

FELSTED PARISH COUNCIL



Minutes of the Finance Committee Meeting

held on 28th May 2026 at 3pm in the Committee Room at the URC Hall.

Present Councillors Roy Ramm (Chair), Richard Silcock, John Moore and the RFO (Daniel Plunkett).
Councillor Madelaine O'Neill attended via Zoom.

F26/01 **Apologies for absence and declarations of interest**

There were no Apologies or Declarations of Interest.

F26/02 **Election of Chair**

Proposed by Councillor John Moore and Seconded by Councillor Roy Ramm, Councillor Richard Silcock was unanimously elected as Chair.

F26/03 **Approval of Minutes of the meeting held on 26th February 2026**

Councillor Richard Silcock noted 2 errors in the previous minutes:

- F25/71 – the text was amended to read “compared to a prior estimate of £11,034 **deficit**”
- The date of the next meeting was updated on the minutes to **25th May 2026**.

The Minutes of the meeting will be updated and then signed by the Chairman.

F26/04 **Matters arising from the previous Minutes (not covered elsewhere on this Agenda)**

Councillor Roy Ramm noted that there had been further engagement from the new contact at the Integrated Care Board regarding the agreement for the lease of the doctor's surgery by John Tasker House. It was expected that the building would be complete and generating rent for the Felsted Community Trust by October, at which point the Felsted Community Trust would be in a position to consider making donations. It was further noted that there would probably be a request for a further £15,000 in donations by the Community Trust to finalise the hand over and lease of the surgery.

F26/05 **Bank Reconciliation and PAYE Records**

The bank reconciliations and PAYE records were reviewed and signed by Councillors Roy Ramm, Richard Silcock and John Moore.

F26/06 **Consideration of the 2025-26 Year End Accounts**

Members studied the 2025-26 year end accounts produced by the RFO (appended on pages 4 to 6) and it was noted that the accounts showed a deficit of approximately £10,000 at year end. The RFO noted that this was primarily to the charging of prior year streetlighting costs in the current year (approx. £8,000).

Consequently, the reserves were reduced to £29,969 split between a general reserve amount of £11,969 and a Long-Term Works Reserve of £18,000.

Councillor Roy Ramm noted that although there were forecast donations of £15,000 the transfer of the amenity land by Mulberry Homes would also bring Section 106 monies of £70,000 to the Council which would result in a substantial improvement to the Accounts in the current year. It was noted that the Council would not accept the transfer of the land until the condition had been verified to be as per the Section 106 and appropriate warranties for the condition and safety of the SUDS and any play equipment had been provided.

Councillor Madelaine O'Neill queried the possibility of depositing some or all of the Events Committee money into a 9m fixed term account to earn more interest as there were unlikely to be any events in the current year but possibly in 2027. The RFO will investigate and report back at the next meeting.

- F26/07 **Consideration of the 2025-26 year-end Audit Annual Governance Statement**
Members considered the Internal Audit report produced by the Internal Auditor in depth and thanked her for her work and the excellent report.
It was noted that while the Council maintains a good standard of internal control there were several issues highlighted by the Internal Auditor which are to be dealt with by the officers before the next Internal Audit.
- The RFO presented the Year End Audit Annual Governance Statement (Section 1) – appended on page 7. Members studied the document and confirmed compliance with the requirements of the External Auditors and the new Practitioners Guide except for assertions 3 and 10 as highlighted by the Internal Audit Report. Members agreed to recommend acceptance at the June full Council Meeting.
- F26/08 **Consideration of the 2024-25 year-end Audit Accounting Statements and Audit Return**
The RFO presented the Year End Audit Accounting Statements (Section 2) – appended on page 8. Members studied the document and discussed the figures and agreed to recommend acceptance at the June full Council Meeting.
- F26/09 **Review of Accounts for the current year**
Members studied the budget comparison prepared by the RFO (appended on page 9) and noted the following items:
- The Estimated actual vs budget for the year end was for a £4,907 surplus. The RFO noted that as only 1 ½ months of the current financial year had passed it was too early to have any certainty on the year end estimate. The majority of the surplus was as a result of lower than budgeted year to date expenditure on maintenance, repairs and upkeep.
- Members further noted that the Nature Area account had received £83.07 in interest and spent £1,176 on maintenance to the end of the previous financial year. In the current financial year the Nature Area had received £1,572.98 in VAT rebates.
- There had been no expenditure from the Events Committee funds.
- F26/10 **Consideration of the 2026-27 Schedule of Donations**
Members studied the Donation List prepared by the RFO (appended on page 10) and noted that donations totalling £75 had been made in 2025-26. Councillors carefully considered the proposed donations list and requests for donations made from 2 other local charities. It was felt that while the Council was still short on funds a final decision on donations, other than the Poppy Appeal donation (which was approved at £100), should be considered at the October Finance Committee meeting.
- F26/11 **Review of costs for the Teen Shelter surface replacement**
Members considered the quotations for the replacement of the Teen Shelter surface by the MUGA. It was agreed that it would make sense to completely renew the surface rather than simply surfacing over. Given the expense involved members requested that comparable quotes be obtained for the work and the matter be passed back to Full Council for a final decision.
- F26/12 **Bank Mandate Changes**
The RFO noted that as Graham Harvey and Frances Marshall were no longer Councillors they would need to be removed from the bank mandates. Councillor Madelaine O'Neill agreed to become a signatory on the bank accounts. The RFO will implement this change with Barclays and Unity Trust bank.
- F26/13 **Change of date for August Finance Committee meeting**
The RFO informed members that he would not be able to make the date of the August Finance Committee meetings due to personal circumstances. It was agreed that the meeting be rescheduled for 3pm on Tuesday 1st September.

