

FELSTED PARISH COUNCIL



Minutes of the Finance Committee Meeting

held on 15th October 2025 at 3pm in the Committee Room at the URC Hall.

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

F25/42 Apologies for absence and declarations of interest

There were no Apologies or Declarations of Interest.

F25/43 Approval of Minutes of the meeting held on 30th July 2025

The Minutes of the meeting were approved and signed by the Chairman.

F25/44 Matters arising from the previous Minutes (not covered elsewhere on this Agenda)

None.

F25/45 Bank Reconciliation and PAYE Records

The bank reconciliations and PAYE records were reviewed and signed by the Chair and Councillors John Moore and Frances Marshall.

F25/46 Review of Financial Risk Assessment

The draft Financial Risk Assessment was reviewed by the members. The RFO noted:

- He had written to Metro Bank to ensure the Nature Area account had been closed.
- The Financial Regulations had been updated to the latest NALC model in May 2025.
- The 3y LTA for the insurance had expired and the RFO would source insurance quotes in April/May 2026.
- A risk assessment of the Parish owned bus shelters had been completed in December 2024 and all outstanding items addressed by April 2025.
- The RFO would liaise with the Clerk to organise a formal risk assessment of all public areas as this was now due.
- The Clerk had created a formal inspection sheet for the Village Attendants ongoing inspections of the play areas and these would be retained by the Council.

Members unanimously agree to recommend approval at the November Full Council meeting.

F25/47 Review of Asset Register

Members considered the revised Asset Register compiled by the RFO. The RFO noted that he will confirm if the defibrillators are automatically covered by the insurance policy as was previously the case. The RFO also noted that the revaluation of the Land values was due. The Committee discussed the current valuations and queried if the Nature Area valuation should be lowered to a nominal £1 value since it currently has covenants restricting use. It was noted that the Woodley's car park and the Crix Green Mission Hall had been valued at £1 nominal values due to covenants on their use. It was agreed that the RFO would seek advice and bring the review of the Asset Register back to the November Finance Committee meeting.

F25/48 Review of Accounts for the current year

Members studied the budget comparison prepared by the RFO (appended on page 4) and noted the following items:

The Estimated actual vs budget for the year end was for an £8,831 deficit.

The RFO noted that this was primarily driven by the invoicing of the prior year's street light electricity (see F25/25) in the current financial year. The main changes since the previous

review were:

- Increased estimate for allotment rentals (+£450 better).
- Increase in Salary and expenses estimate (-£4,000 worse) – due to correction of underpayment of assistant clerk's salary due to historic error on her spinal column point.
- Decrease in Streetlighting costs (+£1,600 better).
- Increase in Administration costs (-£1,300 worse) due to additional training costs.
- Decrease in Maintenance costs (+£800 better) with lower allotment water cost and tree works estimates.

Members further noted that the Nature Area account had spent £9,848.65 on maintenance in the year to date and received £1,806.30 in interest and VAT rebates. There had been no expenditure from the Events Committee funds.

The RFO noted that while the expected deficit had worsened slightly there remained almost half of the financial year and it was difficult to draw any firm conclusions on likely year-end figures. It remains very likely there would be a meaningful deficit at the year end.

F25/49 **Initial Consideration of the 2026-27 Budget and Reserves Plan**

The RFO presented a draft budget for 2026-27 (appended on page 5) which was considered by members.

It was noted:

- The income estimate for the Focus magazine had been increased by approx. £1,000 in line with advertising and donation income for the Autumn edition.
- The official's wages had been estimated to increase over the current year end estimated cost in line with current inflation at 2.5%. The actual increase would be linked to the outcome of the National Joint Council negotiations which would likely conclude towards the mid to end of 2026. PAYE and National Insurance costs had been increased by the same amount.
- Similarly, the Village Attendants charges had been estimated to increase 2.5% over the current year end estimated costs in line with inflation.
- The budget for play equipment repairs and inspection had been increased by £1,000 to reflect recent repairs and the aging of the equipment.
- The budget for the village car park had been reduced to zero as this has been moved to the Long-Term Works plan.
- The budget for additional parking enforcement had also been reduced to zero as this should now not be needed with the completion of the new car park for the primary school.
- Members agreed to again budget £10,000 for potential donations to the setup of the Felsted Community Trust given likely professional fees for conveyancing and legal fees before completion of the build.

