

**Minutes of a meeting of Halstead Parish Council Finance Committee held
at The Pavilion, Station Road, Halstead TN14 7DH on Wednesday 15th
October 2025 at 10.30am**

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

Minute number: F251015:

1. There were no **apologies for absence**. All councillors were present.
2. There were no **declarations of interest**.
3. **Minutes of the meeting held** on 17th September 2025 were agreed as a correct record and signed by the Chair.
4. **Public participation forum**
There were on members of the public present.

Accounts

- a. **Bank reconciliations** to 30th September 2025 would be approved at the November meeting as statements were not yet available to the Locum Clerk.
- b. **Income and expenditure against budget** to 30th September 2025 was reviewed.

5. 26/27 budget and Precept

- a. A first draft of the budget had been circulated. The Clerk and Cllr Sales would liaise and revise for further consideration at the November meeting.
- b. The following possible expenditure was suggested:
 - Provision of £5k-10k for planning consultant should this be needed for an appeal.
 - Cricket pitch training surface.
 - Pavilion repairs.

6. Expenditure

- a. Quotations received for work on the allotments were considered. It was agreed to appoint Coolings as the contractor for work to the allotments and expenditure of £3,300 was agreed. A further quotation for tree works was being obtained. Once a start date for the work is confirmed, allotment holders will be notified and informed that the car park access code will be changed.
- b. A quotation had been received for work on the Parish Room. It was agreed to request further details regarding the materials to be used, particularly for the window. The Clerk was asked to clarify the CIL deadlines and application requirements.
- c. A quotation had been received from Wicksteed for new surfacing to sections of the play area. The Clerk was asked to check the ROSPA report for those areas where the

surfacing was highlighted as a medium risk, and this would be further considered at the next meeting.

- d. It was agreed to appoint Intelligent Plans as a consultant for the Broke Hill Development. Expenditure of £5,167.50 plus vat was agreed.

7. Reserves and Investments

- a. A reserves policy was approved subject to amending the level of the general reserve to 6 months of the precept.
- b. The investment policy was approved.
- c. It was agreed to open a public sector deposit fund account and to invest £25,000 from the Business Reserve Account. Other investments would be considered at a future meeting.

8. Date of next meeting – Wednesday 26th November at 11.30am

The meeting closed at 11.55pm