

**Those present:**

Cllr Plater (Chair)  
Cllr Bell  
Cllr Clare  
Cllr Gilbert  
Cllr Page  
Michelle Curtis (Parish Clerk/RFO)  
1 member of the public

**1. Apologies for Absence**

There were no apologies for absence; all Members were present.

**2. Declarations of Interest**

The Chairman declared interests as follows:

- Membership of Tollesbury Climate Partnership (TCP), a TCP Committee/Working Party member, has invested in the Tollesbury School project, and his wife is a director of TCP.

Cllr Clare declared interests as follows:

- Membership of Tollesbury Climate Partnership (TCP), a TCP Committee/Working Party member, has invested in the Tollesbury School project.

Cllr Bell declared interests as follows:

- Membership of Tollesbury Climate Partnership (TCP), a TCP Committee/Working Party member, has invested in the Tollesbury School project.

Cllr Gilbert declared interests as follows:

- Membership of Tollesbury Climate Partnership (TCP)

**3. Public Forum**

Cllr Page reported that a resident had sent an email, and the comments/suggestions would be raised at the relevant time when the website is being reviewed.

**4. Minutes**

**Resolved:** The minutes of the Finance and Policy Committee Meeting held on 4<sup>th</sup> December 2024 be approved as a true and accurate record of the meeting. Proposed Cllr Clare, seconded by Cllr Page and unanimously agreed by those who attended.

**5. Website**

The Committee reviewed the pages of the website and made some minor alterations, including suggestions from other Council Members.

**Action:** Clerk to seek permission from Tollesbury Climate Partnership to add a link to their website.

**Action:** Clerk to action the changes.

Cllr Page raised the following on behalf of a resident:

---

- Documents and downloads page – The Neighbourhood Plan Working Group Terms of Reference document link did not work, and the error landing page also had a typo.  
**Action:** The Clerk will re-upload the document and correct the typo.
- Website Editor - The resident suggested that the Parish Council consider appointing a website editor.  
Councillors noted the observation but did not feel it was necessary to appoint a website editor.

Cllr Clare reported that in October 2024, the Web Content Accessibility had increased to level WCAG 2.2AA.

**Action:** Clerk to obtain quotations for a website accessibility audit to be carried out.

Once the website audit is completed, the Committee will consider what further actions are needed to bring the website in line with level WCAG2.2AA.

It was also agreed to review the following once the audit had been completed:

- Website Policy
- Accessibility Statement
- Privacy Policy/Cookies
- Terms and Conditions

## 6. Tollesbury Climate Partnership (TCP)

The Committee discussed and agreed on the draft Licence Agreement. The Agreement is for one year and will be reviewed annually. The Parish Council is committed to this long-term project.

The final Licence Agreement will be submitted to the Parish Council for approval.

**Action:** Clerk to contact the Parish Council’s insurers to inquire whether the existing insurance arrangements will cover the community orchard arrangement with TCP.

## 7. Other Matters

The Clerk advised that there were several policies to be reviewed.

**Action:** Clerk will work with Cllr Page to review the policy review schedule.

With regard to the new policies required, it was agreed to use templates as follows:

Investment Policy – Great Baddow Parish Council

Health & Safety – Helmdon Parish Council

## 8. Date of the Next Meeting

The next meeting will be held on:

Year-End Review – Monday 24<sup>th</sup> March 2025 at 7.00pm – Pavilion

The Chairman closed the meeting at 9.04pm.

Signed.....

Date:.....