

**Those present:**

Cllr Page (Chair)  
Cllr Bell  
Cllr Clare  
Cllr Gilbert (7.11pm)  
Michelle Curtis (Parish Clerk/RFO)  
2 Members of the public

**1. Apologies for Absence**

Apologies were received and accepted from Cllr Hawes.

**2. Declarations of Interest**

There were no declarations of interest disclosed.

**3. Public Forum**

The Chair reported that a resident had emailed, suggesting that the Parish Council consider obtaining quotations for any required work via Facebook or the website.

It was agreed to consider the suggestion under agenda item 8.

**4. Minutes**

**Resolved:** The minutes of the Finance and Policy Committee Meeting held on 15<sup>th</sup> August 2025 be approved as a true and accurate record of the meeting. Proposed Cllr Clare, seconded by Cllr Bell and unanimously agreed by those who attended.

**5. Accounts 2025/26**

The Clerk gave an overview of the current financial position. The Parish Council was financially secure.

The Committee reviewed the Earmarked Reserves (Appendix A).

**6. Policies and Procedures**

**6.1 Habitual or Vexatious Complainants Policy**

The Committee agreed to the proposed changes to the Habitual or Vexatious Complainants Policy. The updated Habitual or Vexatious Complainants Policy V2.0 will be presented to the Full Council for adoption.

Cllr Gilbert arrived at the meeting.

**6.2 Recording at Parish Council Meetings and Parish Council Business Meetings Policy**

The Committee agreed to the proposed changes to the Recording at Parish Council Meetings and Parish Council Business Meetings Policy. The Recording at Parish Council Meetings and Parish Council Business Meetings Policy V2.0 will be presented to the Full Council for adoption.

**6.3 Website Policy**

The Committee agreed to the proposed changes to the Website Policy. The Website Policy V3.0 will be presented to the Full Council for adoption.

#### 6.4 Website Accessibility Statement

The Committee agreed to the proposed changes to the Website Accessibility Statement. The Website Accessibility Statement will be presented to the Full Council for approval.

#### 6.5 IT Policy

The Committee reviewed the new IT Policy, which is based on the template provided with the 2025 Practitioners Guide.

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

### 7. Insurance

The Clerk reported that she has approached Gallagher, Zurich, and Clear Councils for quotes for the Parish Council insurance. Zurich is unable to provide a quotation at this time, and there has been no response from Clear Councils.

The Committee reviewed the renewal documents from Gallagher and would propose to the Full Council to accept the quotation of £4,233.22 for a 3-year long-term agreement.

**Action:** As the insurance is due before the Full Council meeting on 7<sup>th</sup> October 2025, the Clerk is to seek approval from all Councillors to accept the proposal. Any decision will be ratified at the Full Council meeting.

**Action:** Clerk to ask Gallagher whether the Pavilion, Lock-Up, Store Shed and Bus Shelter need to be included on the Statement of Fact as empty buildings.

The Chair advised that, following recent work on insurance, we faced the issue of professional asset valuations and suggested that the Parish Council consider this. The Committee agreed with the suggestion and that quotations be obtained so that consideration could be made to set aside funds in the 2026/27 precept.

**Action:** Clerk to obtain quotations for a professional asset valuation.

Cllr Clare thanked the Chair, Vice-Chair, and the Clerk for their diligent efforts in obtaining quotations for the insurance.

### 8. Procedures - Quotations

The Committee considered the resident's suggestion of obtaining quotations for any work required by the Parish Council through Facebook and the website.

The Clerk advised that the ground maintenance contracts are advertised on Facebook and the website.

Cllr Gilbert suggested that the Parish Council consider using volunteers to assist with work in the village. The Committee agreed that too much work would be generated in managing individuals and ensuring that the level of workmanship meets the standard required by the Parish Council.

The Committee had reviewed the process for works carried out by contractors in the village on several occasions and believed that the current process was effective.

The Committee agreed to consider implementing a Preferred Supplier Policy.

**Action:** Cllr Bell to explore further.

### 9. Other Matters

The Chair advised that a matter had been raised earlier that day regarding charging for events (entry fees) held on Parish Council land.

In 2016, the Parish Council discussed the idea that, instead of an entry fee, a donation would be more appropriate, as the Recreation Ground is a public open amenity area. It was noted that a regular event at the Recreation Ground charges an entry fee.

