



# THAXTED PARISH COUNCIL

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Date of meeting Finance committee 20<sup>th</sup> June 2024

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

Officers: Dena Oxley (Clerk & RFO)

0 public members

1	<b>APOLOGIES FOR ABSENCE</b>
2	<b>DECLARATIONS OF INTEREST</b> Cllr Frostick declares a NPI in item 5i
3	<b>PUBLIC REPRESENTATIONS</b> None
4	<b>VERIFICATION OF MINUTES</b> Resolved To APPROVE and sign as a correct record of proceedings the minutes of the meeting of 25 <sup>th</sup> January 2024
5	<b>FEES AND CHARGES</b> <b>To approve the fees and charges at the following locations.</b> a) Allotment area – as approved through the Open Spaces Committee b) Market rent small plot £16.50 Large Plot £33. Cllr Frostick proposes to increase these to £20 & £40 Seconded by Cllr Frater. Resolved unanimously From charge new rates from the 1 <sup>st</sup> September 2024. c) Recreation ground hire Current charges are read. It is agreed to remove caravan and camping vehicles this includes the exclusion of fun fairs & commercial vehicles, new booking form to be created and align with new conditions – bring to Open Spaces upcoming agenda. Rates for other charges Remain at £25 per day for local fundraising events Resolved to charge £10 for local Thaxted people, Double for outside Thaxted Double charges apply on all remaining charges for outside Thaxted organisers. d) CHG hire Charge £10 PH or £50 per day. Resolved to remain unchanged. e) BSH land £80 Per year resolved to remain unchanged f) Cricket pitch strip of land £150 resolved to remain unchanged g) Cricket pitch charity £60 resolved to remain unchanged h) Other rents are to be in accordance with the creation of a newly created disclaimer at the clerk's discretion. i) (NEW) CLT Grounds Maintenance, pass on of charge agreement consideration. Resolved not cut hedge under the grounds maintenance agreement going forward, request the P3 group trim back slightly.
6	<b>GRANTS</b> a. Resolved To approve the payment of the Churchyard maintenance grant for 2024-2025 b. Resolved To approve the URC grant for 2024-2025

7	<p><b>FINANCES</b></p> <ul style="list-style-type: none"> <li>a) To note the Annual Full accounts for 2023/24</li> <li>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)</li> <li>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)</li> <li>d) To note the Internal auditor's year-end report and Approve recommendations</li> <li>e) Note receipt of the first half Precept has been received</li> </ul>
8	<p><b>INSURANCE</b></p> <p>To note the acceptance of the New Term of annual insurance commencing 1<sup>st</sup> June 2024 Consideration needs to be made to the age restrictions on the Accident policy, Clerk to enquire.</p>
9	<p><b>MARKET ACCOUNTS</b></p> <ul style="list-style-type: none"> <li>1) To receive full Accounts YTD</li> <li>2) To note the completion of the Non-domestic rates form as attached</li> <li>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. Cllr Frostick proposal to charge a late payment fee of £25.00 within 7 days on all invoices without exception. This proposal received unanimous acceptance. Resolved.</li> </ul>
10	<p><b>ALLOTMENT INCOME &amp; EMR CREATION</b></p> <p>To Note the allotment costs are as follows: Cost code 77 £100 budgeted income Cost code 40 £1500 budgeted Utility expenditure Cost code 41 £500 Budgeted Expenditure (other costs NEW Cost Code EMR 102 £0 Balance (Linked with EMR Allotments) <b>Resolved</b> To <b>approve</b> 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><b>GUILDHALL FINANCES</b></p> <p><b>To note the Guildhall Finances are:</b></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 &amp; Upkeep (budget costs) £200.00 (actual) £60.00 EMR Guildhall balance £21,167.96 linked with EMR cost code 91 Cllr Frostick Request that the Clerk ask for the Grant for Guildhall from UDC</p>
12	<p><b>BANK ACCOUNTS</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>b) To NOTE the Lloyds banking notice and the highlighted exclusion to which the Parish Council falls, as identified by the RFO.</li> </ul>
13	<p><b>EMR &amp; GR</b></p> <ul style="list-style-type: none"> <li>a) To note the current EMR balance sheet 2024/25</li> <li>b) To Note the GR at the start of the financial year (31/3/24) sits at £63,551.86</li> </ul>
14	<p><b>INVESTMENT PORTFOLIO</b></p> <p>To note the Lloyds Investment portfolio sits at £200,000</p>
15	<p><b>POLICIES REVIEW &amp; APPROVAL (SEE THE DETAILED NOTES PAGE ATTACHED)</b></p> <p><b>Resolved</b> To approve on block and recommend to the full council the adoption of the following policies:</p>

	<ul style="list-style-type: none"> <li>a) Complaints</li> <li>b) Developers meeting Policy (NEW)</li> <li>c) Equality Policy – confirmed in line with SK latest release</li> <li>d) Keyhold Policy</li> <li>e) Safeguarding Policy</li> <li>f) CCTV (NEW)</li> <li>g) CCTV Staff policy</li> <li>h) Subject Access Request Form (Staff)</li> <li>i) Employees Anti-Harassment And Bullying Policy</li> <li>j) Maternity Policy</li> <li>k) Paternity leave &amp; policy and procedures</li> <li>l) Shared Parental Leave (Adoption)</li> <li>m) Shared Parental Leave (Birth) Policy</li> <li>n) Parental Bereavement Policy</li> <li>o) Adoption Policy</li> <li>p) Carer’s Leave Policy</li> <li>q) Electronic Information And Communication Systems Policy</li> <li>r) Social Media Policy</li> <li>s) Whistleblowing Policy</li> <li>t) Emergency Time Off For Dependents</li> <li>u) Flexible Working Policy</li> <li>v) Anti-Corruption And Bribery Policy.</li> <li>w) Wellbeing Policy</li> <li>x) Menopause Policy</li> </ul>
16	<p><b>NEW FINANCIAL REGULATIONS</b></p> <p>Resolved To approve and recommend to full council the adoption of the NEW financial regulations</p>
17	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The Next meeting of the F&amp;E Committee shall be September 19<sup>th</sup> following on from the preceding meeting.</p>