated lots of people in the village have signed a petition, if planning is granted then drawings & information will be displayed in the Village Hall for members of the public to view, we are currently not at this stage yet. Cllr Martin Smith addresses the member of the public's question regarding not enough support for the project and stated after discussions that views have changed, & how now there is an understanding of the great local support & feeling for a BMX/pump track. Cllr Duffin stated how he has heard for a while how important a BMX/pump track is amongst young people, following a social media post he realised the interest and therefore contacted various people and had conversations, one of which came along as a guest speaker to a Parish Council meeting on 31st October who has since joined the working group. Cllr Duffin stated his concern was the volume of money being discussed, referred to the Radwinter BMX track being self built for a much smaller cost than the initial quote that has been put forward for the Finchingfield BMX track, and stated that perhaps something in the middle would be more acceptable on cost, also stated the current track in Finchingfield was self built, and it is clear the enjoyment people have had from being involved in the build. A member of the public asks if the BMX/pump track is multi functional? Councillors confirm the track is to be used by all ages and abilities. Cllr Martin Smith stated the reason for having a working group was to look at all possibilities, discussing quotes, insurances, involving local people, and to continue to update the Parish Council. Cllr Warner asks if there is any idea on how many people would come to use the track in Finchingfield? Cllr Heirs asks if there is a BMX/pump track in Rayne & Braintree what is the need for a track in Finchingfield? Cllr A Stanger confirms that after speaking at length with local people, there is a need for somewhere for children to learn to ride. Member of the public raising concerns on the cost, aware Finche group can finance some of this, but concerned villagers should be asked before money is spent. Cllr Strange confirms there is also section 106 money available for this project and if planning is approved a display will be shown in the Village Hall to view. Cllr R Stanger confirms the section 106 money was allocated to the sports playing field at Stephen Marshall, Cllr Strange & Cllr R Stanger discuss the need for Terms of reference for the BMX/pump track working party. Cllr Heirs stated it is an important consideration speaking to residents to confirm that there is a need.

161/2023 Finchingfield Pond & Sluice Gates

Cllr Strange stated five Councillors had a recent meeting with the environmental agency regarding possible ideas for the future of the pond, and how currently the Sluice gates are not very operative, the cost is very high to repair them. Cllr Martin Smith stated following the meeting which involved Archie Ruggles-Brise, the Council have learnt that they monitor the levels of the river and how they have changed over the years, together with the great amount of knowledge they have regarding the pond, several options were put forward. The conclusion of the meeting was that the Environmental Agency would make a plan to show what is best for environmental purposes moving forward. Cllr Braithwaite stated they are looking at flood risks, including climate change and what they expect to happen over the next 10 to 15 years, this will be presented to the Council. Cllr Martin Smith stated there were 3 options, however the Environmental Agency have said they were not in favour of reinstating the Sluice gates as environmentally they add to the problem. Cllr Braithwaite stated that if the Council decided to keep the pond as it is and reinstate the Sluice gates, the Council would have to pay for them, the environmental agency would not fund this, however if the Council decide to agree on an option that is more healthier and forward thinking that the environmental agency agree with, they may help fund this. Cllr Strange stated the Council will wait for the report and will then discuss further. Cllr Duffin stated it is very important to share the options and report with villagers.

162/203 Finchingfield Bridge

Cllr Strange stated we have not yet received an update from Essex Highways following Cllr Martin Smith's letter in September. Stated the ETRO has been discussed earlier by Cllr Staines, this survey is over 18 months of monitoring traffic, Cllr Staines confirms the ETRO does not monitor weight. Cllr Strange discusses the environmental weight restriction proposal, who to write to, Clerk stated she has just received an e-mail from a Highways Officer that sits on the Braintree Local Highways Panel, which confirms that the Parish Council need to address the proposal to Cllr Butland. Councillors & Cllr Staines discuss further on how to move forward, Cllr Strange & Clerk to liaise with Cllr Staines.

