Halstead Parish Council

Minutes of a meeting of Halstead Parish Council Finance Committee held at The Pavilion, Station Road, Halstead TN14 7DH on Monday 6th July 2026 at 11.30am

Present: Cllr Roger Sales, Cllr Jean Peel, Cllr Liz Meaton, Cllr Tony Marshall, Cllr Linda Wilkinson, Ms Pip Nott (Clerk)

Minute number: F260706:

1. **Apologies for absence** were received from Cllr Sue Gardner.

2. There were no **declarations of interest**.

3. It was agreed that the minutes of the **meeting held on 28th January 2026** were correct and were signed by the Chair as a true record.

4. **Public participation:** there were no members of the public present.

5. **Accounts**
   a. Bank reconciliations to 30th June 2026 were agreed.
   b. Income and expenditure against budget to 30th June 2026 was reviewed and signed. It was noted that the budget from precept in Scribe required updating with 2026/7 figure – action for the Clerk.

6. **The internal audit report for 25/6 was reviewed and progress against recommendations noted:**

   a. Standing orders have been reviewed and final adoption on agenda for 13 July HPC
   b. Financial regulations have been reviewed and adopted for 2026/7.
   c. The Code of Conduct has been adopted and minuted.
   d. The Investment Strategy has been revised to update the FSC protection to £120k and is on the agenda for approval.
   e. It was agreed that to comply with 2 authorisers for payments, that Cllr Wilkinson and Cllr Meaton would be the principle two signatories and Cllr Peel would authorise when there was any conflict of interests.
   f. The four Natwest bank accounts are closed.
   g. The Councillors Declaration of Interests have been completed, these have been sent to SDC democratic services – action Clerk to publish on the HPC website.
   h. Email communications: all councillors now have a.gov.uk email account and these must be used for all council business.
   i. The Clerk is now in possession of the Arnold Baker Local Administration Book.
   j. The agendas for the 2026/7 APM and Annual Statutory meetings were publicised on separate agendas.

7. **Bank signatories were approved as:**

   a. Lloyds Bank: Cllr Wilkinson, Cllr Meaton, Cllr Peel and Cllr Sales – action Clerk to update this with Lloyds and to remove Cllr Marshall.
   b. CCLA: Cllr Wlikinson, Cllr Meaton, Cllr Peel and Cllr Sales - action Clerk to update this with CCLA and to remove Cllr Marshall.

8. Expenditure and Income

a. It was agreed to delegate authority to the Clerk to purchase a projector which must have 4K, HDMI and excellent resolution for a large room.
b. It was agreed to delegate authority to the Clerk to purchase a laptop for the assistant/deputy Clerk role estimation of £600.
c. Part playground resurfacing was discussed and quotes from Eibe, School Playground Specialists and Wicksteed had been shared. It was agreed that CIL funds should be used for this. Wicksteed were the preferred quote however Cllrs wanted to review again. Action - Cllrs to review again prior to HPC on 13 July agenda for a decision.

9. Investment policy

a. The investment Policy was approved with one change to 7c) to state £120,000 in line with updated FSC protection.
b. Interest rates on HPC held accounts were discussed and it was agreed that savings accounts with 32 day access period and higher interest rates would be researched by the Clerk and options presented to Council after CIL money used for playground.
c. The Council requested a business plan against projected costs after CIL money used for playground.– action Clerk.
d. To guide expenditure decisions on building maintenance – the Clerk to request revised quote for the Parish Room window and weatherboarding repair from Simon Brown and send the Structural report from March 2026 to Cllrs.

10. Date of next meeting – 21st October 2026