The Long-Term Works plan (appended on page 6) was reviewed. The RFO noted that the plan had been amended slightly to split expenditure for the main playing field playground out as this was likely to be significantly more expensive than the smaller playgrounds. The timing and amounts of the expenditures had also been reviewed and updated by the RFO and Clerk. There were no works scheduled for 2026-27. Members suggested that the maintenance of the Heritage Trail boards be added to the long term works plan as they were starting to need attention.

The RFO noted that the items and timings on the plan would be reviewed annually with the budget and the plan would be updated to show actual works completed. As such the plan would evolve over time. Items could be added or removed from the plan as required.

- F25/50 **Consideration of annual donations**
 Members considered again the list of potential donations for 2025 as discussed at the May Finance Committee meeting (F25/29) and following discussion regarding the current financial constraints no donations would be made other than the donation to the Felsted Poppy Appeal.
- F25/51 **Consideration of donation for Flitch Way Benches**
 The RFO confirmed that the Friends of the Flitch Way had now directed their request for a donation to the District Council and no donation was requested from the Parish.
- F25/52 **Consider quote for resowing the wildflower area at Watch House Green**
 Members considered the quotes for the resowing of the wildflower area. It was noted that the area was due to be cut and collected by JCM Services and given the current financial situation and the cost of the resowing it was recommend that the area not be resown. If required a working group would be formed to hand sow the seeds that Council already has following the cut and collect.
- F25/53 **Consideration of cost of repairs to Three Horseshoes sign**
 Members considered the cost of the materials and labour for the repair to the Three Horseshoes sign at Bannister Green provided by Councillor Clive Perrins and agreed that the quote provided was extremely competitive and represented good value. It was agreed to recommend to Full Council to proceed with the works.
- F25/54 **Review of Conduct of future Finance Committee Meetings**
 It was agreed that the 26th November 2025 Finance Committee Meeting would take place at 3pm in the Committee Room of the URC Hall (subject to availability).
- F25/55 **Any urgent matters and proposals for future agenda items**
 The Clerk had notified the committee that the applications for CIF grants had opened and asked the committee to consider if it was possible to apply for a grant. Members discussed the possibility and concluded that at present with limited finances the Council could not afford the match funding required for the CIF grants.
- F25/56 **Next meeting**
 The meeting closed at 3.20pm.
 The next meeting will be held on 26th November 2025 at 3pm in the Committee Room at the URC Hall, Stebbing Road, CM6 3JD.

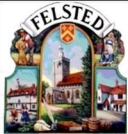
..... Chairman Dated

F25/48 – Review of Accounts for the current year



FPC - Budget Comparison to 08 October 2025

| | Budget 2024-25 | | YTD Actual 2024-25 | | Year End Estimate | | YE Estimate - Budget | |
|------------------------------------|----------------|---------|--------------------|---------|-------------------|---------|----------------------|--------|
| | £ | £ | £ | £ | £ | £ | £ | £ |
| Opening Balance | | 39,890 | | 39,890 | | 39,890 | | |
| INCOME | | | | | | | | |
| Precept | 136,490 | | 136,490 | | 136,490 | | 0 | |
| Allotments Rents | 1,700 | | 2,154 | | 2,154 | | 454 | |
| Playing field rent | 600 | | 1,160 | | 1,160 | | 560 | |
| Grants | 1,000 | | 0 | | 1,000 | | 0 | |
| Sundry other receipts | 200 | | 0 | | 200 | | 0 | |
| Magazine advertising & donations | 4,132 | | 5,208 | | 5,208 | | 1,076 | |
| Bank Interest | 0 | | 43 | | 85 | | 85 | |
| Total Income | | 144,122 | | 145,054 | | 146,297 | | 2,175 |
| EXPENSES | | | | | | | | |
| Salary and Expenses | | 54,404 | | 28,272 | | 58,577 | | 4,173 |
| Street Lighting | | 8,299 | | 9,820 | | 15,513 | | 7,214 |
| Administration | | 12,409 | | 8,148 | | 14,463 | | 2,054 |
| Maintenance, repairs and upkeep | | 48,600 | | 27,582 | | 46,239 | | -2,362 |
| Projects | | 4,470 | | -150 | | 4,470 | | 0 |
| Sundry | | 13,243 | | 3,145 | | 13,170 | | -73 |
| Total Expenses | | 141,425 | | 76,817 | | 152,432 | | 11,007 |
| Closing Balance | | 42,587 | | 108,127 | | 33,755 | | -8,831 |
| Includes Reserves carried forward: | | | | | | | | |
| Long Term Works Reserve | | 18,000 | | 18,000 | | 18,000 | | |
| General Reserve | | 24,587 | | 90,127 | | 15,755 | | |



