THAXTED
PARISH COUNCIL

The Community Hall
Newbiggen Street
Thaxted
Dunmow
CM6 2QT
Tel: 01371 831952
email: clerk@thaxted-pc.gov.uk
web: www.thaxted-pc.gov.uk

MINUTES

of the Meeting of the Finance Committee of Thaxted Parish Council held on Thursday, 12th November 2026 at 7.30pm at The Guildhall, Town Street, Thaxted

Present: Cllr Andy Frater (Chair), Cllr Ray Williams (Vice Chair), Cllr Terry Frostick, Cllr Robert Silver and Cllr Victoria Knight

In attendance: Cllr Ian Adams; Amanda Collins (Deputy Proper Officer and Deputy Responsible Financial Officer)

Public: None

The meeting opened at 7.32pm.

FC/26/30 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Nicky Tisseyre.

RESOLVED that the apologies be accepted.

FC/26/31 DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest and no requests for dispensation (Standing Order 13). No member declared that Section 106 of the Local Government Finance Act 1992 applied to them (Financial Regulation 4.8).

FC/26/32 PUBLIC PARTICIPATION

No members of the public were present (Standing Order 3(h) and (i)).

FC/26/33 MINUTES

RESOLVED unanimously that the minutes of the Finance Committee meeting held on 17th September 2026 be approved as a true and accurate record. The minutes were signed by the Chair (Standing Order 12).

FC/26/34 BANKING

(a) The bank reconciliations for all accounts, verified and signed by a member other than the Chair, were received and noted. There were no exceptions (Financial Regulation 2.6).

(b) **RESOLVED** that Cllr Silver be appointed to verify the next quarterly bank reconciliations (Financial Regulation 2.6).

(c) It was noted that no payments had been made under the Clerk/RFO's delegated authority since the last meeting (Financial Regulations 6.7 and 6.8).

(d) The payroll reports were reviewed and signed (Financial Regulations 11.6 and 6.4).

FC/26/35 RETROSPECTIVE PAYMENTS

The following payments, already made, were noted (Financial Regulation 6.7).

RESOLVED unanimously that both payments be approved:

(a) Litter pickers – £80.00

(b) Christmas Tree Committee (outstanding payment) – £150.00

FC/26/36 BUDGET MONITORING

The Chair provided the proposed budget for the next financial year 2027-2028.

FC/26/37 EARMARKED RESERVES

RESOLVED unanimously to recommend to Full Council the following transfers of earmarked reserves (Financial Regulations 4.4 and 4.11):

(a) EMR Land Purchase – £30,925.20 to Legal and Professional, to cover the cost of purchasing Walnut Tree Meadow.

(b) EMR Capital Reserve – £9,075.00 to Legal and Professional, to cover the legal fees for Walnut Tree Meadow.

(c) EMR Guildhall – £8,000.00 to the New Community Hall cost centre (204).

FC/26/38 SALARIES AND WAGES BUDGET 2027/28

Members discussed the salaries and wages budget for 2027/28, including employer contributions.

RESOLVED to recommend to Full Council a 4% increase. The final version is to be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Finance Committee (Financial Regulation 4.2).

FC/26/39 DRAFT BUDGET 2027/28

Cllr Frater and Cllr Frostick had met before the meeting to discuss the budget. Cllr Frostick circulated his budget spreadsheet to all members present, and members discussed both councillors' recommendations at length (Financial Regulations 4.3 to 4.7).

Cllr Frater proposed an 8.5% increase in the precept, equating to approximately £8.50 per year (67p per month) for a Band D property.

Cllr Knight reported that an appeal is being made against the business rates on the Margaret Street and Park Lane car parks.

Cllr Williams thanked Cllr Frostick for his work on the budget, and Cllr Frater also thanked Cllr Frostick.

It was proposed by Cllr Frater and seconded by Cllr Williams that an 8.5% increase in the precept be recommended to Full Council.

RESOLVED by a majority to recommend to Full Council an 8.5% increase in the precept.

It was noted that Full Council must set the budget and precept no later than the end of January 2027. Meeting of Full Council to be held at the Guildhall at 7.30pm on 21st January as per meeting schedule.

FC/26/40 FEES AND CHARGES

Members reviewed the Council's fees and charges as part of the budget-setting process (Financial Regulation 13.2). It was proposed by Cllr Frostick and seconded by Cllr Silver that all fees and charges be increased by 5%.

RESOLVED unanimously to approve a 5% increase to all fees and charges.

FC/26/41 DATE AND TIME OF NEXT MEETING

The next meeting of the Finance Committee will be held on Thursday, 25th March 2027 at 7.30pm.

The meeting closed at 8.38pm.

Signed: …… (Chair) Date: ……