



THAXTED PARISH COUNCIL

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THAXTED PARISH COUNCIL MINUTES OF THE FINANCE COMMITTEE MEETING

HELD ON THURSDAY, 20TH NOVEMBER 2025 AT 7:30 PM
THE COMMUNITY HALL, NEWBIGGEN STREET, THAXTED

PRESENT:

- a) Cllr Ray Williams (Chair)
- b) Cllr Terry Frostick
- c) Cllr Robert Silver

ALSO IN ATTENDANCE:

- d) Cllr Jenna Perkins
- e) Cllr Victoria Knight (ex officio member)
- f) Dena Oxley (Parish Clerk & Responsible Financial Officer)

FC/25/1 APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr Nicky Tisseyre and Cllr Andy Frater.

FC/25/2 DECLARATIONS OF INTEREST

No declarations of interest were made relating to items on the agenda.

FC/25/3 PUBLIC REPRESENTATION

No members of the public were present.

FC/25/4 MINUTES

RESOLVED: That the minutes of the Finance Committee Meeting held on 18th July 2025 be approved as a true and accurate record and signed by the Chair.

FC/25/5 SUSPENSION OF FINANCIAL REGULATION AND RATIFICATION OF FUND TRANSFERS

The Committee considered the suspension of Financial Regulation 6.8(iv) to enable ratification of RFO movement of money between the Council's own accounts:

- g) 28th October 2025 - £40,000 from Savings to Current Account
- h) 2nd October 2025 - £70,000 (2nd half precept) from Current to Savings Account

RESOLVED: To approve the suspension of Financial Regulation 6.8(iv) and ratify the fund transfers as detailed above.

FC/25/6 BANK RECONCILIATION

The Committee received and noted the bank reconciliations for July, August, September and October 2025.

FC/25/7 BUDGET REVIEW - Q2 (YEAR TO DATE)

The Committee received and considered:

- i) Budget review for Q2 (up to and including October 2025)
- j) Current EMR report Q2
- k) List of full receipts and payments for Q2

The reports were noted by the Committee.

FC/25/8 DRAFT BUDGET 2026/2027

The Committee received and considered the draft budget for the financial year 2026/2027.

RESOLVED: To accept the newly proposed budget as shown in the attached link: [Link to the Proposed Draft Budget](#) and to recommend this budget to Full Council.

FC/25/9 GRANTS

The Committee considered two grant applications:

1) Citizens Advice Bureau

Unanimously RESOLVED: To approve a grant of £250 to the Citizens Advice Bureau.

2) Community Land Trust (CLT)

After careful consideration it was **RESOLVED:** That the Community Land Trust grant application NOT be awarded.

Proposed by: Cllr Robert Silver

Seconded by: Cllr Ray Williams

FC/25/10 FEES AND CHARGES

The Committee considered fees and charges for market rent casual traders.

RESOLVED: To approve the fees and charges for market rent casual traders as presented.

FC/25/11 POLICY REVIEWS

The Committee reviewed the following policies:

- l) Reserves Policy
- m) Data Protection Policy
- n) Retention of Documents Policy
- o) Publication Scheme
- p) Allotments Policy
- q) CCTV Policy
- r) CCTV for Staff Policy
- s) Community Engagement Policy
- t) Complaints Policy
- u) Councillors Code of Conduct
- v) Market Licensing Policy

- w) Market Trading Policy
- x) Public Participation in Council Meetings Policy
- y) Safeguarding Policy
- z) Street Naming Policy

RESOLVED: To accept all policies with amendments to take into account any additions needed to complete the documents in full, such as missing items and links, page numbers and date revisions.

FC/25/12 INTERNAL AUDIT CONTROL FRAMEWORK

The Committee discussed the allocation of responsibility for different areas of the Internal Audit Control Framework among Finance Committee members.

RESOLVED: To split the Internal Audit Control Framework document responsibility as detailed [link to the INTERNAL CONTROL FRAMEWORK - delegated.pdf](#)

FC/25/13 INTERNAL AUDIT REPORT

The Committee received the internal audit report from Vicky Waples.

The Committee noted an adjustment to the comments relating to the number of staff in the current pension scheme. [link to the interim Internal Audit Report for 2025-2026 DRAFT.pdf](#)

FC/25/14 ASSET BUDGET EXPENDITURE

Following the previously approved expenditure for height barriers, the Chair of Assets Committee reported that the height barriers at the recreation ground have amounted to a total of £4,256 (ex VAT) including delivery but not installation.

RESOLVED: To note and ratify the expenditure of £4,256 (ex VAT) for the height barriers at the recreation ground.

FC/25/15 ASSERTION 10 - WEBSITE ACCESSIBILITY COSTS

The Committee considered costs from Suffolk iCloud:

- aa) Annual ongoing costs of £750 to ensure that the Council's website remains accessible at all times
- bb) That fixing all non-accessible items currently on the website is a bespoke service and a quote is being obtained
- cc) That the initial cost for the accessibility audit is £70 which the RFO has authorised

The Committee noted items (bb) and (cc).

RESOLVED: That the RFO seek a bespoke quote for fixing non-accessible items following on from the attached accessibility report. [link to the accessibility check November 2025.pdf](#)

FC/25/16 RISK MANAGEMENT

The Committee reviewed the Finance risk management report and risk assessment matrix.

RESOLVED: To approve the Finance risk management report and risk assessment matrix.

FC/25/17 CHG QR DONATION CODE APPROVAL

The Committee considered the CHG QR donation code.

RESOLVED: To approve the creation of the CHG QR donation code.

FC/25/18 BEYOND THE PRECEPT - ALTERNATIVE REVENUE STREAMS

The Clerk & RFO spoke about alternative revenue streams as discussed at the recently attended NALC event, highlighting the need to generate funds other than via the precept.

The Committee noted the information provided including how to generate income from held assets such as community buildings and car parks.

FC/25/19 LLOYDS BANK TERMS AND CONDITIONS

The Committee noted the terms and conditions changes received from Lloyds Bank.

FC/25/20 DATE AND TIME OF NEXT MEETING

The Committee noted that the next Finance Committee meeting will be held on 5th March 2026.

The meeting closed at 8:45 pm.

Signed: _____ Date: _____

CLlr Ray Williams, Chair of Finance Committee