



Clerk to the Council – Laretta Fox  
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**Councillors are summoned to attend a meeting of Writtle Parish Council Executive & Finance Committee that will be held in the Parish Office on Thursday, 28 November 2019 at 7.30pm.**

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The press and the public are cordially invited to attend

### AGENDA

1. **Public Forum.** There will be 15 minutes available for public question time limited to 2 minutes maximum per person.
2. **Apologies for absence.** The Clerk to advise of apologies for absence
3. **Minutes of the last meetings.** The Chairman to ask for a proposer and seconder to approve the minutes of the meetings held on November 26, 2018 and January 4, 2019 as a true and correct record.
4. **Declaration of Interests.** All members are reminded that they must disclose any interest that they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her of it
5. **Request for dispensation.** The Clerk to be delegated to receive requests for dispensation for items on the Agenda for this meeting.
6. **Financial Reports.** To receive the report on the current financial position of Writtle Parish Council and the draft Budget for 2020/21 prior to it being discussed at the full Council meeting on December 2, 2019. Committee Chairs to provide details of major expenditure not included in the report for the balance of the current year and the Budget year.
7. **Parish Office Hire Charges.** To review the existing charges and consider whether an increase in charges is required.
8. **Terms of Reference.** To agree the committee's terms of reference.
9. **Date of the next meeting.** The next meeting is to be arranged.

Signed

*Laretta Fox*

Date

November 22, 2019