



# THAXTED PARISH COUNCIL

The Community Hall, Newbiggen Street, Thaxted, Dunmow, Essex CM6 2QT

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All members of the Council are summoned to attend the ANNUAL COUNCIL MEETING of THAXTED PARISH COUNCIL to be held at THE GUILDHALL, THAXTED on THURSDAY 21ST MAY 2026 at 7:30 pm

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

## Meetings and the public

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 and 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.

## General Data Protection Regulations (GDPR) 2018:

For details of the Parish Council's Privacy Notice, please visit our website: <https://www.thaxted-pc.gov.uk>

*Dena Oxley*

Clerk & RFO – 14th May 2026

## AGENDA

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### PART I – Business open to the press and public

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1. **Election of Chairman and Vice Chairman**
  - 1.1 **Election of Chairman**

To receive nominations for and to elect the Chairman of the Council. Note: Cllr Andy Frater has indicated that he will not be standing for re-election as Chairman.
  - 1.2 **Election of Vice Chairman**

To receive nominations for and to elect the Vice Chairman of the Council.
  - 1.3 **Acceptance of Office**

To receive the signed Acceptance of Office form from the newly elected Chairman.
2. **Adoption of Standing Orders, Financial Regulations and General Power of Competence**

To review and approve the adoption of the NALC Model Standing Orders and Financial Regulations for 2026–27 (tailored to the needs of this Council following resolutions from this meeting). To note that the Council has retained the General Power of Competence (GPC).
3. **Apologies for Absence**

To receive and approve apologies for absence.
4. **Declarations of Interest**

To receive declarations of disclosable pecuniary interests and other registrable or non-registrable interests in respect of items on this agenda.
5. **Public Representations**

A period of not more than 10 minutes is set aside for members of the public to make representations in accordance with Standing Order 3(e).
6. **Chairman's Cup – Award and Presentation**

To formally present the Chairman's Cup to this year's recipient, Tyler, in recognition of his contribution as awarded by the Council at its meeting on 16 April 2026 (FULL/26/10).

- 7. Committee Memberships 2026–27**

To receive nominations and approve the Council's committees with Chair and Vice Chair positions for 2026–27, including review of terms of reference and delegation arrangements.
- 8. Representatives to External Associations and Organisations 2026–27**

To nominate and approve representatives to external associations and organisations for 2026–27.
- 9. Guildhall Committee – Request for Uttlesford District Council Nomination**

To consider whether to invite Uttlesford District Council to nominate a representative to serve on the Guildhall Committee and, if agreed, to authorise the Clerk to write to UDC accordingly.
- 10. Working Groups**

To approve the Council's working groups for 2026–27. Working groups shall run no longer than necessary and shall be automatically dissolved after six months should no meeting have taken place. To include: Neighbourhood Plan Steering Group.
- 11. Meeting Dates 2026–27**

To note the approved days and times of Full Council and committee meetings for 2026–27 up to and including the date of the next Annual Council Meeting.
- 12. Minutes**
  - 11.1 Full Council Meeting – 16 April 2026**

To approve the minutes of the Full Council meeting held on 16 April 2026 as a true and accurate record of the meeting.
  - 11.2 Assets and Open Spaces Committee Meeting – 7 May 2026**

To receive and note the minutes of the Assets and Open Spaces Committee meeting held on 7 May 2026.
  - 11.3 Planning Committee Meeting – 7 May 2026**

To receive and note the minutes of the Planning Committee meeting held on 7 May 2026.
- 13. Reports from District and County Councillors**

To receive verbal or written reports from the District and County Councillors representing the parish.
- 14. Chairman's Report**

To receive a verbal report from the Chairman on matters relating to the duties of the Chairman.
- 15. Guildhall Custodian's Report**

To receive the Custodian's Report on matters connected to the Guildhall and Town.
- 16. Guildhall – Revised Licence between Essex County Council and Thaxted Parish Council**

To consider and approve the revised licence as drafted by Essex County Council in collaboration with the Clerk and Cllr Frostick, and to authorise execution accordingly.
- 17. TPC Insurance 2026–27 including Cyber Liability Cover**

To review and approve the Council's insurance arrangements for 2026–27 including public liability, employers' liability and fidelity guarantee. To consider the cyber liability element of the quote and to resolve whether to approve or decline this additional cover.
- 18. Community Hall – Art Project**

To receive a report and consider any decisions required in connection with the Community Hall art project.
- 19. Health and Safety and HR**
  - 19.1 Health and Safety – Inspection Report**

To receive the report following the Health and Safety inspection and to note the additional measures identified as requiring implementation, including a full asbestos survey (see email circulated with papers). The Council is reminded that, as a corporate body, it carries overall legal responsibility for the health and safety of all persons within areas of the Parish Council's responsibility.

