



# THAXTED PARISH COUNCIL

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## SUMMONS

You are hereby summoned to attend a meeting of the **Finance Committee** of Thaxted Parish Council to be held on **Thursday, 5th March 2026**, following the Personnel Committee meeting, at **The Community Hall, Newbiggen Street, Thaxted**, for the purpose of transacting the business set out below.

## AGENDA

### FINANCE COMMITTEE MEETING

**Date:** Thursday, 5th March 2026  
**Time:** Following Personnel Committee  
**Venue:** The Community Hall, Newbiggen Street, Thaxted

### THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

The agenda may be in two parts. Part I is open to the public. Part II (if applicable) deals with personal or sensitive matters; the press and public will be asked to leave before these items are discussed.

GDPR 2018: For the Council's Privacy Notice please visit: <https://thaxted-pc.gov.uk/parish-council/policies-and-procedures/privacy-policy>

From:

*Dena Oxley*

Parish Clerk & Proper Officer

27th February 2026

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### MEMBERS OF THE FINANCE COMMITTEE

Cllr Ray Williams (Chair)  
Cllr Andy Frater (Vice Chair)  
Cllr Terry Frostick (Member)  
Cllr Nicky Tisseyre (Member)  
Cllr Robert Silver (Member)

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### AGENDA ITEMS

#### FC/26/1 APOLOGIES FOR ABSENCE

To receive apologies for absence.

## **FC/26/2 DECLARATIONS OF INTEREST**

To receive declarations of interest.

## **FC/26/3 PUBLIC PARTICIPATION**

To receive questions and comments from members of the public (maximum 10 minutes; 2 minutes per speaker).

## **FC/26/4 MINUTES**

To approve the minutes of 20th November 2025.

## **FC/26/5 BANK RECONCILIATION**

To receive and note bank reconciliations for November 2025 – February 2026.

## **FC/26/6 BUDGET REVIEW – Q3 2025/2026**

To receive and consider:

**(a) Q3 Budget Review (October – December 2025)**

**(b) Earmarked Reserves (EMR) Report**

**(c) Receipts and Payments Schedule**

**(d) Year End Debtors Report**

To receive and note the year end debtors position as at 5th February 2026 (year ending 31st March 2026). Outstanding debtors after adjustment: Establishment £65.00 | Allotments £260.00 | Other Rents £150.00 | Market Rents £780.00 | Guildhall £301.60 | Community Hall £40.00 | Total: £1,596.60.

**(e) Ratification of Debts Written Off / Closed by the RFO**

To ratify £920.80 written off by the RFO in accordance with FR 13.3 (pre-adjustment total: £2,517.40). Write-offs: Allotments £176.80 | Other Rents £90.00 | Clarence House Gardens £365.00 | Market Rents £119.00 | Guildhall £170.00.

**(f) Credit Control and Debt Management**

To note the internal audit recommendation regarding rising debtor days and to consider whether a formal credit control policy should be presented to the next meeting.

## **FC/26/7 COMMUNITY HALL – OPENING AND RUNNING COSTS TO DATE**

To receive the Clerk/RFO's report on Community Hall opening and running costs to date.

## **FC/26/8 CHG WALL REPAIRS – APPORTIONMENT OF EXPENDITURE AND EMR APPROVAL**

To approve the apportionment of expenditure for the recently completed CHG wall repairs, and to approve drawing down £28,539.18 (net) from the appropriate Earmarked Reserve (EMR).

## **FC/26/9 INTERNAL AUDIT REPORT – FEBRUARY 2026**

To receive and consider:

**(a) 2nd Interim Audit Report**

To receive the report by Vicky Waples (visit: 24th February 2026; report: 26th February 2026) and to note any matters arising.

**(b) Recommendation to Full Council**

To resolve to formally recommend both interim audit reports (November 2025 and February 2026) to Full Council at its March 2026 meeting, in support of Assertion 7.

**(c) Internal Audit Action Plan**

To note that no formal action plan or FC resolution was evidenced following the 1st Interim Report. To resolve that the Clerk/RFO produce a written action plan from both reports, identifying responsible officers and target completion dates.

