

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

There were no declarations of interest disclosed.

3. Public Forum

The Clerk advised that there were no requests from residents to address the Parish Council.

4. Minutes

Resolved: The minutes of the Finance and Policy Committee Meeting held on 20th January 2025 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. Accounts 2024/25

The Clerk gave an overview of the current financial position and the expected balance at year-end.

6. Earmarked Reserves 2024/25

The Committee reviewed the Earmarked Reserves (EMR) 2024/25.

7. Assets Register 2024/25

The Committee reviewed the Asset Register 2024/25.

The Clerk reported that the following change had been made to the Asset Register; Addition of the new litter bin - £191.00

The balance of the total assets for 2024/25 is £511,434.65. Compared to 2023/24, which was £511,243.91, this is an increase of £191.00.

Action: The Chair agreed to obtain valuations for the buildings owned by the Parish Council.

8. Audit and Risk Assessment Document

The Committee reviewed V8.0 of the Audit and Risk Assessment Document.

The Committee made some amendments to the document and would present the Audit and Risk Assessment Document V9.0 to the Full Council for approval.

9. Policies and Procedures

9.1 Recruitment of Ex-Offenders Policy

The Committee agreed to the proposed changes to the Recruitment of Ex-Offenders Policy. The updated Recruitment of Ex-Offenders Policy V3.0 will be presented to the Full Council for adoption.

9.2 Dignity at Work Policy

There were no amendments to the Dignity at Work Policy V1.0.

9.3 Attendance at Meetings Policy

The Committee agreed to the proposed changes to the Attendance at Meetings Policy. The updated Attendance at Meetings Policy V2.0 will be presented to the Full Council for adoption.

9.4 Investment Policy

The Committee reviewed the new Investment Policy, which is based on the Great Baddow Parish Council Policy.

Action: To propose to the Full Council that the new Policy be adopted

9.5 Health and Safety Policy

The Committee reviewed the new Health and Safety Policy, which is based on the Helmdon Parish Council Policy.

Action: To propose to the Full Council that the new Policy be adopted

10. Other Matters

Any policies relating to the website will be reviewed once a decision has been made to update the website and aim to achieve a level of WCAG 2.2 AA compliance.

The following Policies are to be reviewed for consideration at the next Finance & Policy Committee meeting:

- Standing Orders
- Financial Regulations
- Reserves Policy
- Feedback, Compliments & Complaints
- Social Media & Email Policy

11. Date of the Next Meeting

The next meeting will be held on:

Wednesday 30th April 2025 at 7.00pm – Pavilion

The Chair closed the meeting at 8.21pm.

Signed:..... Date:.....