



**Minutes of the Meeting of Loughton & Great Holm Parish Council Finance and Staffing Committee held at 6.30pm on Monday 3<sup>rd</sup> October 2022 at the Community Centre in Great Holm MK8 9AY**

**Councillors present:** Altieri-Douglas (in the Chair), Todd and Howe  
**Staff present:** Paula Milford (Parish Clerk)  
**Members of the public present:** 0

**FSC28/22 Apologies:** Apologies for absence were received from Cllr Nolan

**FSC29/22 Declarations of interest:** None were declared.

**FSC30/22 Public participation:** There were no members of the public present.

**FSC31/22 Minutes of previous meeting held on Monday 14<sup>th</sup> February 2022:** Minutes of the meeting, and confidential minutes, were approved as an accurate record and were signed by the Chair.

**Finance Matters**

**FSC32/22: Great Holm Pre School Rent:** It was agreed to put forward to full council an increase in the rent from £11,800 per annum to £12,500 per annum. Effective from April 2023.

**FSC33/22 Greenhill Close Allotment rents:** It was agreed to put forward to full council an increase in the allotment rents. A half plot would rise from £15 to £25 and a whole plot would rise from £30 to £50 per year. Effective October 2022.

**FSC34/22 Current Audit Update:** The Clerk reported that she had responded to 2 queries from PKF Littlejohn and the Parish Council received a conclusion of audit on 29/09/2022. There were no other matters on the conclusion of audit notice. This conclusion of audit has been posted on our website and placed on all 7 notice boards within the parish.

**FSC35/22 Year-To-Date Finance Report:** Report from the Clerk which details Parish Finances for current year, noting actual income and expenditure against budget was noted.

**FSC36/22 Exclusion of the public** – There were no members of the public present for the following agenda items.

**FSC37/22 Draft Budget for 2023 – 2024:** Clerks first draft budget was discussed. Confidential minutes refer. The following items were discussed.

- Loughton Sports Ground Rent amount
- To increase the Great Holm Community Centre Hire for Ad Hoc hirers to £15 per hour for people living within the parish, and £30 per hour for people living outside the parish.
- The Grumpy Cook Café in Loughton Rent amount

*Handwritten signature and date: 12/10/22*

## **Staffing Matters**

**FSC38/22 Staff Updates:** Confidential minutes refer.  
There was a Verbal Report provided by the Clerk / RFO

- a) Caretaker
- b) Waste Removal Officer

**FSC39/22 Waste Removal Officer Contract:** It was discussed whether we need to increase the weekly hours for the waste removal officer.

**FSC40/22 Agenda items for next meeting:** Councillors to inform the Clerk in writing and within the required timeframe of any items requested to be placed on the agenda.

**Date and time of Next Meeting:** Monday 5<sup>th</sup> December 2022

The meeting was concluded at 19.55

  
12/11/22