

Minutes of Policy and Finance Committee Meeting

A meeting of the Policy and Finance Committee took place on Tuesday 25th November 2025 at 11.00 in the Meeting Room, Community Centre, Caxton Close, Tiptree.

Present: Cllr C Osborne - **Chairman** Cllr J Greenwood - **Vice Chairman**
Cllr Barbara Wood Cllr D Webb

Also, in attendance: Clerk to the Council.

25/25 **Election of new Chairman:**

After discussion it was proposed, seconded and **resolved** unanimously Cllr Osborne was elected as the Chairman of the committee.

26/25 **Apologies for Absence:**

There were no apologies to be received.

27/25 **Declarations of Interests:**

There were no Declarations of interest.

28/25 **Chairs Announcements:**

The Chair had no Announcements.

29/25 **Minutes of Meeting:**

The minutes of the meeting held on 23rd September 2025 were proposed, seconded and **Resolved** Unanimously as being an accurate record and duly signed.

30/25 **Public Questions:**

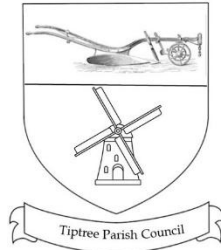
There were no questions from the Public.

31/25 **Financial review to date:**

The Responsible finance officer informed the committee of the council's finances. It was noted that the council was sitting on just under £ 300k of general reserves, and was expected to come in under budget this year.

32/25 **Review of the council's proposed budget for 2026-2027:**

Discussion was had around the submission of the committees and the council, noting the improvements in forward planning and budgeting for activities which had been covered from general or earmarked reserves in the past. After discussion it was proposed, seconded and **resolved** unanimously that the Policy and Finance committee would ask the committees to review spending priorities for the 25/26 year, and see if they can identify items which would add value to the community. They would then be invited to present these to the council for discussion/approval, to either be spent in the 25/26 year, or to earmark reserves for these to occur in the 26/27 year.



After discussion it was proposed, seconded and **resolved** unanimously that the draft budget would be recommended to full council with the use of up to £30,000 from the councils general reserve funds to offset the proposed precept of £500,000 so the increase in the budget is below 4% and the Clerk is to investigate the rate of the councils national insurance payments.

33/25 **Review of the Draft Communications & Engagement Policy:**

After discussion it was proposed, seconded and **resolved** unanimously that the Draft Communications & Engagement Policy will be recommended to full council for consideration.

34/25 **Financial support for council clerk:**

Discussions were had about what an appropriate skillset to perform the role of RFO, and what level of risk the committee deemed appropriate to accept. After discussion it was proposed, seconded and **resolved** unanimously that Cllr Osborne would have view only access to Rialtas and come back with a proposal for financial resource support for the Clerk.

35/25 **Review of Financial processes of the council:**

It was noted that Cllr A Dickey's work on the staff payment system had paused, and the committee wished this to continue. After discussion it was proposed, seconded and **resolved** unanimously that the committee recommend to full council a new system of staff payments.

After discussion it was proposed, seconded and **resolved** unanimously that Cllr Osborne would perform a review of current financial processes and recommend to the committee an update of the financial regulations for discussion

36/25 **Chair closed the meeting at 13.25**

Date of next meeting: to be confirmed at full council meeting

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