163/2023 Community Planting Working Group

Cllr Strange discusses the Tulip tree that has been purchased, a member of the public is concerned with the height that the tree will grow to, Cllr Strange confirms it does not reach a height of 120ft/200ft, however will seek confirmation from Barcham Trees where the Tulip tree was purchased. Further discussions on the positioning of the tree, where is the most sensible place. Member of the public also stated the centre of the village is a conservation area, Clerk to speak to BDC to confirm.

164/2023 Finchingfield Christmas Tree

Cllr Strange & Cllr Braithwaite confirm a new tree has been chosen, Cllr Strange gives thanks to Mary Turley & all team members for their efforts in digging the hole on the village green for the Christmas tree.

165/2023 CHE Specific

Cllr Strange confirms Active Gardens Ltd will install the new play equipment on 23rd & 24th January 2024. Also stated the funding for the Community Orchard will arrive very soon, then the committee can progress to the next stage. Cllr Strange also confirms work should start in February 2024 on the playing field gate.

166/2023 Neighbourhood Plan

Cllr Duffin stated the Neighbourhood plan surveys were distributed around 2 weeks ago throughout Wethersfield & Finchingfield and asks everyone to contribute to the responses, the deadline for responses is 8th December. Stated so far 167 returns have been received, which equates to 7.6% of adults in the area, there seems to be a much higher response from Wethersfield. Attendance of the meetings has been good, also stated further to a recent meeting they have now been introduced to buffer zones between the villages and what is involved, constraints etc. The response to the surveys will be analysed after 8th December and more community engagement sessions will take place. Cllr Heirs stated she has been helping CHE residents that need help completing the survey and will continue to do so. Cllr Strange confirms he is resigning as Chairman from the Neighbourhood plan but will remain on the committee.

167/2023 Finchingfield Village Hall/Community Centre

Cllr Strange confirms a working group has been set up for a new Community Centre, and the Terms of reference need to be finalised. Stated the working group is made up of Councillors, residents that used to be Parish Councillors, a Village Hall Committee member & a local resident from a planning consultancy business. Stated an Architect is currently putting together drawings & a survey, stated this is going to need to be financed. RFO stated this has not been budgeted for next year, further discussions between Councillors. Cllr Martin Smith stated this is at a very early stage, with only one meeting had so far. Further discussion on where the New Community Hall should be, proposing it will be situated near the playing fields, funding has also been discussed, some areas with the Trust's agreement may need to be sold to raise enough money. Cllr Strange stated it is at an early stage but will need funding of £2,000 for initial costs, also stated looking further into grants available, RFO stated £2,000 will be transferred into the earmarked reserve account to cover initial costs. A huge amount of funding will be needed, as the overall building project could reach 1.5 million including fitting. This building will accommodate many local groups, with excellent facilities. Cllr Strange confirms he has sent a Business plan to all Councillors, also the RCCE & the National Lottery Fund has been contacted.

168/2023 Planning – To agree a response to the following applications.

Reference: 23/02583/OHL - Proposal: Installation of GRP substation, LV and HV underground and overground cables, poles & stays. Location: Street Record, Spain's Hall Road, Finchingfield
Councillors discussed the planning application & agreed a constructive comment could not be submitted due to not having enough information available.

169/2023 Closure of the meeting

The next meeting of Finchingfield Parish Council will take place at Finchingfield Village Hall on Tuesday 30th January 2023 commencing at 7.30pm. The Chairman then closed the meeting having considered and determined all items of business at 9.24pm.

