



THAXTED PARISH COUNCIL

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All Committee Members are summoned to attend the Finance Committee Meeting of THAXTED PARISH COUNCIL to be held in The Guildhall on THURSDAY 20th June 2024 following on from the preceding meeting

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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Dena Oxley

Clerk & RFO 14th June 2024

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 25 th January 2024
5	FEES AND CHARGES To approve the fees and charges at the following locations. a) Allotment area – as approved through the Open Spaces Committee b) Market rent c) Recreation ground hire d) CHG hire e) BSH land f) Cricket pitch strip of land g) Cricket pitch charity h) Other rents i) (NEW) CLT Grounds Maintenance, pass on of charge agreement consideration
6	GRANTS a. To approve the payment of the Churchyard maintenance grant for 2024-2025 b. To approve the URC grant for 2024-2025

7	<p>FINANCES</p> <ul style="list-style-type: none"> a) To note the Annual Full accounts for 2023/24 b) To Note the current Balance of the Asset committee budget £ 33,530.00 (Spend £4,278.73 to date at the time of Agenda Creation) c) To Note the current Balance of the Open Spaces Committee budget £ 33,701.00 (spend £529.26 to date at the time of agenda creation) d) To note the Internal auditor's year-end report and Approve recommendations e) Note receipt of the first half Precept has been received
8	<p>INSURANCE</p> <p>To note the acceptance of the New Term of annual insurance commencing 1st June 2024</p>
9	<p>MARKET ACCOUNTS</p> <ul style="list-style-type: none"> 1) To receive full Accounts YTD 2) To note the completion of the Non-domestic rates form as attached 3) To consider the terms of the Current Market agreement and authorised actions from Staff to enforce these, including rent arrears and collection, in collaboration with the finance chair.
10	<p>ALLOTMENT INCOME & EMR CREATION</p> <p>To Note the allotment costs are as follows: Cost code 77 £1500 budgeted income Cost code 40 £500 budgeted Utility expenditure Cost code 41 £100 Budgeted Expenditure (other costs) NEW Cost Code EMR 102 £0 Balance (Linked with EMR Allotments)</p> <p>To approve the Clerk in collaboration with the Chairman of Finance and Open Spaces Vire any excess income to the EMR Code 102 quarterly and spend from this code on matters associated with allotment costs only.</p>
11	<p>GUILDHALL FINANCES</p> <p>To note the Guildhall Finances are:</p> <p>Cost Code 71 Guildhall Grants/Donations (Budget income) £6,585.00 (actual) £640.00 Cost code 73 Guildhall Utility Costs (budget costs) £2,100.00 (actual) £293.46 Cost code 74 Guildhall Maintenance & Upkeep (budget costs) £200.00 (actual) £60.00 EMR Guildhall balance £21,167.96 linked with EMR cost code 91</p>
12	<p>BANK ACCOUNTS</p> <ul style="list-style-type: none"> a) To approve the Clerk's pursuit of separating the Cricket Charity funds into a separate Lloyds Bank current Account, with the wording 'Charity' removed from the account as recommended by the latest internal audit. b) To NOTE the Lloyds banking notice and the highlighted exclusion to which the Parish Council falls, as identified by the RFO.
13	<p>EMR & GR</p> <ul style="list-style-type: none"> a) To note the current EMR balance sheet 2024/25 b) To Note the GR at the start of the financial year (31/3/24) sits at £63,551.86
14	<p>INVESTMENT PORTFOLIO</p> <p>To note the Lloyds Investment portfolio sits at £200,000</p>
15	<p>POLICIES REVIEW & APPROVAL (SEE THE DETAILED NOTES PAGE ATTACHED)</p> <p>To approve and recommend to the full council the adoption of the following policies:</p> <ul style="list-style-type: none"> a) Complaints b) Developers meeting Policy (NEW) c) Equality Policy – confirmed in line with SK latest release d) Keyhold Policy e) Safeguarding Policy f) CCTV (NEW) g) CCTV Staff policy

	<ul style="list-style-type: none"> h) Subject Access Request Form (Staff) i) Employees Anti-Harassment And Bullying Policy j) Maternity Policy k) Paternity leave & policy and procedures l) Shared Parental Leave (Adoption) m) Shared Parental Leave (Birth) Policy n) Parental Bereavement Policy o) Adoption Policy p) Carer's Leave Policy q) Electronic Information And Communication Systems Policy r) Social Media Policy s) Whistleblowing Policy t) Emergency Time Off For Dependants u) Flexible Working Policy v) Anti-Corruption And Bribery Policy. w) Wellbeing Policy x) Menopause Policy
16	<p>NEW FINANCIAL REGULATIONS</p> <p>To approve and recommend to full council the adoption of the NEW financial regulations</p>
17	<p>DATE AND TIME OF NEXT MEETING</p> <p>The Next meeting of the F&E Committee shall be September 19th following on from the preceding meeting.</p>