- 19.2 Community Hall – General Risk Assessment**  
To receive and approve the Community Hall General Risk Assessment.
- 19.3 Health and Safety – Statement of Intent**  
To receive and approve the Council's Health and Safety Statement of Intent.
- 19.4 Health and Safety Policy**  
To receive and approve the Council's Health and Safety Policy.
- 19.5 Health and Safety – Consideration of Proposed Contract**  
To consider the quote of £330 per month for a 12-month H&S support contract. The Council notes that it currently pays £60 per month for a standard retainer. To resolve whether to approve the new contract, continue with the existing retainer, or take alternative action.
- 19.6 HR Support Contract – Ongoing Cost Review**  
To consider the ongoing cost of the Council's HR support contract, currently charged at £135.20 per month. In the Clerk's view the level of support and service provided has been minimal. The Council is asked to consider whether this expenditure continues to represent value for money and to resolve whether to retain, renegotiate or terminate the contract. See Clerk's Report.
- 20. Finance and Internal Audit**
- 20.1 Internal Audit 2025–26 – Annual Internal Audit Report and Recommendations**  
To receive the internal auditor's completed Annual Internal Audit Report for the year ending 31 March 2026 in accordance with Financial Regulation 3.7 and proper practices, and to consider and resolve upon the recommendations contained therein.
- 20.2 Annual Governance Statement 2025–26 (AGAR Section 1)**  
To consider and approve the Annual Governance Statement for the year ending 31 March 2026 (Section 1 of the Annual Governance and Accountability Return) in accordance with the Accounts and Audit Regulations.
- 20.3 Accounting Statements 2025–26 (AGAR Section 2)**  
To consider and approve the Accounting Statements for the year ending 31 March 2026 (Section 2 of the Annual Governance and Accountability Return), as certified by the RFO, in accordance with proper practices and the Accounts and Audit Regulations.
- 20.4 Internal Auditor – Engagement Letter 2026–27**  
To approve the engagement letter for the appointment of the internal auditor for the financial year 2026–27.
- 20.5 Authorisation of Precept Transfer to Instant Access Savings Account**  
To resolve to authorise the Clerk/RFO to transfer the precept, or the balance resulting from receipt of the precept, to the Council's instant access savings account. Note: as this transfer exceeds the £15,000 delegated authority limit set out in Financial Regulation 6.8(iv), prior authorisation by council resolution is required.
- 20.6 Public Rights – Period for the Exercise of Electors' Rights**  
To note that the period for the exercise of public rights for the inspection of the Council's accounts and related documents has been set as Wednesday 3 June 2026 to Tuesday 14 July 2026, in accordance with the Accounts and Audit Regulations.
- 20.7 Schedule of Payments – April 2026**  
To review and authorise online payments as per the schedule presented for April 2026, as examined, verified and certified by the RFO.
- 21. Asset Devolution – Update from Uttlesford District Council**  
To receive an update on the proposed devolution of assets and/or services from Uttlesford District Council to Thaxted Parish Council, and to consider any decisions or next steps arising. (Note: at the meeting of 16 April 2026 (FULL/26/16) a further update from UDC was awaited.)
- 22. Neighbourhood Plan – Verbal Update**

To receive a verbal update from Cllr Young on progress with the Neighbourhood Plan. (Note: at the meeting of 16 April 2026 (FULL/26/18) it was reported that the Plan had been submitted to UDC, a draft returned and edits were in progress, with presentation to Full Council for approval anticipated thereafter.)

**23. Staff Matters – Follow-up from Previous Meeting**

Note: the matter of sickness and absence reporting (J&M Payroll report, as resolved at FULL/26/21a) will be brought to the Personnel Committee and does not appear on this agenda.

**23.1 Staff Expenses – Petrol and Mileage Processing**

To receive a verbal report from the Chair of the Personnel Committee and the Clerk in relation to the processing of staff petrol and mileage expenses through payroll, as noted for clarification at the Full Council meeting of 16 April 2026 (FULL/26/21b).

**24. Clerk's Report**

To receive a report on matters connected with the duties of the Clerk, RFO and staff.

**25. Date and Time of Next Meeting**

To determine the date and time of the next meeting of the Full Council.

[link to associated documents and reports for the May 2026 Full Council meeting](#)

## **PART II – Confidential Business**

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Items in Part II are to be considered in the absence of the press and public. The Council will be asked to pass the following resolution before proceeding to Part II business:

*"That pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and in accordance with Standing Order 3(d), the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted."*

**26. Exclusion of Press and Public**

To resolve to exclude the press and public from the meeting in accordance with the resolution set out above.

**27. Walnut Tree Meadow – Land Acquisition**

To receive a confidential report and to consider the proposed acquisition of land at Walnut Tree Meadow, including any update on legal, financial and procedural matters, and to authorise next steps as appropriate. (Confidential: commercially sensitive and legal matters – Public Bodies (Admission to Meetings) Act 1960, s.1(2).)