Nature Area Expenditure to 08 October 2025

| | | | | | |
|--|---------------------|------------------|---------------------|---|-------------------|
| Opening Balance - Barclays Savings Account | £ 41,215.93 | | | | |
| Opening Balance - Metro Account | £ - | CLOSED | | | |
| Opening Balance - Unity Trust Deposit Account | £ 80,000.00 | | | | |
| Total | £ 121,215.93 | | | | |
| Barclays Savings Account - YTD | Date | Reference | Supplier | Description | Amount |
| | 02/04/2025 | 250309 | North End Nurseries | Watering of trees and hedging | -£360.00 |
| | 03/04/2025 | 250308 | M&B Printers | Parking Signs | -£90.00 |
| | 06/04/2025 | 250312 | H Read | Watering bags for Nature Area | -£531.06 |
| | 07/05/2025 | 250408 | JCM Services | Nature Area - Grounds Maintenance 1/4 | -£441.00 |
| | 07/05/2025 | 250413 | North End Nurseries | 2x watering of trees and hedging, supply of rabbit guards | -£825.00 |
| | 03/06/2025 | | Barclays | Interest to 01/06/25 | £134.34 |
| | 05/06/2025 | | Stephen Easom | Reimbursement for petrol and brush cutter grease | -£65.59 |
| | 05/06/2025 | 1119 | North End Nurseries | 1x watering of trees and hedging | -£360.00 |
| | 02/07/2025 | 250605 | JCM Services | 3x watering of nature area | -£756.00 |
| | 02/07/2025 | | HMRC | VAT Reclaim | £1,671.96 |
| | 02/07/2025 | 1123 | North End Nurseries | 2x watering of trees and hedging | -£720.00 |
| | 30/07/2025 | | JCM Services | Watering, removal of dead branches, Grounds Maintenance 2/4 | -£1,287.00 |
| | 30/07/2025 | | North End Nurseries | Watering of newly planted hedging and trees | -£360.00 |
| | 03/09/2025 | | JCM Services | Nature Area - Watering nature area x1 | -£252.00 |
| | 03/09/2025 | | North End Nurseries | Watering of newly planted hedging and trees | -£1,080.00 |
| | 01/10/2025 | | JCM Services | Nature Area - Grounds Maintenance 3/4 | -£441.00 |
| | 01/10/2025 | | Stevens & Son | Cutting and Clearing Nature Area - Sep25 | -£2,280.00 |
| | | | | | -£8,042.35 |
| Unity Trust Deposit Account - YTD | Date | Reference | Supplier | Description | Amount |
| | | | | | £ - |
| Closing Balance - Barclays Savings Account | £ 33,173.58 | | | | |
| Closing Balance - Unity Trust Deposit Account | £ 80,000.00 | | | | |
| Total | £ 113,173.58 | | | | |
| | | | | Total Income | £ 1,806.30 |
| | | | | Total Expense | £ 9,848.65 |
| | | | | Net Expense | £ 8,042.35 |
| S106 Funds Received | 02/10/2018 | | | | |
| S106 Funds Expire - 20y time period | 02/10/2038 | | | | |
| Years Remaining | 12.9 | | | | |
| Available Expenditure p.a. | £ 8,755.48 | | | | |

