

**Minutes of a meeting of Halstead Parish Council Finance Committee held at The Pavilion,
Station Road, Halstead TN14 7DH on Wednesday 17th September 2025 at 3.45pm**

Present: Cllr Roger Sales (Chair), Cllr Tony Marshall, Cllr Jean Peel, Cllr Liz Meaton, Cllr Sue Garner, Mrs Helen Pack (Locum Clerk)

Minute number: F250917:

1. Apologies for absence were received from Linda Wilkinson

There were no **declarations of interest**.

2. Minutes of the Finance Committee held on 9th April 2025 were agreed as correct and signed by the Chair.

3. Public participation forum: there were no members of the public present.

4. Accounts 24/25

- a. The bank reconciliation to 31st August 2025 was received.
- b. Income and expenditure against budget to 31st August 2025 was reviewed. Cllr Sales had queried allocation of some payments and receipts which the Locum Clerk was investigating.

5. 25/26 budget

It was agreed to request that councillors consider new projects / expenditure for inclusion in the 2026/27 budget for consideration at the November meeting. It was suggested that reserves could be identified for a feasibility study and that parishioners' views be sought.

It was agreed to review reserves at the November meeting.

6. Banking

It was agreed to add Linda Wilkinson to the bank mandate and remove Melissa Babington. It was noted that the address also needed amending.

7. Scribe

It was agreed to request that the Clerk progress moving to the Scribe allotment and hall booking packages.

8. Date of next meeting – Wednesday 15th October at 11.30am