BANK RECONCILIATION - Financial year ending 31.03.24

	30.04.23	31.05.23	30.06.23	31.07.23
Bank Balance as at				
Unity Trust Bank - Current a/c	£ 34,624.85	£ 24,927.87	£ 34,723.74	£ 28,642.49
Unity Trust Bank - EMR	£ 27,727.79	£ 27,727.79	£ 31,884.79	£ 31,884.79
Total:	£ 62,352.64	£ 52,655.66	£ 66,608.53	£ 60,527.28
Less Unpresented cheques				
Total of unpresented cheques	£ -	£ -	£ -	£ -
Net Bank Balances	£ 62,352.64	£ 52,655.66	£ 66,608.53	£ 60,527.28
CASH BOOK				
Balance as at 01.04.23	£ 33,142.16	£ 33,142.16	£ 33,142.16	£ 33,142.16
Plus Receipts	£ 31,347.00	£ 31,614.50	£ 51,131.14	£ 65,242.11
Total	£ 64,489.16	£ 64,756.66	£ 84,273.30	£ 98,384.27
Less Payments	£ 2,136.52	£ 12,101.00	£ 17,664.77	£ 37,856.99
Grand Total	£ 62,352.64	£ 52,655.66	£ 66,608.53	£ 60,527.28
Difference	-£ 0.00	£ -	£ -	-£ 0.00
Bank Balance as at	31.08.23	30.09.23	31.10.23	30.11.23
Unity Trust Bank - Current a/c	£ 12,485.11	£ 51,661.91	£ 57,712.35	£ 56,227.05
Unity Trust Bank - EMR	£ 31,884.79	£ 32,101.34	£ 30,001.34	£ 30,001.34
Total:	£ 44,369.90	£ 83,763.25	£ 87,713.69	£ 86,228.39
Less Unpresented cheques		£ 2,100.00	£ 4,187.58	£ -
Total of unpresented cheques	£ -	£ 2,100.00	£ 4,187.58	£ -
Net Bank Balances	£ 44,369.90	£ 81,663.25	£ 83,526.11	£ 86,228.39
CASH BOOK				
Balance as at 01.04.23	£ 33,142.16	£ 33,142.16	£ 33,142.16	£ 33,142.16
Plus Receipts	£ 65,242.11	£ 109,909.12	£ 126,525.38	£ 134,741.86
Total	£ 98,384.27	£ 143,051.28	£ 159,667.54	£ 167,884.02
Less Payments	£ 54,014.37	£ 61,388.03	£ 76,141.43	£ 81,655.63
Grand Total	£ 44,369.90	£ 81,663.25	£ 83,526.11	£ 86,228.39
Difference	£ -	-£ 0.00	-£ 0.00	£ 0.00
Bank Balance as at	31.12.23			
Unity Trust Bank - Current a/c	£ 43,296.49			
Unity Trust Bank - EMR	£ 30,209.29			
Total:	£ 73,505.78			
Less Unpresented cheques	£ -			
Total of unpresented cheques	£ -			
Net Bank Balances	£ 73,505.78			
CASH BOOK				
Balance as at 01.04.23	£ 33,142.16			
Plus Receipts	£ 136,319.72			
Total	£ 169,461.88			
Less Payments	£ 95,956.10			
Grand Total	£ 73,505.78			
Difference	£ -			

