FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting

held on 1st September 2026 at 3pm in the Committee Room at the URC Hall.

Present Councillors Richard Silcock (Chair), Roy Ramm, John Moore and the RFO (Daniel Plunkett).

F26/17 **Apologies for absence and declarations of interest**
Apologies were received from Councillor Madelaine O'Neill. There were no Declarations of Interest.

F26/18 **Approval of Minutes of the meeting held on 28th May 2026**
The Minutes of the meeting were approved and signed by the Chairman.

F26/19 **Matters arising from the previous Minutes (not covered elsewhere on this Agenda)**
Councillor John Moore queried the amount previously recommended to spend on the Ashes area in the Churchyard. It was confirmed that the Finance Committee had recommended that no more than £1,000 be spent given financial constraints and this had been noted at Full Council. Cllr John Moore noted that he had sourced verbal quotes for trellis / fencing materials in the region of £1,000 and following further discussion it was agreed to revisit the matter later in the year when there would be more clarity on available funds.

F26/20 **Bank Reconciliation and PAYE Records**
The bank reconciliations and PAYE records were reviewed and signed by Councillors Roy Ramm, Richard Silcock and John Moore.

F26/21 **Review of Accounts for the current year**
Members studied the budget comparison prepared by the RFO (appended on page 3) and noted the following items:

The Estimated actual vs budget for the year end was for a £335 deficit. The RFO noted that although on budget at the present time there was current a forecast surplus on the Maintenance, Repairs and Upkeep budget lines relating to tree maintenance and given the conditions over the summer and the approach of winter this may change substantially before the end of the financial year. The RFO also noted that the budget forecast assumed donations in the current financial year of £10,000 to the Felsted Community Trust for the completion of the doctor's surgery and that there was risk that these may come in higher than budgeted.

Councillor Roy Ramm noted that due to a change in the production of the Felsted Focus it would not be necessary to pay for the publishing software from December, this would result in a reduction in Focus costs of approximately £750p.a. going forward from December.

It was further noted that the budget forecast did not account for the Section 106 donation of approximately £70,000 that would be due to the Parish Council from Mulberry Homes when the land at the Felsted Gate development was transferred to the Parish Council. This would obviously have a significant positive effect on the budget estimate. The handover of the land and S106 money is expected before the end of the current financial year.

Members further noted that the Nature Area account had received a £1,572.98 VAT rebate and spent £3,748 on maintenance in the current financial year for a net expenditure of £2,175.02.

There had been no expenditure from the Events Committee funds.

F26/22 **Review of Conduct of future Finance Committee Meetings**

It was agreed that the 14th October 2026 Finance Committee Meeting would take place at 3pm in the Committee Room of the URC Hall (subject to availability). It was further agreed that as all future meetings would take place at 3pm in the URC Hall this item would be removed from future agendas.

F26/23 **Any urgent matters and proposals for future agenda items**

Following a query from an elector the members confirmed that:

- The Parish Council and the Felsted Community Trust are 2 separate entities.
- The Parish Council operates 4 bank accounts:
    - The general Parish Council funds account with Barclays
    - The Nature Area bank account holding S106 money with Barclays.
    - A Nature Area deposit account holding a balance of S106 money with Unity Trust bank.
    - An Events Committee account holding funds specifically for village events with Barclays – this holds funds donated specifically for this purpose by the Felsted Village Events Committee and as agreed such funds are to be spent only on larger events with the intention of recouping any outlay for future events. As the Christmas Tree light-up is a non-profit event it does not qualify for use of these funds.
- It was noted that at the last review the allotment rental income was roughly covering the costs.
- It was further noted that the Community Trust charter does not allow the Community Trust to cover general short falls in Parish Council expenditure but to provide specific benefits to the community.
- It was noted that the intention of the Community Trust is to reimburse the Parish Council in full for all donations made to it.
- The Community Trust's assets currently comprise the doctor's surgery and the car park at the Primary school. There will be further assets coming to the Community Trust following future development including 6 social housing homes on the Water Tower site.
- The Community Trust will generate income, initially from the rent of the doctor's surgery, and this will be used to fund projects to benefit the community. These will be determined according to the Community Trust's charter.

Councillor Roy Ramm noted that a retrospective planning permission had been made for the unauthorised Traveller site at Willow's Green. Members agreed to recommend that external planning advice should be obtained to help the Parish Council in its objection to the application. The Finance Committee recommend to Full Council that up to £5,000 of funding would be available for such an important matter. Verbal estimates obtained by Councillor Roy Ramm indicated that such advice should be in the region of £2,000-3,000.

F26/24 **Next meeting**

The meeting closed at 4.00pm.

The next meeting will be held on 14th October 2026 at 3pm in the Committee Room at the URC Hall, Stebbing Road, CM6 3JD.

……. Chairman Dated ……..

F26/21 – Review of Accounts for the current year

FPC - Budget Comparison to 24 August 2026

	Budget 2026-27		YTD Actual 2026-27		Year End Estimate		YE Estimate - Budget	
	£	£	£	£	£	£	£	£
Opening Balance		29,969		29,969		29,969		
INCOME								
Precept	150,140		75,070		150,140		0	
Allotments Rents	2,200		200		2,200		0	
Playing field rent	1,000		0		1,000		0	
Grants	1,000		0		0		-1,000	
Sundry other receipts	200		0		0		-200	
Magazine advertising & donations	5,210		-70		5,210		0	
Bank Interest	0		0		0		0	
Total Income		159,750		75,200		158,550		-1,200
EXPENSES								
Salary and Expenses		61,697		19,154		61,903		206
Street Lighting		7,967		2,018		7,155		-812
Administration		13,766		5,748		15,734		1,967
Maintenance, repairs and upkeep		50,959		20,566		48,287		-2,672
Projects		1,620		1,700		2,600		980
Sundry		14,824		2,689		14,289		-535
Total Expenses		150,833		51,875		149,968		-865
Closing Balance		38,886		53,294		38,551		-335
Includes Reserves carried forward:								
Long Term Works Reserve		18,000		18,000		18,000		
General Reserve		20,886		35,294		20,551		

Nature Area Expenditure to 01 September 2026

Opening Balance - Barclays Savings Account	£ 31,719.96	as at 01/04/26			
Opening Balance - Unity Trust Deposit Account	£ 80,000.00	as at 01/04/26			
Total	**£111,719.96**				
Barclays Savings Account - YTD	**Date**	**Reference**	**Supplier**	**Description**	**Amount**
	01/04/2026			Nature Area VAT rebate to 28/02/26	£1,572.98
	03/06/2026		A J Klecha	Fit 2x owl boxes at Nature Area	-£100.00
	03/06/2026		North End Nurseries	Move trees to nature area and water in	-£1,248.00
	15/07/2026		North End Nurseries	2x watering trees	-£600.00
	01/09/2026		North End Nurseries	6x watering trees	-£1,800.00
					-£2,175.02
Unity Trust Deposit Account - YTD	**Date**	**Reference**	**Supplier**	**Description**	**Amount**
					£ -
Closing Balance - Barclays Savings Account	£ 29,544.94				
Closing Balance - Unity Trust Deposit Account	£ 80,000.00			Total Income	£ 1,572.98
Total	**£109,544.94**			Total Expense	£ 3,748.00
				Net Expense	**£ 2,175.02**