

FELSTED PARISH COUNCIL



Minutes of the Finance Committee Meeting

held on 30th July 2025 at 3pm in the Committee Room at the URC Hall.

Present Councillors Roy Ramm (Chair), Frances Marshall, Graham Harvey, John Moore and the RFO (Daniel Plunkett). Councillor Richard Freeman was also present as an observer.

F25/33 Apologies for absence and declarations of interest

Apologies were received from Councillor Richard Silcock. There were no Declarations of Interest.

F25/34 Approval of Minutes of the meeting held on 19th May 2025

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

F25/35 Matters arising from the previous Minutes (not covered elsewhere on this Agenda)
None.

F25/36 Bank Reconciliation and PAYE Records

The bank reconciliations and PAYE records were reviewed and signed by the Chair and Councillor Graham Harvey.

F25/37 Accounts for Approval and Payment / Receipts

The RFO noted receipts to 23/07/25 were £137.75 broken down as:

Allotment rents: £90.75

Focus Donations: £47

Members considered the list of payments on page 3 & 4. Councillor John Moore noted that the allotment water costs were high and the RFO said that a reading had been provided for both meters and the usage was higher than the water company estimates. Following a discussion about the potential for a water levy to encourage economical usage it was agreed that this would not be practical and the recent increase in allotment rents should cover the water costs. The list of payments was Proposed by Cllr Frances Marshall, seconded by Cllr John Moore and was unanimously approved.

F25/38 Review of Accounts for the current year

Members studied the budget comparison prepared by the RFO (appended on page 5) and noted the following items:

The Estimated actual vs budget for the year end was for an £6,948 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 Focus Advertising based on Summer edition (+£1,000 better)
- Increased estimate for football pitch rentals (+£450 better)
- Reduction in Salary and expenses estimate (+£1,000 better)
- Increase in Administration costs (-£1,100 worse - £500 increase in Focus costs, £500 for a new laptop for the assistant clerk).

Members further noted that the Nature Area account had spent £4,148.65 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 improved slightly it was difficult to draw any firm conclusions on likely year-end figures but that it remained likely there would be a meaningful deficit at the year end.

- F25/39

Review of Conduct of future Finance Committee Meetings

It was agreed that the 15th October 2025 Finance Committee Meeting would take place at 3pm in the Committee Room of the URC Hall (subject to availability).
- F25/40

Any urgent matters and proposals for future agenda items

The RFO noted that the streetlights electricity was currently being paid by BACS and suggested that a direct debit be setup. This was agreed unanimously.
- F25/41

Next meeting

The meeting closed at 3.20pm.
The next meeting will be held on 15th October 2025 at 3pm in the Committee Room at the URC Hall, Stebbing Road, CM6 3JD.

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Chairman

Dated

F25/37 - Accounts for Approval and Payment / Receipts

[illegible]

Felsted Parish Council

Unpaid Bills Detail

As of 13 August 2025

		Date	Num		Memo		Open Balance	Payment Ref	Notes
	Kempco								
	Total Kempco	30/06/2025	222750		Printer Inks		70.67	250709	
							70.67		
	Lee Heron								
	Total Lee Heron	31/07/2025	Jul25		Unlocking car park 1 - Jul25		60.00	250710	
							60.00		
	North End Nurseries	15/07/2025	1132		Watering of newly planted hedging and trees				
	Total North End Nurseries						360.00	250711	NATURE AREA
	Officials - Salary	31/07/2025	Jul25 - Salary		Asst Clerk salary - Jul25		3,482.15	250712, 250713, 250714	
	Total Officials - Salary						3,482.15		
	Officials - Expenses				Clerk's expenses - July 2025- Google Suite & computer support package, monthly mobile phone con...				
		31/07/2025	Jul25 - Exp		Asst Clerk Expenses - Jul25 - mobile phone monthly contract, mileage		571.99	250712, 250713, 250714	
	Total Officials - Expenses				RFO Expenses - Jul25 - Mileage		571.99		
	Officials - NEST Pensions	31/07/2025	CS- Jul25		Pension Contribution - C Schorah - Jul25		37.08		
		31/07/2025	HR- Jul25		Pension Contribution - H Read - Jul25		135.82	Direct Debit	
	Total Officials - NEST Pensions						172.90		
	Playdale Playgrounds Ltd	23/07/2025	61496		Replacement ball joint for mega swing plus other items		2,236.91	250715	
	Total Playdale Playgrounds Ltd						2,236.91		
	S P Barnard	31/07/2025	Jul25		Village attendant - Jul25		1,056.00	250716	
	Total S P Barnard						1,056.00		
	SL Powell	31/07/2025	Focus Del - Jul25		Focus Delivery - Summer 2025 Issue		280.00	250704	pproved RR&RFO - 11/07/25
	Total SL Powell						280.00		
	SSE Energy Solutions	16/07/2025	M03210059		Streelight Electricity for period 01/05/25 to 30/06/25 - MPANs 10 1309 5287 825 & 10 1309 5287 59		491.16	250717	
	Total SSE Energy Solutions						491.16		
	Three Mobile	23/07/2025			Monthly Simcard charge for CCTV		6.54	Direct Debit	
	Total Three Mobile						6.54		
	Vodafone	27/07/2025	B4-704419285		Office Phone and Broadband - Jul25		56.43	Direct Debit	
	Total Vodafone						56.43		
	TOTAL						19,120.17		

F25/38 - Review of Accounts for the current year

FPC - Budget Comparison to 24 July 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		68,245		136,490		0	
Allotments Rents	1,700		3		1,700		0	
Playing field rent	600		150		1,000		400	
Grants	1,000		0		1,000		0	
Sundry other receipts	200		0		200		0	
Magazine advertising & donations	4,132		1,628		5,342		1,210	
Bank Interest	0		43		170		170	
Total Income		144,122		70,069		145,902		1,780
EXPENSES								
Salary and Expenses		54,404		20,143		55,163		758
Street Lighting		8,299		9,355		17,112		8,813
Administration		12,409		6,329		13,155		746
Maintenance, repairs and upkeep		48,600		16,483		47,084		-1,517
Projects		4,470		0		4,470		0
Sundry		13,243		3,070		13,170		-73
Total Expenses		141,425		55,380		150,153		8,728
Closing Balance		42,587		54,578		35,639		-6,948
Includes Reserves carried forward:								
Long Term Works Reserve		18,000		18,000		18,000		
General Reserve		24,587		36,578		17,639		



Nature Area Expenditure to 24 July 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
					-£ 2,342.35
Unity Trust Deposit Account - YTD	Date	Reference	Supplier	Description	Amount
					£ -
Closing Balance - Barclays Savings Account	£ 38,873.58				
Closing Balance - Unity Trust Deposit Account	£ 80,000.00				
Total	£ 118,873.58				
				Total Income	£ 1,806.30
				Total Expense	£ 4,148.65
				Net Expense	£ 2,342.35
S106 Funds Received	02/10/2018				
S106 Funds Expire - 20y time period	02/10/2038				
Years Remaining	13.2				
Available Expenditure p.a.	£ 9,031.82				