

**Minutes of a meeting of Halstead Parish Council Finance Committee held at The Pavilion,
Station Road, Halstead TN14 7DH on Wednesday 22nd January 2025 at 11am**

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

In attendance: Parish Clerk

Minute number: F250122:

1. There were no **apologies for absence**
2. There were no **declarations of interest**
3. **Public participation forum:** no members of the public were present

4. Reserves and CIL

Cllr Sales would advise the Clerk of the remaining Community Infrastructure Levy (CIL) funds to enable her to complete the CIL report for 2023/24. Proposed expenditure of remaining CIL funds would be considered at a future meeting.

Other earmarked reserves were considered, and it was agreed to move all funds (as reported on Scribe) to the General Reserve, other than CIL.

5. Financial Regulations

The Financial Regulations were reviewed and amended in line with the latest NALC model financial regulations and approved.

6. Committee Terms of Reference

The Finance Committee reviewed the Terms of Reference and decided that the Clerk would amend them to include the approval of the Asset Register, Financial Risk Assessment, Insurance, and VAT. The revised Terms of Reference will be further considered at the next meeting.

7. Receipts and Payments 24/25

Expenditure versus budget was reviewed for 2024/25, and Councillor Sales indicated that an underspend was expected. It was proposed that cooking equipment for the pavilion and parish room be purchased, and it was agreed that councillors would send suggestions to the Clerk, who would also consult with the Community Café.

8. Allotment and Hall Hire Packages

A demonstration of the allotment and hall hire packages from Scribe was conducted. The initial cost for both packages is £700 in the first year, which includes setup expenses, with an ongoing annual cost of £500. It was agreed to proceed with the allotment and hall hire packages offered by Scribe.

9. Future additional expenditure:

The following additional expenditure was considered:

- Grass cutting for football would be considered at a future meeting.

- It was proposed, seconded and unanimously agreed to appoint PGA Payroll Services as the Parish Council payroll provider at a cost of £15 per month.
- It was unanimously agreed to proceed with a training session for all members of the council and the clerk on roles and responsibilities at a cost of £400.00.

10. Date of next meeting: 12th February 2025

The meeting closed at 12.10