F26/14 **Review of Conduct of future Finance Committee Meetings**

It was agreed that the 1st September 2026 Finance Committee Meeting would take place at 3pm in the Committee Room of the URC Hall (subject to availability).

F26/15 **Any urgent matters and proposals for future agenda items**

Members noted that a potential request for funds from the community group setup to oppose the unauthorised Willows Green travellers site may be made and after long and careful deliberation suggested that the Parish Council budget for planning barristers to assist in the Councils strong opposition to the retrospective planning application that had been lodged and any appeals to the Planning Inspectorate that would be likely should the application be turned down by Uttlesford. Members shared the distress of the community but noted that using Parish funds in this manner give the best opportunity of having the unauthorised site removed.

F26/16 **Next meeting**

The meeting closed at 4.45pm.

The next meeting will be held on 1st September 2026 at 3pm in the Committee Room at the URC Hall, Stebbing Road, CM6 3JD.

.....

Chairman

Dated

F26/06 – Consideration of the 2025-26 Year End Accounts



Felsted Parish Council Final Accounts to 31 March 2026

	01 April 25 to 31 March 2026 Income & Expense Basis	
	£	£
Opening Balance		39,890
INCOME		
Precept	136,490	
Allotments Rents	2,480	
Playing field rent	1,150	
Grants	2,912	
Sundry other receipts	-	
Magazine advertising & donations	5,115	
Bank Interest	-	
Total Receipts		148,147
EXPENSES		
Salary and Expenses		
Salary - Clerk	24,848	
- Assistant Clerk	15,541	
- RFO	5,923	
- Volunteer co-ordinator	-	
Pension - Clerk & Assistant Clerk	2,718	
Income Tax & National Insurance	13,423	
Payroll Administration	520	
Clerk/Asst Clerks/RFO Expenses	268	
Councillors' Expenses	-	
Salary and Expenses		63,242
Street Lighting		
Public Lighting Maintenance	3,739	
Public Lighting Electricity	13,534	
Street Lighting		17,273
Administration		
Rent URC Hall/Office/Storage	1,800	
Ravens Crescent Playing Field Rent	-	
Memberships and Subscriptions	1,375	
Parish Magazine	7,022	
Telephone/Fax/Broadband	309	
Professional Fees	-	
Website/Planning System Support	1,992	
Stationery and Equipment	265	
Audit Fee	710	
Training	1,553	
Advertising	-	

Election expenses	-	
Hire of halls	-	
Administration		15,026
Maintenance, repairs and upkeep		
CCTV camera's	532	
Hedgecutting/Tree maintenance	3,060	
Grass Cutting	8,400	
Churchyard	6,160	
Playing Field	790	
Play equipment repairs/inspection	5,027	
Pavilion repairs	-	
Playing Field toilets	5,912	
Pavilion electricity	688	
MUGA electricity	323	
Green Waste collections	3,480	
Allotment maintenance/rodent control	1,534	
Allotments water supply	1,782	
Village Attendant	11,858	
Small equipment (bins,signs,seats,shelters etc)	1,489	
Village Car Park	45	
Planting	1,514	
Electrical testing	60	
Parish Paths Partnership	-	
Other	-	
Maintenance, repairs and upkeep		52,654
Projects		
Neighbourhood Plan	- 116	
Playbark and matting	-	
Village Christmas Tree	560	
Notice boards	-	
Parking enforcement	-	
Defibrillators	431	
Beacon	-	
Events	-	
Book Boxes	-	
Projects		875
Sundry		
Donations	5,928	
S.137 Items - Remebrance Wreath	-	
Bank charges	-	
Risk Assessment	-	
Insurance	3,070	
Sundry		8,998
Total Payments		158,068
Closing Balance		29,969

Includes Reserves carried forward:	
Long Term Works Reserve	18,000
General Reserve	11,969



**Nature Area
Final Accounts to 31 March 2026**

	01 April 25 to 31 March 2026 Income & Expense Basis	
	£	£
Opening Balance		117,770
INCOME		
Bank interest	444	
Total Receipts		<u>444</u>
EXPENSES		
Groundworks / Grass and hedge cutting	9,669	
Total Payments		<u>9,669</u>
Closing Balance		108,544



