

**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 26<sup>th</sup> January 2026 be approved as a true and accurate record of the meeting. Proposed Cllr Clare, seconded by Cllr Gilbert and unanimously agreed by those who attended.

**4. Accounts 2025/26**

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

The Committee reviewed the expected funds available at the end of 2025/26, which was mainly due to the increased burial ground income in 2025/26. The Clerk advised that at the recent meeting of the Environment & Amenity Committee, discussions were held to replace the dilapidated fencing at the front of the Cemetery, replace the signage, and repair the dip at the car park entrance. The Committee agreed to propose to the Full Council that £1,900 be transferred into the Amenities earmarked reserve to invest the money back into the Cemetery.

**5. Earmarked Reserves**

The Committee reviewed the Earmarked Reserves (EMR) 2025/26.

**6. Assets Register**

The Committee reviewed the Asset Register 2025/26.

The Clerk reported that the following changes had been made to the Asset Register:

Added  
Pavilion\* – Increase in value by £190,897  
Store shed\* – Increase in value by £70,873  
Village Lock Up\* - Increase in value by £25,329  
Bus Shelter\* - Increase in value by £30,862  
Basketball Hoop – Added - £1,080  
Litter/Dog Bins – Added - £1,594  
Picnic Bench (near Skate Park area) – £824  
Mooring Buoys – Added £144

Total added - £321,603

(\*Values as of September 2025)

Removed

Noticeboard (Pavilion) – £3,296

Skate Park – £23,202

Litter Bins/Dog Bin – £1,325

Metal Bollard (Recreation Ground) – £176

Total removed – £27,999

The balance of the total assets for 2025/26 is £805,039. Compared to 2024/25, which was £511,435, this is an increase of £293,604.

**Action:** The Committee agreed to obtain professional valuations for the buildings owned by the Parish Council. Funds had been set aside in the 2026/27 budget for these valuations to be carried out.

## **7. Audit and Risk Assessment Document**

The Committee reviewed V9.0 of the Audit and Risk Assessment Document.

The Committee made some amendments to the document and would present the Audit and Risk Assessment Document V10.0 to the Full Council for approval.

## **8. Policies and Procedures**

### **8.1 Recruitment of Ex-Offenders Policy**

There were no amendments to the Recruitment of Ex-Offenders Policy V3.0.

### **8.2 Dignity at Work Policy**

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

### **8.3 Attendance at Meetings Policy**

The Committee agreed to the proposed changes to the Attendance at Meetings Policy. The updated Attendance at Meetings Policy V3.0 will be presented to the Full Council for adoption.

### **8.4 Investment Policy**

There were no amendments to the Investment Policy V1.0.

### **8.5 Health and Safety Policy**

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

## **9. Preferred Suppliers List (PSL)**

The Clerk reported that 17 companies had enquired about the PSL. Of these, only 14 completed and returned the expression of interest form, of which 7 were already contractors used by the Parish Council.

Due to the limited level of interest received, and weighing up the time that would need to be invested in terms of operating the system irrespective of the number of suppliers, the Committee decided not to proceed with a PSL at this stage, and it was agreed to contact the companies that had submitted their expressions of interest to

see if they would be happy for the Parish Council to hold their details and contact them should any work become available that they might wish to quote for.

## **10. Tollesbury Climate Partnership (TCP)**

At this stage, interests were declared as follows:

Cllr Bell declared interests as follows:

- Personal interest as he is a member of TCP and has invested in the Tollesbury School project.

Cllr Gilbert declared interests as follows:

- Personal interest as she is a member of TCP.

Cllr Clare declared interests as follows:

- Personal interest as he is a member of TCP and has invested in the Tollesbury School project.

Cllrs Bell and Gilbert have all been granted dispensation on any matters relating to Tollesbury Climate Partnership.

### **10.1 Licence Agreement for the Community Orchard**

The Committee reviewed the Licence Agreement and agreed that no amendments were required. The Clerk confirmed that TCP were happy with the existing agreement.

### **10.2 Rental Agreement for the use of the store shed**

The Committee reviewed the Rental Agreement and agreed that no amendments were required. The Clerk confirmed that TCP were happy with the existing agreement.

## **11. Public Forum**

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

## **12. Other Matters**

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

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

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

Cllr Clare suggested that the Committee consider a new policy on Community Led Housing for later consideration.

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

The next meeting will be held on:

Monday 20<sup>th</sup> April 2026 at 7.00pm – Pavilion

The Chair closed the meeting at 8.10pm.

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

NB Agenda Item 6 - When the Asset Register was presented to the Finance & Policy Committee, it was updated to reflect the “current value” based on the new building valuations. This increased the total asset costs to £805,039. Since the Finance & Policy Committee, the Clerk has spoken with the Internal Auditor regarding the buildings on the asset register. At the Finance & Policy meeting, the values of the buildings on the asset register were updated to reflect the costs based on the recent valuation. Following the discussion with the Internal Auditor and a review of the Practitioners' Guide, the valuation of the buildings, shown in the “original costs” and “current value” column should have remained at the original cost. To ensure consistency on the Asset Register, as all other items are shown as cost price, the Clerk has updated the register to reflect the original cost of the buildings, which is shown in the columns “original cost” and “current value”. The amount shown in the “current value” column is what is entered onto the Annual Return. You will note on the asset register a column showing the insurance value, and the increased value of the buildings is reflected. For information, the Internal Auditor does check the insurance value on our asset register against our insurance policy with Hiscox. Updated Asset Register: the total value of assets for 2025/26 is £487,079. When compared to 2024/25, this is a reduction of £24,356, which is mainly due to the removal of the skate park, which was valued at £23,202