

Minutes of Policy and Finance Committee Meeting

A meeting of the Policy and Finance Committee took place on Tuesday 15th October 2024 at 18.00 in the Meeting Room, Community Centre, Caxton Close, Tiptree.

Present: Cllr M Maund - ***Chair*** Cllr A Dickey
Cllr J Greenwood Cllr Barbara Wood

Also, in attendance: Clerk to the Council.

012/24 **Apologies for Absence:**

Apologies were received from Cllrs Webb and Birkin

013/24 **Declarations of Interests:**

Cllr Greenwood Declared a pecuniary interest as he is a Trustee of TYPO.

014/24 **Chairs Announcements:**

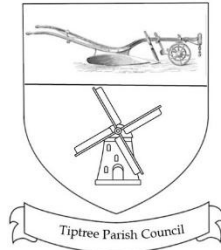
There were no announcements

015/24 **Minutes of Meeting:**

The minutes of the meeting held on 9th July 2024 were proposed, seconded and **Resolved** unanimously as being an accurate record and duly signed.

016/24 **Public Questions:**

There were no questions from the Public.



017/24 **Policies to be reviewed and approved**

- i. Accessibility Statement
- ii. Co Option Policy
- iii. Complaints procedure
- iv. Data protection
- v. Disciplinary Procedure
- vi. Environmental Policy
- vii. Grievance policy - **Rewritten**
- viii. Health and Safety Policy
- ix. Lone worker – **Rewritten**
- x. Memorial Garden Policy
- xi. Publication scheme
- xii. Retention and Disposal of Documents
- xiii. Training and Development Policy – **Rewritten**

The policies were reviewed, they were proposed, seconded and **Resolved** unanimously to be adopted.

018/24 **Precept 2025/26**

The Clerk took the committee through the draft budget for next year, she also advised that she had reached out to Colchester City Council to request a preliminary number of the tax base for Tiptree for the next financial year.

The Clerk also mentioned that she would consult with each committee to confirm their respective budgets, and will present the consolidated budget to this committee in December, prior to recommending it to the full council in January 2025..

019/24 **Financial Review:** The committee reviewed the report on Budget Vs Spend to date and noted the report.

020/24 **Chair closed the meeting at 18.40**

Date of next meeting: 10th December at 11 am

Signature Date 10th December 2024