The Parish Council has been approached about organising an event next year, and clarification is needed on whether an entry fee can be charged or if it should be regarded as a donation.

The Committee agreed that this needed review, and any events should be based on the decision of the Parish Council in 2016, as there have been no changes.

**Action:** The Chair to investigate a suitable policy for using the Recreation Ground for events.

Cllr Bell inquired whether a certificate had been obtained for the recent electrical work at the bus shelter.

**Action:** Clerk to request a certificate from Hytec.

Cllr Clare asked whether the invoices for the streetlight electricity had been received. The Clerk advised that no invoices had been received, and in the last conversation with Eon, they stated that the invoices should be available at the end of September.

#### **10. Date of the Next Meeting**

Wednesday 3<sup>rd</sup> December 2025 – 7pm – Pavilion

The Chair closed the meeting at 8.10pm.

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

NB Agenda Item 7 - Following the meeting, the Clerk contacted Gallagher Insurance, who advised that, due to the nature of the buildings, they are not expected to be occupied.

03/09/2025

## Tollesbury Parish Council Current Year

Page 1

09:38

**Earmarked Reserves**

---

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Amenities	8,672.60	-6,014.00	2,658.60
322 EMR Recreation Ground	9,770.71	-2,213.00	7,557.71
323 EMR Community Support/Minor Pr	1,620.00	-1,004.00	616.00
324 EMR Woodup Pool	6,388.94	4,158.91	10,547.85
327 EMR Neighbourhood Plan	4,309.01	1,900.00	6,209.01
329 EMR Woodrolfe Hard	1,552.96		1,552.96
333 Harbour Project - R Lankester	250.00		250.00
336 EMR Woodup Pool Toilets	5,500.00	2,000.00	7,500.00
	<b><u>38,064.22</u></b>	<b><u>-1,172.09</u></b>	<b><u>36,892.13</u></b>

<p><b>Tollesbury Parish Council Earmarked Reserves Summary</b></p>
--

As at 3rd September 2025

	<b>Opening Balance</b>	<b>Net Transfers</b>	<b>Closing Balance As Per Accounts</b>	<b>Committed Expenditure</b>	<b>Current Balance Less Committed Expenditure</b>
Amenities	8673	-6014	2659	-2500	159
Recreation Ground	9771	-2213	7558	-7358	200
Community Support/Minor Projects	1620	-1004	616	0	616
Woodup Pool	6389	4159	10548	-8573	1975
Pavilion Project	0	0	0	0	0
Neighbourhood Plan	4309	1900	6209	0	6209
Woodrolfe Hard	1553	0	1553	-1500	53
Harbour Project - R Lankester	250	0	250	0	250
Woodup Pool - Toilets	5500	2000	7500	-6770	730
<b>TOTAL</b>	<b>38064</b>	<b>-1172</b>	<b>36892</b>	<b>-26701</b>	<b>10191</b>

Earmarked Reserves  
Amenities

	Other information	Expected completion period	Total Project Cost	Budgeted Cost To Date	EMR Balance	Additional comments
<b>Opening Balance 01.04.25</b>					<b>8,673</b>	Includes £8,698 transferred in on 31.03.25
Transfer from General Reserves	Budget 2025/26 - Trees Cemetery Budget 2025/26 - Trees W/Green and H/Green			1,000 500	1,000 500	
Extension of water supply and tap - Allotments	Carried forward from 2024/25	2025-26		1,120	-1,120	Work completed April 2025
Transfer from Community Support/Minor Projects EMR	Additional electrical works & lighting bus shelter project	2025-26	1,104	1,104	1,104	Transfer completed May 2025
Bus Shelter Repairs	Carried forward from 2024/25	2025-26	6,578	6,578	-6,578	Work completed May 25
Additional Electrical Work/Lighting - Bus shelter	As agreed at meeting on 20.05.25	2025-26	920	920	-920	Work completed May 25
<b>Current balance per accounts</b>					<b>2,659</b>	

Working Information

Committed Expenditure	Other information	Expected completion period	Total Project Cost	Budgeted Cost To Date	Committed EMR Expenditure	Additional comments
Cemetery - Cut back lleylandi trees	Cost of project spread over two years - total cost estimated at £2000	2026-27	2,000	1,000	-1,000	£1,000 to be budgeted in 2026/27
Tree Works	Tree work on Hasler Green & Woodrolfe Green	2026-27	1,000	500	-500	£500 to be budgeted in 2026/27
Land Registry Woodup Pool	Carried forward from 2024/25	2025-26		1,000	-1,000	
<b>Total Committed Expenditure</b>				<b>2,500</b>	<b>-2,500</b>	

