



THAXTED PARISH COUNCIL

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All Committee Members are summoned to attend the Finance & Establishment Committee Meeting of THAXTED PARISH COUNCIL to be held in The Guildhall on FRIDAY 10th NOVEMBER 2023 at 4pm for the transaction of business as set out below

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

AGENDA

Meetings and the public

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

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<https://www.thaxted.co.uk/index.php/council/parish-council/policies/data-protection-policy/viewdocument/156>

Dena Oxley

Clerk & RFO 7th November 2023

AGENDA

1	APOLOGIES FOR ABSENCE
2	DECLARATIONS OF INTEREST
3	PUBLIC REPRESENTATIONS
4	VERIFICATION OF MINUTES To APPROVE and sign as a correct record of proceedings the minutes of the meeting of 20 th July 2023
5	GRANT POLICY To consider the current policy and approve this be refreshed annually in line with budget to reflect the year it pertains to.
6	GRANTS a. To consider the Grant request from the Twinning Society for £360 b. To consider the Grant request from the Ladybird playgroup for £87.18 b. To Note the grant payment of £300 for the URFC remains to be paid, pending account confirmation
7	FINANCES a) To note the Annual Full accounts to date Q2 (Monthly Budget Report) b) To note the current EMR balance sheet c) To view the current council (Summary Report) d) To view the councils' costs (Detailed cost centre report)

	e) To report on current S106 Balances and time sensitive spends
8	DRAFT BUDGET To receive the Draft budget for approval at full council, pending any amendments as outlined from the draft.
9	FINANCIAL REGULATION & AUDIT To Note the RFO has requested a mid-year Health Check of the Parish Councils Accounts with Scribe To Note the RFO has provisionally arranged an interim internal audit with Vicky Waples on either the 15 th or 20 th February 2024 To Note the RFO has provisionally arranged a full Year-End internal audit with Vicky Waples on the 4 th or 7 th June 2024.
10	NEW EMR CODES To consider and approve a NEW EMR code entitled 'Digital infrastructure' to future proof our Parish Councils digital footprint.
11	POLICY REVIEWS. a. To consider and approve the Parish Councils NEW Draft General reserve Policy as outlined in our internal audit.
12	ALLOTMENT PACKAGE To consider and approve the reintroduction of an integrated allotment package with Scribe.
13	ADDITIONAL SUPPORT REQUEST N-Power – formally Jubilee Gardens – The RFO is requesting that a member of finance take on the undertaking of dealing with Npower in connection to this supply.
14	Date and Time of next meeting The Next meeting of the F&E Committee is proposed to be held on Friday 5 th January 2023 at 17:00 in line with precept setting expectations from UDC.