FINCHINGFIELD PC BUDGET AGAINST ACTUALS REPORT 2023/2024

		2023/24 Budget	Total Income / Spend to Jan '24	Left in Budget as at Jan '24	Anticipated left in budget 31.03.24
Inc	Precept	62693	£ 62,693.00		
	Other Income / Insurance	0	£ 32,304.40		
	Wayleaves income	0	£ 240.00		
	BDC - Street Cleaning Grant	0	£ 4,228.62		
	ECC - Grass Cutting Grant	0	£ 5,013.42		
	Bank Interest	0	£ -		
	VAT Reclaimed	0	£ 18,244.06		
	VH Trust Income	0	£ 15,016.97		
	Sportsfield Trust Income	0	£ 410.26		
	Pavilion Trust Income	0	£ -		
	TOTAL	62693	£ 138,150.73		
Exp.	Administration costs				
	Salaries / Pension / Overtime	13780	£ 11,094.26	£ 2,685.74	£ 753.42
	Agency / Temp staff	5000	£ -	£ 5,000.00	£ 4,800.00
	Office Allowance	750	£ 450.00	£ 300.00	£ 240.00
	Payroll	0	£ 110.83	-£ 110.83	-£ 260.83
	Office Expenses	0	£ 215.45	-£ 215.45	-£ 215.45
	Audit Fees	550	£ 560.00	-£ 10.00	-£ 10.00
	Training	500	£ 190.00	£ 310.00	£ -
	Insurance	3500	£ 17,995.77	-£ 14,495.77	-£ 14,495.77
	Hall Hire	300	£ 132.50	£ 167.50	£ -
	Subscription	700	£ 680.07	£ 19.93	£ 19.93
	Website / IT support	500	£ 524.00	-£ 24.00	-£ 144.00
	Grants	5000	£ 2,100.00	£ 2,900.00	£ -
	Staff Expenses	500	£ 57.48	£ 442.52	£ 400.00
	Bank Charges				-£ 36.00
	Legal Fees				
	TOTAL	31080	£ 34,110.36	-£ 3,030.36	-£ 8,948.70
	Parish Maintenance				
	Street Scene/Street Cleaning	4876	£ 3,660.00	£ 1,216.00	£ -
	Trees	300	£ 966.34	-£ 666.34	-£ 666.34
	Grass	10500	£ 6,331.00	£ 4,169.00	£ -
	Parish Maintenance	2000	£ 128.80	£ 1,871.20	£ 1,000.00
	Bench Maintenance	1000	£ -	£ 1,000.00	£ 1,000.00
	Street Lighting	600	£ 1,032.01	-£ 432.01	-£ 525.00
	Lighting Repair	1000	£ -	£ 1,000.00	£ 500.00
	Lighting Power	2000	£ 226.99	£ 1,773.01	£ 1,000.00
	Play Area	250	£ 400.00	-£ 150.00	-£ 150.00
	Outdoor Gym	400	£ 365.65	£ 34.35	£ 34.35
	Defibrillator	250	£ 178.85	£ 71.15	£ 50.00
	Fencing Around pond	1000	£ 17,112.75	-£ 16,112.75	-£ 16,112.75
	Pond & Gates	500	£ -	£ 500.00	£ 500.00
	CCTV	0			£ -
	TOTAL	24676	£ 30,402.39	-£ 5,726.39	-£ 13,369.74
	TOILETS				
	Caretaking/Cleaning	5300	£ 3,600.00	£ 1,700.00	£ -
	Materials	200	£ 241.20	-£ 41.20	-£ 100.00
	Water	800	£ 401.69	£ 398.31	£ 300.00
	Med Waste	80	£ 85.92	-£ 5.92	-£ 100.00
	Electricity	400	£ 186.58	£ 213.42	£ 200.00
	Repairs	350	£ 97.00	£ 253.00	£ -
	TOTAL	7130	£ 4,612.39	£ 2,517.61	£ 300.00
	PAVILION				
	Heating	1500	£ -	£ 1,500.00	£ -
	Water	200	£ 251.18	-£ 51.18	-£ 100.00
	Electricity	350	£ 33.97	£ 316.03	£ 275.00
	Maintenance & Repairs	1500	£ -	£ 1,500.00	£ 1,000.00
	TOTAL	3550	£ 285.15	£ 3,264.85	£ 1,175.00

FINCHINGFIELD PC BUDGET AGAINST ACTUALS REPORT 2023/2024

	2023/24 Budget	Total Income / Spend to Jan '24	Left in Budget as at Jan '24	Anticipated left in budget 31.03.24
CORNISH HALL END				
Hall Hire	75	£ 123.00	-£ 48.00	-£ 120.00
Grass	0	£ 1,952.80	-£ 1,952.80	-£ 1,952.80
Play Area	350	£ 3,415.83	-£ 3,065.83	-£ 3,065.83
Repairs	2500	£ -	£ 2,500.00	£ 2,000.00
Hall Insurance	700	£ 727.91	-£ 27.91	-£ 27.91
TOTAL	3625	£ 6,219.54	-£ 2,594.54	-£ 3,166.54
TRUSTS				
			Owed to PC	
FVHall	0	£ 15,977.43	£ 960.46	£ -
Sportsfield	0	£ 794.12	£ 383.86	£ -
Pavillion	0	£ 59.51	£ 59.51	£ -
TOTAL	0	£ 16,831.06	£ 1,403.83	£ -
GRAND TOTAL	70061	£ 92,460.89	-£ 22,399.89	-£ 24,009.98
VAT		£ 11,534.58		
		£ 103,995.47		
VT Outstanding to reclaim		£ 867.41		