**Felsted Events Committee
Final Accounts to 31 March 2026**

	01 April 25 to 31 March 2026 Income & Expense Basis	
	£	£
Opening Balance		12,812
INCOME		
Bank interest	156	
Donations	0	
Total Receipts		<u>156</u>
EXPENSES		
Total Payments		<u>0</u>
Closing Balance		12,968

F26/07 – Consideration of the 2025-26 Year End Audit Annual Governance Statement

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

EN Felsted Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.		✓	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.		✓	has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC <https://felsted-pc.gov.uk/EBPAGE> ADDRESS

F26/08 – Consideration of the 2024-25 year-end Audit Accounting Statements and Audit Return

Section 2 – Accounting Statements 2025/26 for

EN Felsted Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	172,772	170,474	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	128,765	136,490	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	22,021	12,256	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	50,672	62,455	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	102,412	105,282	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	170,474	151,483	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	171,023	159,348	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,262,427	1,246,971	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED
Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

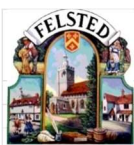
SIGNATURE REQUIRED

F26/09 – Review of Accounts for the current year



FPC - Budget Comparison to 28 May 2026

	Budget 2026-27		YTD Actual 2026-27		Year End Estimate		YE Estimate - Budget	
	£	£	£	£	£	£	£	£
Opening Balance		31,293		31,293		31,293		
INCOME								
Precept	150,140		75,070		150,140		0	
Allotments Rents	2,200		100		2,200		0	
Playing field rent	1,000		0		1,000		0	
Grants	1,000		0		1,000		0	
Sundry other receipts	200		0		200		0	
Magazine advertising & donations	5,210		24		5,210		0	
Bank Interest	0		0		0		0	
Total Income		159,750		75,194		159,750		0
EXPENSES								
Salary and Expenses		61,697		7,278		62,107		410
Street Lighting		7,967		495		7,907		-60
Administration		13,766		1,544		12,855		-912
Maintenance, repairs and upkeep		50,959		4,778		47,071		-3,888
Projects		1,620		0		1,620		0
Sundry		14,824		0		14,300		-524
Total Expenses		150,833		14,095		145,859		-4,974
Closing Balance		40,210		92,392		45,184		4,974
Includes Reserves carried forward:								
Long Term Works Reserve		18,000		18,000		18,000		
General Reserve		22,210		74,392		27,184		



Nature Area Expenditure to 28 May 2026

Opening Balance - Barclays Savings Account	£ 32,812.89	as at 25/02/26			
Opening Balance - Unity Trust Deposit Account	£ 80,000.00	as at 25/02/26			
Total	£112,812.89				
Barclays Savings Account - YTD	Date	Reference	Supplier	Description	Amount
	03/03/2026		Barclays	Interest to 01/03/26	83.07
	04/03/2026		JCM Services	Bramble maintenance	-1176
	01/04/2026			Nature Area VAT rebate to 28/02/26	1572.98
					£480.05
Unity Trust Deposit Account - YTD	Date	Reference	Supplier	Description	Amount
					£ -
Closing Balance - Barclays Savings Account	£ 33,292.94				
Closing Balance - Unity Trust Deposit Account	£ 80,000.00				
Total	£113,292.94			Total Income	£ 1,656.05
				Total Expense	£ 1,176.00
				Net Expense	-£ 480.05

F26/10 – Consideration of the 2026-27 Schedule of Donations

FELSTED PARISH COUNCIL

13-May-25

Donations made since April 2022

TOTAL DONATIONS MADE IN 2022-23	£	1,000
TOTAL DONATIONS MADE IN 2023-24	£	1,000

TOTAL DONATIONS FOR 2024-25	£	75
------------------------------------	----------	-----------

Date	Organisation	Donation made	
	Felsted Poppy Appeal - Donation and wreath (LGA 1972 Section 137)	£	75
	Essex and Herts Air Ambulance	£	-
	Uttlesford Citizens Advice Bureau	£	-
	East Anglia's Children's Hospices (EACH)	£	-

PROPOSED DONATIONS FOR 2025-26	£	75
---------------------------------------	----------	-----------

Date	Organisation	Donation made	
	Felsted Poppy Appeal - Donation and wreath (LGA 1972 Section 137)	£	75
	Essex and Herts Air Ambulance	£	-
	Uttlesford Citizens Advice Bureau	£	-
	East Anglia's Children's Hospices (EACH)	£	-

PROPOSED DONATIONS FOR 2026-27	£	1,025
---------------------------------------	----------	--------------

Date	Organisation	Donation made	
	Felsted Poppy Appeal - Donation and wreath (LGA 1972 Section 137)	£	100
	Essex and Herts Air Ambulance	£	325
	Uttlesford Citizens Advice Bureau	£	300
	East Anglia's Children's Hospices (EACH)	£	300

NOTES:

Payments to be made at October Full Council Meeting

Requests for Donations:

Buffly Playbus

Uttlesford Community Travel