**CURRENT BALANCE LESS COMMITTED EXPENDITURE**

**159**

Other considerations:

Woodrolfe Green Car Park - Levelling

Earmarked Reserves  
Recreation Ground

Committed Project Description	Other information	Expected completion period	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
<b>Opening Balance 01.04.25</b>					<b>9,771</b>	Includes £4,190 transferred in on 31.03.25
Transfer from General Reserves	Budget 2025/26 - Trees Survey and Work Budget 2025/26 - New Play Equipment Project			3,000 1,000	3,000 1,000	
Fell Dead Sycamore	As agreed at meeting on 04.03.25	2024-25		420	-420	Completed in March - Invoice paid in April
New bin installation	Carried forward from 2024/25	2025-26		150	-150	Work completed April 2025
Neighbourly	Grant Skate Park Area Project			1,000	1,000	
Tree Survey	Work approved 04/03/25			510	-510	Work completed June 2025
Skate Park Removal	Carried forward from 2024/25	2025-26		3,360	-3,360	Work completed June 2025
Youth Shelter Painting	Carried forward from 2024/25	2025-26		430	-430	Work completed July 2025
New Bench	Skate Park Area Project Installation of new bench	2025-26 2025-26		928 65	-928 -65	Work completed July 2025
Basketball Hoop	Skate Park Area Prject Installation of Basketball Hoop	2025-26 2025-26		1,080 270	-1,080 -270	Work completed July 2025
<b>Current balance per accounts</b>					<b>7,558</b>	

Working Information

Committed Expenditure	Other information	Expected completion period	Total Project Cost	Budgeted Cost To Date	Committed EMR Expenditure	Additional comments
New Equipment Project Neighbourly	Future project Grant Skate Park Area Project Bench Installation of bench Basketball Hoop Installation of basketball hoop	Ongoing		3,000 1,000 -928 -65 -1,080 -270		
<b>Tree Work Budget</b>	c/f from 2025/26 Budgeted 2025/26 Work approved 05/08/25	2025-26		960 2,490 -1,650		
<b>Repairs/Renewals Budget</b> Carried forward from 2024/25				2,001	-2,001	
Kick Wall Painting	Carried forward from 2024/25	2025-26		250	-250	
<b>Total Committed Expenditure</b>				<b>9,165</b>	<b>-7,358</b>	

CURRENT BALANCE LESS COMMITTED EXPENDITURE

200

Earmarked Reserves  
Communtiy support/Minor projects

Committed Project Description	Other information	Expected completion period	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.25					1,620	
Transfer from General Reserves	Budget 2025/26			1,300	1,300	
Transfer from Community Support/Minor Projects EMR	Additional electrical works & lighting bus shelter project	2025-26	1,104	1,104	-1,104	Transfer completed May 2025
Website	As agreed at meeting on 20.05.25 - To bring the website to compliance level WCAG 2.2AA	2025-26	1,200	1,200	-1,200	Completed June 2025
<b>Current balance per accounts</b>				<b>3,604</b>	<b>616</b>	

Working Information

Committed Expenditure	Other information	Expected completion period	Total Project Cost	Budgeted Cost To Date	Committed EMR Expenditure	Additional comments
<b>Total Committed Expenditure</b>				<b>4,804</b>	<b>0</b>	

**CURRENT BALANCE LESS COMMITTED EXPENDITURE**

**616**

Earmarked Reserves  
Woodup Pool

Committed Project Description	Other information	Expected completion period	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
<b>Opening Balance 01.04.25</b>					<b>6,389</b>	Includes £400 transferred in on 31.03.25
Transfer from General Reserves	Budget 2025/26 - Risk Assessment			1,000	1,000	
	Budget 2025/26 - Sluice gate/weed control maintenance			2,000	2,000	
Woodup Pool Event 2025	Funds raised			809		
	Funds raised			50		
	Fish & Chip Van Donation			50		
	Tollesbury Sailing Club			200		
	Scoff Your Face			30		
	The Loft			20		
				<b>1159</b>	1159	
<b>Current balance per accounts</b>		<b>0</b>	<b>0</b>	<b>3,909</b>	<b>10,548</b>	