FPC FINANCE JANUARY 2024

Income: Money transferred from Trust £2412.51:

Expenditure						
	Inv. No.	Payee	Cost	VAT	Total	FPC Ref No.
DD		British Gas - Village Hall Electricity	£ 41.33	£ 2.07	£ 43.40	192
DD		British Gas - Public Toilets Electricity	£ 37.69	£ 1.89	£ 39.58	193
DD		Anglian Water - Pavilion	£ 18.17	£ -	£ 18.17	194
S/O	37806	A&J Lighting - Street lighting	£ 31.02	£ 6.20	£ 37.22	195
BACS	5711	Active Garden - CHE play equipment	£ 3,230.83	£ 646.17	£ 3,877.00	196
BACS	802-10-01	Underhill Tree Consultancy	£ 790.00	£ 158.00	£ 948.00	197
DD		Npower Street Lighting	£ 84.68	£ 4.21	£ 88.89	198
DD		British Gas - Sportsfield electricity	£ 11.35	£ 0.57	£ 11.92	199
BACS	99759	Exswift - Village Hall	£ 316.15	£ 15.81	£ 331.96	200
BACS	51430173	Nisbets - Toilet supplies	£ 97.98	£ 19.59	£ 117.57	201
BACS	Jan '24	Salaries	£ 1,572.19	£ -	£ 1,572.19	202
BACS	Jan '24	HMRC Tax on salaries	£ 758.17	£ -	£ 758.17	203
BACS		Clerk expenses	£ 57.90	£ -	£ 57.90	204
BACS	Jan '24	The Website Hoster - Updating website	£ 60.00	£ -	£ 60.00	205
BACS	2615805	PPLPRS - Music Licence	£ 64.50	£ 12.90	£ 77.40	206
		TOTAL:	£ 7,171.96	£ 867.41	£ 8,039.37	
		Donates already paid				

<u>EARMARKED RESERVE ACCOUNT SUMMARY</u>			
General Reserves	£	1,727.79	
CHE Playing Field Gate	£	4,900.00	
Election Expenses	£	3,000.00	
WASC	£	2,000.00	Paid £2000 on 29.09.23
Neighbourhood Plan	£	2,000.00	
Neighbourhood Watch	£	-	Paid £100 on 29.09.23
Forest School Play Area	£	2,000.00	
Legal Costs	£	4,000.00	
Fencing Renewal	£	8,000.00	
FVH/Community Centre	£	2,000.00	
Bank Interest	£	581.50	
Total in EMR account	£	30,209.29	

