



THAXTED PARISH COUNCIL

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MINUTES OF THE FINANCE COMMITTEE MEETING

THAXTED PARISH COUNCIL

Date: Friday, 18th July 2025

Time: 16:30

Venue: The Community Hall, Newbiggen Street, Thaxted

PRESENT

Committee Members:

- Cllr Ray Williams (Chair)
- Cllr Terry Frostick
- Cllr Nicky Tisseyre

Other Councillors in Attendance:

- Cllr Andy Frater
- Cllr Robert Silver

IN ATTENDANCE

- Dena Oxley (Clerk & RFO)

APOLOGIES FOR ABSENCE

FC/25/01 No apologies for absence were received.

DECLARATIONS OF INTEREST

FC/25/02 No declarations of interest were received relating to items on the agenda.

PUBLIC REPRESENTATION

FC/25/03 No members of the public were in attendance.

MINUTES

FC/25/04 RESOLVED: To approve the minutes of the Finance Committee Meeting held on 20th June 2025.

BANK RECONCILIATION

FC/25/05 The bank reconciliations for April, May & June 2025 were received and noted.

BUDGET REVIEW

FC/25/06 The Committee received and considered:

- Budget review for Q1
- Current EMR report Q1
- List of full receipts and payments for Q1

NEIGHBOURHOOD PLAN EXPENDITURE

FC/25/07 The Committee considered the budget for Neighbourhood Plan expenditure for Liz Lakes report totalling £6,000.

RESOLVED: To approve the spend of £6,000 for the Liz Lakes report. It was noted that the Council holds £6,583.59 EMR with £784 remaining in budget.

ASSETS BUDGET EXPENDITURE

FC/25/08 The Committee considered the assets budget expenditure for height barriers totalling £1,620.

RESOLVED: Proposed by Cllr Frater, seconded by Cllr Tisseyre - To approve the purchase of 2 height barriers for the recreation ground.

UPDATED FINANCE TERMS OF REFERENCE

FC/25/09 RESOLVED: To approve the new Finance Terms of Reference following the inclusion of the management of allotment finances.

CHARITY COMMISSION ANNUAL RETURN

FC/25/10 RESOLVED: To approve the completed annual return for the Recreation Ground Charity 301411 for 2024 and to present this to Full Council under The Recreation Ground Annual Accounts.

RISK MANAGEMENT

FC/25/11 RESOLVED: To approve the Finance risk report.

Future Proposal: Proposed by Cllr Frater, seconded by Cllr Frostick - That going forward, the Finance Committee adopts a risk assessment matrix.

DATE AND TIME OF NEXT MEETING

FC/25/12 The next meeting of the Finance Committee will be held on **3rd October 2025** in the Community Hall.

Meeting closed at: 16:50

Signed: _____ **Date:** _____
Chair of Finance Committee

Minutes prepared by: Dena Oxley, Clerk & RFO