

## **Minutes of Policy and Finance Committee Meeting**

A meeting of the Policy and Finance Committee took place on Tuesday 24<sup>th</sup> March 2025 at 19.00 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.

37/25 **Apologies for Absence:**

Apologies were proposed, seconded, and unanimously Accepted from Cllr McNulty for being unable to attend the meeting due to personal reasons.

38/25 **Declarations of Interests:**

There were no Declarations of interest.

39/25 **Chairs Announcements:**

The Chair announced he apologized for not sending out a pre meeting overview of the policies, we have a few items we need to have a decision on and others that are nice to have.

40/25 **Minutes of Meeting:**

The minutes of the meeting held on 25<sup>th</sup> November 2025 were proposed, seconded and **Resolved** Unanimously as being an accurate record and duly signed.

41/25 **Public Questions:**

There were no questions from the Public.

42/25 **Financial review to date:**

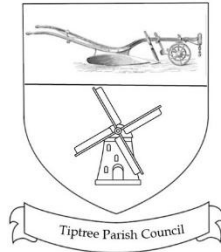
The Responsible finance officer informed the committee of the council's finances.

43/25 **Update from the Financial processes of the council review:**

After discussion it was proposed, seconded and **resolved** unanimously that the policy required supplementary annexes and formatting but would still be recommended to Full council.

44/25 **Review of the Reserves policy:**

After discussion it was proposed, seconded and **resolved** unanimously that Cllr Osborne would continue working on this policy and is to bring it back to the committee.



45/25 **Review of Standing orders.**

After discussion it was proposed, seconded and **resolved** unanimously that the amended standing orders would be recommended to Full council.

46/25 **Consideration of a policy Review Schedule:**

After discussion it was proposed, seconded and **resolved** unanimously that the Clerk would priorities the policies in to yearly, two yearly and three yearly review schedule and bring it back to the committee.

47/25 **Consideration of new investment bank account:**

After discussion it was proposed, seconded and **resolved** unanimously that the Clerk would open bank accounts with the following banks HSBC, Lloyds and Nationwide so Full council can decide which to use.

48/25 **Consideration of Councillor training, financial support and financial sustainability:**

Cllr Greenwood left the meeting at 20.30

After discussion it was proposed, seconded and **resolved** unanimously that the committee recommends to Full council that, councillors can no longer self-certify to new courses it must be approved by full council. New councillor training, chair training and free courses can be booked by the office.

It was also proposed, seconded and **resolved** unanimously that the recommendation for the Staffing committee to be requested to have a training development plan for the staff.

49/25 **Consideration of new Emergency and resilience policy:**

After discussion it was proposed, seconded and **resolved** unanimously that the new policy be recommended to full council.

50/25 **Consideration of new procurement policy:**

After discussion it was proposed, seconded and **resolved** unanimously that the new policy be recommended to full council.

51/25 **Chair closed the meeting at 21.15**

Date of next meeting: on Tuesday the 26<sup>th</sup> of May 2026 at 19.00 in the meeting room.

Signature .....

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