2023 POSI (Open spaces plan)

Ward	OSID Category	OSID Details	OSID Location	OSID Description	OSID Status	OSID Type	OSID Location	OSID Status	OSID Type	OSID Location	OSID Status	OSID Type
The Cubes	White Cube		[ref 655 map]	Improvements to visual aspect by the village sign, benches, bins, noticeboard, boundary posts and enhancements to the parking area opposite 30/32 Colneford Hill.	nil	nil	None given	Parish Council	Not in public ownership	Green spaces site location map		
				Renovation, fencing and land drainage.	nil	None given	Parish Council	ECC owned land	None			
				To change area to a wildlife area.	nil	None given	Parish Council	Unknown	None			
				nil	nil	Village design statement	None given	Unknown	None			
Finchingfield			[ref 655 map]	Upgrade of children's play area, BMX/bicycle equipment + more activities. Soft surfacing, fencing around playground, access gates and signage. Improvements to Pony Field to enable ball games to be played.	Cycle parking.	Community survey	Parish Council	Parish Council (Deeds not seen)	Green spaces site location map			
				Additional play equipment including swings and pedestal slide.								
				Signage, information boards, seating, litter bins and surfacing. Building and play area renovation.	Cycle and disability parking.	Playing field EGM	Parish Council	Leased to Parish Council.	Submitted map			
				improve pitch drainage and provide portable training lights. Continue enhancement to playground facilities and equipment including items for less able users.		None given	OSAP Version 1	Parish Council (Deeds not seen)	None			
Three Fields	Great Bardfield		[ref 655 map]	School Green, Causeway Green and Mill Close Green - Village Greens at the junction of Bramrose Road, Brooks Street and Crown Green at the junction of Crown Street and Vine Street	nil	nil	Representations through Parish Council <i>Attendance at School PTA, Youth club meetings, Football Club, Neighbourhood Plan Parish Questionnaire</i>	Bramtree Strategy and Action Plan for Playing Pitches & Parish Council.	Great Bardfield Parish Council	None	None	
				In the centre of Great Bardfield at the junction of Bramrose Road, Brooks Street and Vine Street	nil	nil	Provision of All Weather/Multi Use Farm Area, Skate Park. Additional seating, litter bins and cycle parking.	N/A	Parish Council	Great Bardfield Parish Council	None	



FINCHINGFIELD PARISH COUNCIL

7 Roach Vale, Colchester, Essex. CO4 3YN

Tel: 07810781509: email: clerk@finchingfield-pc.gov.uk

Website: <https://www.finchingfield-pc.gov.uk/>

Finchingfield NEW Village Hall Committee Terms of Reference

Introduction:

The Charity Commission has stated in guidance to the Clerk that the Parish Council is the only Trustee of the Finchingfield New Village Hall. The Council has delegated day to day management of the new village hall to a committee, but retain full responsibility for all decisions made, including those taken by the committee.

Terms of reference:

To enable Councillors to retain confidence in this delegation process, the following terms of reference apply to the Finchingfield New Village Hall Committee:

- The Committee will have a minimum of two Parish Councillors on it, appointed by the Council at its Annual Meeting held in May each year. The Committee should also include on it representatives of users of the village hall
- The Committee will hold an annual general meeting at a date following the Annual Meeting of the Parish Council at which a Chair and a Secretary will be appointed. Although it is preferable that Parish Councillors hold both offices, it is a requirement that at least one of these positions is held by a Parish Councillor
- The Committee will keep minutes of its meetings and a copy of these will be provided to the Parish Clerk for inclusion at the next meeting of Council
- The Committee Chair or Secretary (whoever is a Parish Councillor) will provide a verbal update at each meeting of Council. This may include asking Council for specific expenditure approval or advising it when works to the hall may be needed, external funding required or of forthcoming events. This will be a regular agenda item at Council meetings
- All items of expenditure planned to be made by the Committee require approval prior to the relevant Council meeting, though regular monthly items of expenditures need only be approved once a year. Expenditure above £500 requires specific approval. All invoices given to the RFO for payment need to be authorised by the Chair or Secretary as confirmation that the expenditure has been approved and as evidence that the service or supply has been received
- The threshold £1000 above which the Council are expected to seek more than one quote apply to expenditure proposed by the Committee
- All income and expenditure in relation to the village hall is to be recorded in the Council's accounting programme and processed through its banking systems. The funds are ring fenced and may only be used in accordance with the aims of the New village hall project. The RFO will provide the Committee with a monthly statement showing the balance of funds belonging to the new village hall at the beginning of the month, the income and expenditure during the month and the resulting balance of funds at the end of the month.
- The Committee will produce an indicative budget showing expected income and expenditure for the forthcoming year and an outline of its plans for that year. This will be presented to the annual meeting of the Full Council for discussion.
- Applications for external funding for developments at the new village hall will be submitted by the Parish Clerk on behalf of the Council, although the Committee may have identified the source and assisted the Clerk in completing the application.