**(d) AGAR Publication Deadline – 2025/2026**

To note that the 2024/25 AGAR was published beyond the statutory deadline of 30th September 2025. To resolve to ensure the 2025/26 AGAR is published within the statutory deadline of 30th September 2026.

### **FC/26/10 TRANSPARENCY CODE 2015 – CONTRACTS PUBLICATION**

To note that as the Council's annual income/expenditure now exceeds £200,000, the Local Government Transparency Code 2015 applies. To resolve steps to meet the following quarterly publication requirements, identified as outstanding in the audit report:

Section 31 – invitations to tender for contracts exceeding £5,000 (reference, title, description, dates, responsible department).

Section 32 – contracts awarded exceeding £5,000 (reference, supplier details, value, VAT, dates, procurement method, SME/VCS status).

To request the Clerk/RFO prepare a compliance plan for the next meeting.

### **FC/26/11 GOVERNANCE FRAMEWORK – REQUIREMENTS AS A LARGER COUNCIL**

To consider the Council's governance obligations arising from its growth. The Committee is asked to consider:

#### **(a) Governance Structures**

To note the need for formalised delegation, robust committee ToR and documented decision-making.

#### **(b) Internal Control Environment**

To note the requirement to document, test and evidence all financial and operational controls for external audit.

#### **(c) AGAR Readiness**

To identify outstanding actions required ahead of the 2025/26 year-end audit and Annual Governance Statement.

#### **(d) Clerk/RFO Capacity**

To consider whether additional resource is required to meet governance obligations.

### **FC/26/12 ASSERTION 10 – WEBSITE ACCESSIBILITY COMPLIANCE**

To note the Council's current compliance position under the Public Sector Bodies Accessibility Regulations 2018:

#### **(a) Accessibility Statement**

Compliant statement published on website; confirmed updated 27th February 2026.

#### **(b) WCAG 2.2 AA Audit**

Suffolk iCloud audit score: 9.8/10. WCAG 2.2 AA evidence included within the accessibility statement. To approve the annual maintenance cost of £750 to Suffolk iCloud.

#### **(c) Previously Identified Gaps – Status**

IT Policy – see FC/26/13(a) | Risk Management Policy – see FC/26/13(d) | Data Protection – resolved November 2025 | Councillor Register of Interests – UDC link in place | WCAG evidence – in accessibility statement | Training records – ongoing | Policy review schedule – ongoing.

#### **(d) Accessible Document Publishing**

To note that all website-published documents must meet accessibility standards (tagged PDFs, colour contrast, alt text).

#### **(e) Video and Audio Content**

To note that video/audio content published by the Council must include captions or transcripts.

### **FC/26/13 POLICY REVIEWS**

To review and approve the following policies. A Policy Revision Summary identifying key changes is included in the councillors' folder:

**(a) Electronic Equipment Policy**

**(b) General Privacy Notice**

**(c) Media Relations Policy**

**(d) Risk Management Policy**

**(e) Subject Access Request – Staff Policy**

**(f) Training and Development Policy**

**(g) Wellbeing Policy**

**(h) Investment Policy (Revised)** *Note: Review and amendment recommended by the Internal Audit Report (attached).*

#### **FC/26/14 GRANTS**

To consider the following:

**(a) Windmill Committee – Free Use of Parish Council Hall**

To consider the request and resolve accordingly.

**(b) Touchpoint Christmas Appeal – £300**

To consider a grant of £300 and resolve accordingly.

#### **FC/26/15 MEMBERSHIP SUBSCRIPTIONS**

To consider membership of the following organisations and to resolve accordingly:

UALC – Uttlesford Association of Local Councils

RCCE – Rural Community Council of Essex

Council Wise – Training and networking

#### **FC/26/16 DATE AND TIME OF NEXT MEETING**

To note the date and time of the next Finance Committee meeting (to be confirmed).

[link to associated documents for the Finance Agenda](#)