



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, 17th September 2026, at The Guildhall, Town Street, Thaxted, for the purpose of transacting the business set out below.

AGENDA

FINANCE COMMITTEE MEETING

Date: Thursday, 17th September 2026
Time: 7.00pm
Venue: The Guildhall, Town 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.

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From:

Amanda Collins

Deputy Proper Officer and Deputy Responsible Financial Officer

11th September 2026

MEMBERS OF THE FINANCE COMMITTEE

Cllr Andy Frater (Chair)

Cllr Ray Williams (Vice Chair)

Cllr Terry Frostick (Member)

Cllr Nicky Tisseyre (Member)

Cllr Robert Silver (Member)

AGENDA ITEMS

FIN/26/17 APOLOGIES FOR ABSENCE

To receive apologies for absence.

FC/26/18 DECLARATIONS OF INTEREST

To receive declarations of interest.

FC/26/19 PUBLIC PARTICIPATION

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

FC/26/20 MINUTES

To approve the minutes of 5th March 2026. [Minutes of Finance Meeting 5th March 2026.pdf](#)

FC/26/21 BANKING

To note the payments for July and August and resolve to recommend payments to be authorised at Full Council.

To note the bank reconciliation.

FIN/26/22 VAT RETURN

To note the VAT return for Q1 has been submitted and funds received and correspondence. To note the VAT return for Q2 is being prepared for submission in good time.

FC/26/23 ANNUAL AUDIT & GOVERNANCE RETURN

To receive confirmation that all audit points are now closed.

FC/26/23 FINANCE ASSISTANT

To receive and note the update relating to the Finance Assistant.

FC/26/24 PAYSCALES

To note the new national pay scales.

FC/26/25 BUDGET MEETING

To set a date for initial Chairs budget meeting.

FC/26/26 GRANTS

To consider the following:

(a) Thaxted Twinning Association – Trip and Domain costs for website

To consider the request and resolve accordingly.

(b) Thaxted Community First Responders – £300

To consider a grant of £300 and resolve accordingly.

FC/26/26 EAST OF ENGLAND AMBULANCE SERVICE CHARITY

To consider the request and resolve accordingly.

FC/26/27 DATE AND TIME OF NEXT MEETING

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