Working Information

Committed Expenditure	Other information	Expected completion period	Total Project Cost	Budgeted Cost To Date	Committed EMR Expenditure	Additional comments
Weed control maintenance	Future Project/Works	Ongoing		2,000	-2,000	Provision for any future works
Sluice gate maintenance	Future Project/Works	Ongoing		3,000	-3,000	
Risk Assessment 2026	Cost of project spread over two years - total cost estimated at £2000	2025-26	2,000	2,000	-2,000	£1,000 to be budgeted in 2025/26
Woodup Pool Event 2023	Balance c/forward from 2024/25			14		
Woodup Pool Event 2025	Funds raised 2025			1,159		
				<b>1,173</b>	-1,173	
Depth Markers	Carried forward from 2024/25	2025-26		400	-400	Work expected at close of season
<b>Total Committed Expenditure</b>				<b>0</b>	<b>-8,573</b>	

**CURRENT BALANCE LESS COMMITTED EXPENDITURE** **1,975**

Other considerations:

Replacement grills on sluice £3,000

Earmarked Reserves  
Neighbourhood Plan

Committed Project Description	Other information	Expected completion period	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.25					4,309	
Transfer from General Reserves	Budget 2025/26			3,000	3,000	
Planning consultant	Work approved 04/03/25	Apr/May 25	1,100	1,100	-1,100	Completed April/May
<b>Current balance per accounts</b>			<b>1,100</b>	<b>4,100</b>	<b>6,209</b>	

Working Information

Committed Expenditure	Other information	Expected completion period	Total Project Cost	Budgeted Cost To Date	Committed EMR Expenditure	Additional comments
<b>Total Committed Expenditure</b>				<b>0</b>	<b>0</b>	

**CURRENT BALANCE LESS COMMITTED EXPENDITURE**

**6,209**

Earmarked Reserves  
Woodrolfe Hard

Committed Project Description	Other information	Expected completion period	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Opening Balance 01.04.25					1,553	
<b>Current balance per accounts</b>				<b>0</b>	<b>1,553</b>	

Working Information

Committed Expenditure	Other information	Expected completion period	Total Project Cost	Budgeted Cost To Date	Committed EMR Expenditure	Additional comments
Continued Improvement Works	Maintenance of the Hard Area	2025-26	1,500	1,500	-1,500	
<b>Total Committed Expenditure</b>				<b>1,500</b>	<b>-1,500</b>	

**CURRENT BALANCE LESS COMMITTED EXPENDITURE**

**53**

Earmarked Reserves  
Harbour Project - R Lankester

Committed Project Description	Other information	Expected completion period	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
Openeing Balance 01.04.24					250	
<b>Current balance per accounts</b>			0	0	250	

Working Information

Committed Expenditure	Other information	Expected completion period	Total Project Cost	Budgeted Cost To Date	Committed EMR Expenditure	Additional comments
Coir Rope Enclosure Project	As agreed at meeting on 21/11/23			250		Project cancelled - agreed at meeting 17/12/24
<b>Total Committed Expenditure</b>				250	0	

**CURRENT BALANCE LESS COMMITTED EXPENDITURE**

**250**

Earmarked Reserves  
Woodup Pool - Toilets

Committed Project Description	Other information	Expected completion period	Total Project Cost	Budgeted Cost	EMR Balance	Additional comments
<b>Openeing Balance 01.04.25</b>					<b>5,500</b>	Includes £3500 transferred in on 31.03.25
Transfer from General Reserves	Budget 2025/26			1,000	1,000	
Neighbourly	Grant Toilet Project			1,000	1,000	
<b>Current balance per accounts</b>			<b>0</b>	<b>2,000</b>	<b>7,500</b>	

Working Information

Committed Expenditure	Other information	Expected completion period	Total Project Cost	Budgeted Cost To Date	Committed EMR Expenditure	Additional comments
Toilet Project		Feb 26		6,500	-6,500	
Jetting of Drain	Approved at meeting on 01.07.25	Oct 25		270	-270	
<b>Total Committed Expenditure</b>				<b>6,770</b>	<b>-6,770</b>	

**CURRENT BALANCE LESS COMMITTED EXPENDITURE**

**730**