

**Minutes of a meeting of Halstead Parish Council Finance Committee held at The Pavilion,
Station Road, Halstead TN14 7DH on Wednesday 16th April at 10:30am**

Present: Cllr R Sales, Cllr L Gardner, Cllr L Meaton, Cllr J Peel, Cllr T Marshall, Cllr L Wilkinson.

In attendance: Parish Clerk

Minute number: F250416:

1. To receive and accept apologies for absence.

There were no apologies for absence.

2. Declarations of interest.

No declarations of interest were made.

3. Minutes of previous meetings to be approved

It was agreed that the minutes of the meeting held on Wednesday 5th March 2025 be signed by the Chair as a true record.

4. Matters arising

There were no matters arising.

5. Public participation forum

No members of the public were present.

6. Receipts and Payments 24/25

- The bank reconciliation and draft year-end accounts were reviewed and noted.
- Cllr Sales to review the year-end accounts in detail outside of the meeting.

7. Future additional expenditure:

- A current plot holder's request to reinstate the community plot was agreed, provided the area is levelled by plot holders.
- Quotes will be sought for turf, a shed, and possibly a picnic bench.
- Cllr Meaton will obtain shed quotes, and a working group will be formed to gather allotment holders' views, take measurements, and develop costings.
- It was agreed to have hanging baskets on bus stops and to plant up planters outside the Pavilion for Open Gardens, with a total budget of £100; prizes for the event were also confirmed.
- The need for two picnic benches near the play area was agreed, to be brought back for public views and costings at the next meeting.
- A discussion was held on the cultivation licence, with frustration over a lack of response from the SDC. It was agreed to contact the Chief Executive and pursue further action.

8. Scribe

- The Clerk will contact Scribe to resolve access issues for the allotments and bookings sections.
- Training on the shared drive and Microsoft 365 will be arranged.
- £180 will be spent on VE Day leaflets, which will be delivered to all residents.
- All agreed for gas to be purchased for the VE Day beacon, if needed.

9. Date of next meeting – Wednesday 2nd July 11.30am

The date of the next meeting was agreed for Wednesday 2nd July 11.30am