



# THAXTED PARISH COUNCIL

Community Information Centre  
7, Town Street, Thaxted,  
Dunmow, Essex, CM6 2LD  
Tel: 01371 831952.

email: [clerk@thaxted.co.uk](mailto:clerk@thaxted.co.uk)  
web: [www.thaxted.co.uk](http://www.thaxted.co.uk)

Minutes of the Meeting of the Finance Committee of Thaxted Parish Council, held on the 5<sup>th</sup> of September 2024

Present Councillors: Williams (Chair), Cllr Frater (Vice Chair), Frostick, Herbert

Officers: Dena Oxley (Clerk & RFO)

1	<b>APOLOGIES FOR ABSENCE</b> Non Received
2	<b>DECLARATIONS OF INTEREST</b> None Received
3	<b>PUBLIC REPRESENTATIONS</b> None Present
4	<p><b>FEES AND CHARGES</b></p> <p>Following on from the Fee's and Charges approval resolved in the meeting held on the 20<sup>th</sup> June the following inclusions must also be considered.</p> <p>I. To Note, The Market terms and conditions including licence to Trade has superseded the once adopted street trading policy.</p> <p>II. Within the street trading policy A three-tiered approach once existed as follows: Small stalls (up to 1.5m x 2.15m) - £16.50 per day or part thereof. (now £20) Medium stalls (2.15 – 3m) pitches £22 Large stalls (over 3 m) – pitches £33 (now £40)</p> <p>III. To approve the medium stall price increase from £22 to £26 Seconded and approved</p> <p>IV. Resolved to keep the status quo as is for all stall holders, implementing only the price increase per tier for a NEW stall holder following this resolution.</p>
5	<p><b>GRANTS</b></p> <p>To Note the Application of the following grant request made by the RFO</p> <p>a. Playground equipment &amp; community building Grant PCCO £10,000 b. community buildings grant (UDC) £10,000</p> <p>To Note the Payment of the following Grants by approval of the finance</p> <p>c. Churchyard maintenance grant for 2024-2025 d. URC grant for 2024-2025</p>
6	<p><b>FINANCES</b></p> <p>a) To note the Annual Full accounts for 2023/24 to date up to 31/07/2024 b) To Note the current Balance of the Asset committee budget £ 24288 c) To Note the current Balance of the Open Spaces Committee budget £ 20536</p>
7	<p><b>Purchase of CANVAR</b></p> <p>Resolved to approve the purchase of the upgraded software packaged Canva for use by Cllr Teresa Egan for parish Council public awareness media campaigns. With a view to review the use of the system after a year.</p>
8	<b>GUILDHALL FINANCES</b>

	<p><b>To note the Guildhall Finances are:</b></p> <p>Cost Code 71 Guildhall Grants/Donations (Budget income) £7866</p> <p>Cost code 73 Guildhall Utility Costs (budget costs) £2,100.00 (actual) £840.73</p> <p>Cost code 74 Guildhall Maintenance &amp; Upkeep (costs) £220.00 (income) £60.00</p> <p>EMR Guildhall balance £21,167.96 linked with EMR cost code 91 (Unchanged)</p> <p>To note a new contract for Broadband has been agreed 24-month term</p>
9	<p><b>BANK ACCOUNTS</b></p> <p>Current account balance £ 3332.30</p> <p>Savings account Balance £ £215,647.09</p> <p>Direct Savings Account Balance £200,000 – Discussions relating to the reinvestment of this fund which matures on 27/9/24, it is agreed that in principle this fund should be re-invested into a fixed Lloyds account. The Clerk shall inform the committee of the bank's current investment terms and a selection shall be considered. Re-investment in collaboration with the Chair of this committee, may then proceed.</p>
10	<p><b>EMR</b></p> <p>a) To note the current EMR balance sheet 2024/25</p>
11	<p><b>POLICIES REVIEW &amp; APPROVAL (SEE THE DETAILED NOTES PAGE ATTACHED)</b></p> <p>Resolved To approve and recommend to the full council the adoption of the following policies:</p> <ul style="list-style-type: none"> <li>a) Accessibility Statement</li> <li>b) General Privacy Policy</li> <li>c) Investment Policy</li> <li>d) Media Policy</li> <li>e) Market Terms and Conditions including Licence to Trade</li> </ul>
12	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The Next meeting of the F&amp;E Committee shall be 19<sup>th</sup> December 2024</p>