

Minutes of Policy and Finance Committee Meeting

A meeting of the Policy and Finance Committee took place on Tuesday 22nd September 2026 at 19.00 in the Meeting Room, Community Centre, Caxton Close, Tiptree.

Present: Cllr J Greenwood – **Vice Chairman** Cllr D Webb
Cllr B Wood

Also, in attendance: Clerk to the Council and the Community Centre manager.

31/26 **Election of the Vice Chair:**

After discussion it was proposed, seconded and unanimously approved the Cllr Greenwood would be Vice Chair to the Committee.

32/26 **Apologies for Absence:**

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

33/25 **Declarations of Interests:**

Cllr D Webb Declared a non-pecuniary interest as a trustee for TYPO and Friends of Tiptree Heath this relates to setting the community centre hire fees.

34/25 **Chairs Announcements:**

The Chair Had no announcements.

35/25 **Minutes of Meeting:**

The minutes of the meeting held on 28th July 2026 were proposed, seconded and **Resolved** Unanimously as being an accurate record and duly signed.

36/25 **Public Questions:**

There were no questions from the Public.

37/25 **Financial review to date:**

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

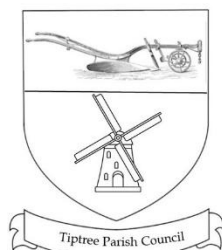
38/25 **Consideration of outside lighting quotes for the community centre:**

After discussion it was proposed, seconded and **resolved** unanimously that quote 1 from SV electrics at £2,718 was chosen by the committee.

39/26 **Considerations of community centre report and recommendations:**

After discussion it was proposed, seconded and **resolved** unanimously that the hire fees remain the same as last year.

After discussion, it was proposed, seconded and **resolved** unanimously that the Committee ask the Community Centre Manager to add the following to the terms and



conditions of hire: "Hirers must complete set up and take down within their allotted booking time. Any additional time may incur an extra charge."

40/26 **Consideration of Support company for future FOI/SAR from outside companies:**

After discussion it was proposed, seconded and **resolved** unanimously that the committee chose to go with Break though communications for a subscription of £695 plus VAT.

41/26 **Review of the councils Freedom of information and GDPR processes:**

The committee reviewed the Councils procedures no decision was made.

42/26 **Consideration of residents' complaint about Thyme road:**

After discussion it was proposed, seconded and **resolved** unanimously that the committees reviewed the residents' complaint and is satisfied the council has acted appropriately.

43/26 **Consideration of requesting committees' draft budgets for September**

After discussion it was proposed, seconded and **resolved** unanimously that the committees have draft budgets ready for the policy and finance committee by September.

44/26 **Consideration of committees' future projects:**

This item is to be brought back to the committee in November.

45/26 **Consideration of budget planning for 2027-2028:**

This item is to be brought back to the committee in November.

Chair closed the meeting at 21.04

Date of next meeting: on Tuesday the 24th of November 2026 at 19.00 in the meeting room.

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