



Minutes of Policy and Finance Committee Meeting

A meeting of the Policy and Finance Committee took place on Tuesday 23rd August 2025 at 11.00 in the Meeting Room, Community Centre, Caxton Close, Tiptree.

Present: Cllr A Dickey Cllr Barbara Wood
Cllr J Greenwood Cllr D Webb

Also, in attendance: Clerk to the Council.

12/25 **Apologies for Absence:**

There were no apologies to be received.

13/25 **Declarations of Interests:**

There were no Declarations of interest.

14/25 **Chairs Announcements:**

The Chair had no Announcements.

15/25 **Minutes of Meeting:**

The minutes of the meeting held on 13th August 2025 were proposed, seconded and **Resolved** with a Majority as being an accurate record and duly signed.

16/25 **Public Questions:**

There were no questions from the Public.

17/25 **Financial review to date:**

The Responsible finance officer informed the committee of the council's finances.

18/25 **Annual review of terms of reference:**

After discussion it was proposed, seconded and **resolved** unanimously that the amended Terms of reference for the policy and finance committee are accepted and would be recommended to full council.

19/25 **Employee Handbook:**

After discussion it was proposed, seconded and **resolved** unanimously that the employee handbook will be adopted.

20/25 **Review of the Financial Risk Assessment:**

After discussion it was proposed, seconded and **resolved** unanimously that the Financial Risk Assessment amendments were agreed and would be recommended to Full council.

21/25 **Review of Standing orders:**

After discussion it was proposed, seconded and **resolved** unanimously that the amendments were accepted and would be recommended to full council.



22/25 **Review of Flag Flying Policy:**

After discussion it was proposed, seconded and **resolved** unanimously that the policy needs to be rewritten.

23/25 **Review of the communications and engagement policy**

After discussion it was proposed, seconded and **resolved** unanimously that this draft policy would be combined with item 13 Review of the draft social media policy then brought back to the committee.

19/25 **Chair closed the meeting at 12.26**

Date of next meeting: 25th November at 11.00 am

Signature Date 25th November 2025