F25/49 - Initial Consideration of the 2026-27 Budget and Reserves Plan



Felsted Parish Council - DRAFT 2026-27 Budget

| | Actual 2024-25 | | Budget 2025-26 | | Estimated Year End 2025-26 | | DRAFT 2026-27 Budget | | |
|--|----------------|----------------|----------------|----------------|----------------------------|----------------|----------------------|---------------|--------------|
| | £ | £ | £ | £ | £ | £ | £ | £ Increase | % increase |
| Opening Balance | | 43,426 | | 39,890 | | 39,890 | 35,856 | | |
| RECEIPTS | | | | | | | | | |
| Precept | 128,765 | | 136,490 | | 136,490 | 136,490 | 0 | 0.0% | |
| Allotments Rents | 2,152 | | 1,700 | | 2,154 | 2,200 | 500 | 29.4% | |
| Playing field rent | 650 | | 600 | | 1,160 | 1,000 | 400 | 66.7% | |
| Grants | 0 | | 1,000 | | 1,000 | 1,000 | 0 | 0.0% | |
| Sundry other receipts | 1,031 | | 200 | | 200 | 200 | 0 | 0.0% | |
| Magazine advertising & donations | 4,669 | | 4,132 | | 5,208 | 5,210 | 1,078 | 26.1% | |
| Bank Interest | 0 | | 0 | | 85 | | | | |
| Total Receipts | | 137,267 | | 144,122 | | 146,297 | 146,100 | 1,978 | 1.4% |
| PAYMENTS | | | | | | | | | |
| Salary and Expenses | | 51,195 | | 54,404 | | 58,577 | 61,942 | 7,538 | 13.9% |
| Street Lighting | | 3,099 | | 8,299 | | 15,513 | 8,300 | 1 | 0.0% |
| Administration | | 14,687 | | 12,409 | | 14,463 | 13,496 | 1,087 | 8.8% |
| Maintenance, repairs and upkeep | | 52,747 | | 48,600 | | 46,239 | 47,474 | -1,127 | -2.3% |
| Projects | | 2,948 | | 4,470 | | 4,470 | 2,620 | -1,850 | -41.4% |
| Sundry | | 16,127 | | 13,243 | | 11,070 | 4,324 | -8,919 | -67.4% |
| Total Payments | | 140,803 | | 141,425 | | 150,332 | 138,155 | -3,270 | -2.3% |
| Closing Balance - Accrual Basis | | 39,890 | | 42,587 | | 35,856 | 43,800 | 7,945 | |
| TRANSFER TO RESERVES | | -3,536 | | 2,697 | | -4,035 | 7,945 | | |
| Long Term Works Reserve | | 18,000 | | 18,000 | | 18,000 | 18,000 | | |
| General Reserve | | 21,890 | | 24,587 | | 17,856 | 25,800 | | |



Dated - 07 October 2025

Updated following discussion with HR 13/01/25 & Estimated 2025-26 Expenditure

All Figures x 1000 (£)

