THAXTED PARISH COUNCIL

The Community Hall
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SUMMONS

You are hereby summoned to attend a meeting of the Finance Committee of Thaxted Parish Council to be held on Thursday, 12th November 2026, at The Guildhall, Town Street, Thaxted, for the purpose of transacting the business set out below.

AGENDA
FINANCE COMMITTEE MEETING

Date: Thursday, 12th November 2026
Time: 7.30pm
Venue: The Guildhall, Town Street, Thaxted

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

The agenda may be in two parts. Part I is open to the public. Part II (if applicable) deals with personal or sensitive matters; the press and public will be asked to leave before these items are discussed.

GDPR 2018: For the Council's Privacy Notice please visit: https://thaxted-pc.gov.uk/parish-council/policies-and-procedures/privacy-policy

From:

Amanda Collins

Deputy Proper Officer and Deputy Responsible Financial Officer

6th November 2026

MEMBERS OF THE FINANCE COMMITTEE
Cllr Andy Frater (Chair)
Cllr Ray Williams (Vice Chair)
Cllr Terry Frostick (Member)
Cllr Nicky Tisseyre (Member)
Cllr Robert Silver (Member)
Cllr Victoria Knight (Member)

AGENDA ITEMS

FC/26/30 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

FC/26/31 DECLARATIONS OF INTEREST AND DISPENSATIONS

(a) To receive declarations of interest relating to agenda items.

(b) To consider any written requests for dispensation (Standing Order 13).

(c) Any member to whom Section 106 of the Local Government Finance Act 1992 applies must disclose this at the start of the meeting and may not vote on the budget (Financial Regulation 4.8).

FC/26/32 PUBLIC PARTICIPATION

To receive questions and comments from members of the public (maximum 10 minutes; 2 minutes per speaker) (Standing Order 3(h) and (i)).

FC/26/33 MINUTES

To approve as an accurate record the minutes of the Finance Committee meeting held on 17th September 2026 (Standing Order 12). Draft Minutes Finance Committee 17.9.26.pdf

FC/26/34 BANKING

(a) To receive and note the bank reconciliations for all accounts, verified and signed by a member other than the Chair, and any exceptions (Financial Regulation 2.6).

(b) To appoint a member, other than the Chair, to verify the next quarterly bank reconciliations (Financial Regulation 2.6).

(c) To note the list of payments made, including any payments made under the Clerk/RFO's delegated authority (Financial Regulations 6.7 and 6.8).

(d) To review the payroll reports (Financial Regulation 11.6). Personal payments are summarised (Financial Regulation 6.4).

FC/26/35 RETROSPECTIVE PAYMENTS

To note the following payments, which have already been made (Financial Regulation 6.7):

(a) Litter pickers – £80.00

(b) Christmas Tree Committee (outstanding payment) – £150.00

FC/26/36 BUDGET MONITORING

To receive the RFO's quarterly statement for the period to 30th September 2026, summarising receipts and payments for the quarter and the year to date, balances held, and a comparison with budget highlighting any actual or potential overspends (Standing Order 17(c)).

FC/26/37 EARMARKED RESERVES

To consider and resolve to recommend to Full Council the following transfers of earmarked reserves (EMR) (Financial Regulations 4.4 and 4.11):

(a) EMR Land Purchase – £30,925.20 to Legal and Professional, to cover the cost of purchasing Walnut Tree Meadow.

(b) EMR Capital Reserve – £9,075.00 to Legal and Professional, to cover the legal fees for Walnut Tree Meadow.

(c) EMR Guildhall – £8,000.00 to the New Community Hall cost centre (204).

FC/26/38 SALARIES AND WAGES BUDGET 2027/28

To discuss the budget for salaries and wages, including employer contributions, for 2027/28. The final version to be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Finance Committee (Financial Regulation 4.2).

FC/26/39 DRAFT BUDGET 2027/28

To consider and debate the draft 2027/28 budget proposal and resolve accordingly on a recommendation to Full Council, including (Financial Regulations 4.3 to 4.7):

(a) detailed estimates of all income and expenditure for 2027/28 and the forecast for the following three financial years;

(b) any proposed amendments submitted by committees (due by the end of November);

(c) any recommendations for the use or accumulation of reserves.

Full Council must set the budget and precept no later than the end of January 2027.

FC/26/40 FEES AND CHARGES

To review fees and charges as part of the budget-setting process, following a report of the Clerk, and to consider and resolve to approve the annual application of inflation (CPI) to fees and charges for Council lets and rents (Financial Regulation 13.2).

FC/26/41 DATE AND TIME OF NEXT MEETING

To note the date and time of the next Finance Committee meeting (to be confirmed).