

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 24th March 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. Year-End Accounts

The Committee reviewed the year-end accounts for the year ending 31st March 2025. This included the Annual Governance Accountability Return (AGAR).

The AGAR will be submitted to the Full Council for approval.

6. Unspent Funds

The Committee reviewed the unspent funds in 2024/25.

The surplus funds are due to the increased burial ground income received in 2024/25. There is currently no work required at the burial ground.

It is proposed that the surplus funds be transferred to the Earmarked Reserves (EMRs) for the following work that has been approved in the 2024/25 financial year but has not yet been completed.

Amenities

Land Registry Woodup Pool – £1,000
Bus Shelter Repairs - £6,578
Extension of water supply and tap at the Allotments - £1120
Total £8,698

Recreation Ground

Skate Park Removal - £3,360
Kickwall Painting - £250
Painting of Youth Shelter - £430

New litter bin installation - £150

Total - £4,190

Toilet Project

Toilet Exploratory Works - £3,500

Woodup Pool

Depth Markers - £400

Total to be transferred to Earmarked Reserves - £16,788

7. Banking Arrangements

Due to Maldon District Council paying the precept in one instalment rather than two, the funds held in the Parish Council accounts are over £85,000, which exceeds the FCS maximum compensation.

The Committee would like to make its money work by benefiting from interest.

The Committee to propose to the Full Council that deposits are made as follows:

- A further £25,000 be transferred into the Unity Trust Instant Access Saver Account.
- To deposit £50,000 into a Local Council 90-Day Notice Deposit Account with Hinckley & Rugby Building Society. Current interest rate 3.4%

8. Website

8.1 Quotations

The Committee reviewed the quotations/options to upgrade the Parish Council to ensure compliance with level WCGA 2.2AA, as reasonably possible.

The Committee to propose to the Full Council that the quotation from Phelan Barker, reference TPC/W/E29 for £1,200 + VAT, be accepted to bring the website to level WCGA 2.2AA. This will be funded from the Community support /minor projects EMR.

8.2 Website – Agendas and Minutes

The Committee to propose to the Full Council that Agendas and Minutes for Full Council and Committee meetings are available on the website for 3 years. All documents before this date are to be archived. The notes from the Neighbourhood Plan Working Group would remain on the website.

9. Allotments

The Committee reviewed the two quotations for the unplanned work at the Allotments.

The Committee reviewed the funds available and would propose that the funds for this work be used from the following:

£2,900 - General Reserves

£200 – Budget - Amenities Allotments

The Committee to propose to the Full Council that the quotation from Bonz Cairey Ltd, reference 1338, for £3,100 to dispose of all waste, including a shed that has asbestos, cut back all hedges and level the area.

10. Policies and Procedures

10.1 Standing Orders

The Committee agreed to the proposed changes to the Standing Orders. The updated Standing Orders V9.0 will be presented to the Full Council for adoption.

10.2 Financial Regulations

The Committee agreed to the proposed changes to the Financial Regulations. The updated Financial Regulations V8.0 will be presented to the Full Council for adoption.

10.3 Reserves Policy

There were no amendments to the Reserves Policy V2.0.

10.4 Compliments, Feedback and Complaints Policy

The Committee agreed to the proposed changes to the Compliments, Feedback and Complaints Policy. The updated Compliments, Feedback and Complaints Policy V5.0 will be presented to the Full Council for adoption.

10.5 Social Media & Email Policy

There were no amendments to the Social Media & Email Policy V1.0.

11. Parish Council Representatives

The Committee considered the suggestion to have a Parish Council representative on HART (Housing Action for Residents of Tollesbury).

The Committee agreed that the Parish Council should be independent of HART and therefore did not agree with having a representative on HART.

12. Complaint

The Committee reviewed the formal complaint and agreed on the response to the resident.

13. Other Matters

The Clerk reported that the new Practitioners Guide 2025 states that councils must have an IT Policy. They have provided a template for an IT Policy.

Action: IT Policy to be prepared for consideration at the next meeting of the Finance & Policy Committee.

14. Date of the Next Meeting

Date to be agreed

Action: Clerk to circulate a Doodle poll.

The Chair closed the meeting at 8.40pm.

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