The Community Hall
Newbiggen Street
Thaxted
Dunmow
CM6 2QT
Tel: 01371 831952
email: clerk@thaxted-pc.gov.uk
web: www.thaxted-pc.gov.uk

THAXTED PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING

held on Thursday, 17 September 2026 at 7.00pm at The Guildhall, Town Street, Thaxted

Present: Cllr Andy Frater (Chair), Cllr Terry Frostick, Cllr Nicky Tisseyre, Cllr Robert Silver

In attendance: Cllr Perkins; Amanda Collins Deputy Proper Officer, Cllr Perkins

Apologies: Cllr Ray Williams (Vice-Chair)

The Chair opened the meeting and thanked Cllr Frostick and the Deputy Proper Officer for their assistance in all financial matters over the last four months.

FIN/26/17 APOLOGIES FOR ABSENCE

RESOLVED: that the apologies for absence received from Cllr Williams be accepted.

FC/26/18 DECLARATIONS OF INTEREST

Cllr Perkins and Cllr Tisseyre each declared a non-pecuniary interest in Minute FC/26/27(b) (grant application from Thaxted Community First Responders).

Cllr Tisseyre declared a non-pecuniary interest in Minute FC/26/28 (East of England Ambulance Service Charity).

No dispensations were requested or granted.

FC/26/19 PUBLIC PARTICIPATION

No members of the public were present and no matters were raised.

FC/26/20 MINUTES

RESOLVED: that the minutes of the Finance Committee meeting held on 5 March 2026 be approved as a true and accurate record and be signed by the Chair.

FC/26/21 BANKING

The Committee reviewed the schedule of payments made in July and August 2026.

RESOLVED: to recommend that Full Council authorise the payments as presented. The authorised schedule was signed by Cllr Tisseyre and Cllr Frater.

The bank reconciliation was noted.

FIN/26/22 VAT RETURN

The Committee noted that the Quarter 1 VAT return had been submitted and the refund received, and that the related correspondence had been reviewed. The Committee further noted that the Quarter 2 VAT return was being prepared for timely submission.

FC/26/23 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

The Committee received confirmation that all matters arising from the external auditor's review of the 2025/26 Annual Governance & Accountability Return (AGAR) were now closed, noting the correction of the response to Section 1, Assertion 9 to 'No', as confirmed by the external auditor. The Committee recorded its thanks to the Deputy Proper Officer and to the Chairman and Vice Chair of the Council for their work in completing the AGAR and rectifying all discrepancies.

FC/26/24 FINANCE ASSISTANT

The Committee received and noted an update confirming that, under the delegated authority granted at the Extraordinary Meeting of the Council held on 4 June 2026, a Finance Assistant had been appointed for 20 hours per month.

FC/26/25 PAYSCALES

The Committee noted the new national pay scales, including a 3.3% increase backdated to April 2026.

FC/26/26 BUDGET MEETING

RESOLVED: that the initial Chairs' budget meeting be held on Thursday, 8 October 2026, following the Open Spaces & Assets Committee meeting.

FC/26/27 GRANTS

(a) Thaxted Twinning Association

The Committee considered a request from Thaxted Twinning Association for grant support towards trip costs and website domain and hosting costs.

Following a recorded vote (For: 3, Against: 1, Abstentions: 0), it was:

RESOLVED: on the proposal of Cllr Tisseyre, to fund the Association's website domain and hosting costs of £105.00 seconded by Cllr Silver.

(b) Thaxted Community First Responders – £300

Having declared a non-pecuniary interest at Minute FC/26/18, Cllr Perkins and Cllr Tisseyre withdrew from the meeting for consideration of this item.

Following a vote (For: 3, Against: 0, Abstentions: 0), it was:

RESOLVED: to award a grant of £300 to Thaxted Community First Responders. Proposed by Cllr Frater, seconded by Cllr Silver.

Cllr Perkins and Cllr Tisseyre returned to the meeting.

FC/26/28 EAST OF ENGLAND AMBULANCE SERVICE CHARITY

Cllr Tisseyre having declared a non-pecuniary interest at Minute FC/26/18, the Committee considered the request for a donation.

RESOLVED: not to support the request for a donation to the East of England Ambulance Service Charity.

FC/26/29 DATE AND TIME OF NEXT MEETING

The date and time of the next Finance Committee meeting would be confirmed in due course.

The meeting closed at 7.18pm.

Signed:.....(Chair)

Date: .....