



THAXTED PARISH COUNCIL

The Community Hall
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AGENDA

FINANCE COMMITTEE MEETING

Date: Thursday, 20th November 2025

Time: 19:30

Venue: The Community Hall, Newbiggen Street, Thaxted

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

The agenda may be in two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

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From:

Dena Oxley

Parish Clerk & Proper Officer

14th November 2025

MEMBERS OF THE FINANCE COMMITTEE

Cllr Ray Williams (Chair)

Cllr Terry Frostick (Member)

Cllr Andy Frater (Member)

Cllr Nicky Tisseyre (Member)

Cllr Robert Silver (Member)

AGENDA ITEMS

FC/25/1 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence.

FC/25/2 DECLARATIONS OF INTEREST

To receive any declarations of interest relating to items on the agenda.

FC/25/3 PUBLIC REPRESENTATION

To receive questions and comments from members of the public (maximum 10 minutes, 2 minutes per person).

FC/25/4 MINUTES

To approve the minutes of the Finance Committee Meeting held on 18th July 2025.

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

To suspend Financial Regulation 6.8(iv) to enable ratification of RFO movement of money between the Council's own accounts:

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

FC/25/6 BANK RECONCILIATION

To receive and note the bank reconciliations for July, August, September and October 2025.

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

To receive and consider:

- a) Budget review for Q2 (up to and including October 2025)
- b) Current EMR report Q2
- c) List of full receipts and payments for Q2

FC/25/8 DRAFT BUDGET 2026/2027

To receive and consider the draft budget for the financial year 2026/2027 and to make recommendations to Full Council.

FC/25/9 GRANTS

To consider any grant applications received.

- 1) CAB
- 2) CLT

FC/25/10 FEES AND CHARGES

To approve fees and charges for market rent casual traders.

FC/25/11 POLICY REVIEWS

To review and approve the following policies:

- a) Reserves Policy
- b) Data Protection Policy
- c) Retention of Documents Policy
- d) Publication Scheme
- e) Allotments Policy
- f) CCTV Policy
- g) CCTV for Staff Policy
- h) Community Engagement Policy
- i) Complaints Policy
- j) Councillors Code of Conduct
- k) Market Licensing Policy
- l) Market Trading Policy
- m) Public Participation in Council Meetings Policy
- n) Safeguarding Policy
- o) Street Naming Policy

FC/25/12 INTERNAL AUDIT CONTROL FRAMEWORK

To decide who from Finance Committee is going to take point on which area.

FC/25/13 INTERNAL AUDIT REPORT

To receive the internal audit report from Vicky Waples and comment.

FC/25/14 ASSET BUDGET EXPENDITURE

Following on from the height barriers approved expenditure, in collaboration with the Chair of Assets Committee, the height barriers at the recreation ground have amounted to a total (ex VAT) of £4,256 including delivery but not installation.

To note and ratify the expenditure.

FC/25/15 ASSERTION 10 - WEBSITE ACCESSIBILITY COSTS

To consider costs from Suffolk iCloud:

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

FC/25/16 RISK MANAGEMENT

To review and approve the Finance risk management report and risk assessment matrix.

FC/25/17 CHG QR DONATION CODE APPROVAL

To consider and approve the CHG QR donation code.

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

Clerk to speak on alternative revenue streams as discussed at the recently attended NALC event.

FC/25/19 LLOYDS BANK TERMS AND CONDITIONS

To note the terms and conditions changes received from Lloyds Bank.

FC/25/20 DATE AND TIME OF NEXT MEETING

To note the date and time of the next Finance Committee meeting 5th March 2026.