Inflation rate 2%

| Long Term Works Plan | Frequency (Years) | Estimated Cost (£ - xVAT) | Cost over 25 Yrs | Yearly Cost | 2025-26 ESTIMATED | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | 2031-32 | 2032-33 | 2033-34 | 2034-35 | 2035-36 | 2036-37 | 2037-38 | 2038-39 | 2039-40 | 2040-41 | 2041-42 | 2042-43 | 2043-44 | 2044-45 | 2045-46 | 2046-47 | 2047-48 | 2048-49 | 2049-50 |
|---|-------------------|---------------------------|------------------|-------------|-------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Pavilion | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Repairs (plumbing and electrical) | 10 | 2 | 5 | 0.2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Redecoration | 7 | 1 | 4 | 0.2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Structural (roof, walls) | 10 | 2 | 5 | 0.2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Playing Field Toilets | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Repairs (plumbing and electrical) | 5 | 1 | 7 | 0.3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Redecoration | 7 | 1 | 4 | 0.2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Structural (roof, walls) | 10 | 2 | 5 | 0.2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bus Shelters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Structural (roof, walls) | 3 | 1 | 10 | 0.4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notice Boards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Repairs / Replacement | 6 | 2 | 11 | 0.4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Playgrounds | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fencing / landscaping | 15 | 5 | 7 | 0.3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Playequipment replacement - Main Playground | 25 | 50 | 60 | 2.4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Playequipment replacement - Smaller Playgrounds (B/R/W) | 15 | 10 | 62 | 2.5 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surfaces | 20 | 10 | 15 | 0.6 | | | | | | | | | | | | | | | | | | | | | | | | | |
| MUGA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fencing | 40 | 30 | 40 | 1.6 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surfaces | 5 | 3 | 20 | 0.8 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Car Parks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fencing | 20 | 5 | 7 | 0.3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Surfaces | 3 | 3 | 32 | 1.3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Streetslights | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Replacement streetlight poles | 20 | 3 | 4 | 0.2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| Projected Expenditure | | | 298 | 12 | | 11 | 4 | 5 | 14 | 3 | 2 | 2 | 72 | 12 | 6 | 4 | 1 | 12 | 44 | 21 | 9 | 36 | 16 | 5 | 6 | 10 | | | |

IMPORTANT NOTE: THE FIGURES SHOWN ON THE PLANS ARE BEST ESTIMATES FOR THE WORKS TO BE CARRIED OUT AND SHOULD BE VIEWED AS SUCH. THE PLAN WILL BE ADJUSTED WITH ACTUAL FIGURES AS YEARS PROGRESS.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----|----|----|-----|----|----|-----|----|----|-----|-----|----|----|----|-----|-----|----|----|-----|-----|-----|-----|-----|----|-----|---|---|
| LONG TERM WORKS RESERVE OPENING BALANCE | 18 | 18 | 18 | 10 | 14 | 18 | 16 | 22 | 30 | 37 | -4 | -2 | 2 | 9 | 19 | 18 | 0 | 12 | 3 | 6 | -18 | -22 | -13 | -0 | 7 | | |
| Reserve Contribution | | | | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 6 | 6 | 6 | 6 |
| Felsted Community Trust Contribution | | | | 5 | 5 | 5 | 5 | 5 | 5 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 7 | 7 | 7 | 7 |
| Grant Receipt Estimate - estimate 1/3 but hopefully match funding | | | | 3 | | 3 | | | 20 | 4 | | | | | | | | | 15 | | | | | | | | |
| Expenditure (Yearly) | | | | -11 | -4 | -5 | -14 | -3 | -2 | -72 | -12 | -6 | -4 | -1 | -12 | -44 | | | -21 | -9 | -36 | -16 | -5 | -6 | -10 | | |
| LONG TERM WORKS RESERVE CLOSING BALANCE | 18 | 18 | 10 | 14 | 18 | 16 | 22 | 30 | 37 | -4 | -2 | 2 | 9 | 19 | 18 | 0 | 12 | 3 | 6 | -18 | -22 | -13 | -0 | 7 | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|
| GENERAL RESERVE OPENING BALANCE | 28 | 28 | 38 | 48 | 55 | 62 | 69 | 71 | 73 | 75 | 77 | 79 | 81 | 84 | 87 | 90 | 93 | 96 | 99 | 102 | 105 | 109 | 113 | 117 | 121 |
| Reserve Contribution | | | 10 | 10 | 7 | 7 | 7 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 4 | 4 | 4 | 4 |
| GENERAL RESERVE CLOSING BALANCE | 28 | 38 | 48 | 55 | 62 | 69 | 71 | 73 | 75 | 77 | 79 | 81 | 84 | 87 | 90 | 93 | 96 | 99 | 102 | 105 | 109 | 113 | 117 | 121 | |