

Those present:

Cllr Page (Chair)
Cllr Bell
Cllr Clare
Cllr Gilbert
Cllr Hawes
Michelle Curtis (Parish Clerk/RFO)
1 Members 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. Minutes

Resolved: The minutes of the Finance and Policy Committee Meeting held on 3rd December 2025 be approved as a true and accurate record of the meeting. Proposed Cllr Hawes, seconded by Cllr Clare and unanimously agreed by those who attended.

4. Accounts 2025/26

4.1 Accounts 2025/26

The Clerk gave an overview of the current financial position. The Parish Council was in line with the budget.

4.2 Allotment Works

The Committee reviewed the current funds available and the allotment work approved at the last Full Council meeting, costing £780. This expenditure for the work could be funded from the forecast surplus in the accounts for 2025/26.

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

4.3 Green Space Games

The Committee agreed that the Green Space Games events held in 2025 were beneficial to the village and would like to support further sessions in 2026. The Committee will propose to the Full Council that the Parish Council cover the cost of four summer sessions, totalling £1,320 (£330 per session). This could be funded from the forecast surplus in the accounts for 2025/26.

Cllr Clare advised that funding may also be available from The Hangout, and enquiries are currently being made with Essex County Council.

The Committee suggested inviting residents to make a donation toward the cost of the sessions.

At the Council meeting on 13th January 2026, Maldon CVS advised that they would also be exploring funding opportunities.

Action: Clerk to ask Maldon CVS whether they would be able to cover the cost of two sessions during the Easter holiday, as they did in 2025.

5. Website

The Clerk confirmed:

- As reported at the Finance & Policy Committee meeting on 15th August 2025, the website has reached compliance level WCAG 2.2 AA.
- The updated Website Accessibility Statement and Website Policy were approved by the Full Council on 7th October 2025.

The Committee reviewed the website pages and made minor alterations.

Action: Clerk to action the changes.

It was agreed that, going forward, each Committee would take ownership of its section of the website and review it annually. The suggested review period would be when each committee is considering their budget requirements. Any proposed changes to the website would then be submitted to the Finance & Policy Committee to review at their January meeting.

The Committee were very pleased with the website, and thanks were expressed to Phelan Barker for their continued support.

6. Policies and Procedures

The Committee reviewed a new policy, the Meeting with Developers Policy (based on the Compton Parish Council Policy).

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

7. Public Forum

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

8. Other Matters

The Chair confirmed that since the last meeting, all Councillors are now using the .gov.uk email addresses.

The Chair reported that the Chair and Clerk had attended the EALC Data Protection Essentials (GDPR) training. Cllr Bell is also due to attend. The Clerk also attended the GDPR Data Security Course run by the SLCC.

The Chair, Cllr Bell, and the Clerk will review a Data Protection Policy to ensure the new policy is adopted before the financial year end.

The Chair advised that the Clerk has prepared a poster to seek interest from contractors to be included on a Preferred Supplier List. Deadline for responses is Friday, 13th March 2026.

Action: Clerk to publish poster via social media, website and Parish Council noticeboard.

The Clerk advised that the following policies are due for review:

- Recruitment of Ex-Offenders Policy
- Dignity at Work Policy
- Attendance at Meetings Policy

- Investment Policy
- Health and Safety Policy

Action: Committee to review the policies for approval at the next meeting.

9. Date of the Next Meeting

The next meeting will be held on:
Year-End Review – Tuesday 24th March 2026 at 7.00pm – Pavilion

The Chair closed the meeting at 8.27pm.

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