

## **Elsenham Parish Council**

### **Finance Committee Meeting held on Tuesday 24 June 2025 at 1.00pm in Old Frank's, High Street, Elsenham**

**All members of the public welcome**

## **MINUTES**

### **Present:**

Mr B. Burlton (Chair, BB), Mrs F. Lambert (FL),  
Dr G. Mott (GM), and Mrs L. Johnson (Parish Clerk LJ)

**Members of the public: 0**

- 1. Apologies for absence.** None.
- 2. Declarations of Interest.** None.
- 3. Approval of minutes from the meeting held on 20 May 2025.**  
The minutes were agreed as a true record and signed by BB.
- 4. Matters arising from the minutes** (not otherwise on the agenda).  
Cllr. Franklin is happy to receive the payments and schedules from GM, on the weekend before the parish council meeting to sign, Cllr. Franklin will then deliver them back to LJ. The three payment schedules A, B and C have all been updated.
- 5. Football Club Payments.**  
The EYFC quarterly payments for 2024/2025 were £1,409.35, this was worked out on the Lawn Doctor's quote for the year, £14,167.00. However, Lawn Doctor only invoiced EPC for £7,981. Therefore, EYFC has overpaid by £4,324.90. EPC will hold the credit of £4,324.90, just in case Lawn Doctor submit a late invoice or The Football Foundation reduced the amount of the grant. However, EPC will not send EYFC their quarterly invoice until the credit has been used. LJ to contact the EYFC and explain the situation.
- 6. Interest bearing accounts.**  
BB had researched options for transferring some funds to another bank or to another account. The Financial Services Compensation Scheme (FSCS) only protects up to £85,000 per person or institution, in the unlikely event that the bank collapses. GM had raised the point that the Section 106 money for the Isabel Play area should be ring fenced reserve and in a separate interest-bearing account, any interest accrued should remain in the account. In the unlikely event that not all the funds are spent within the allotted 10 years, the remaining funds, plus any interest, would have to go back to the developer, in this case David Wilson Homes. The original amount was £150,000 with only £43,724 remaining. As it is unknown exactly how much interest would have

accrued if the £150,000 had gone straight into an interest-bearing account, it was agreed to set up an account with £45,000.

LJ to change the name of the account on Rialtas from EMR Section 106 Isabel Drive to RFR Section 106 Isabel Drive.

It was agreed that the Finance Committee will recommend to the full council that EPC set up a Community and Charity Account at the Saffron Building Society. This account has an interest rate of 3.85%. and instant access. Once the account is open the section 106 money, £45,000, for the Isabel Drive Play area will be transferred over.

It was agreed to also recommend to the full council that the Investment Account held at NS&I is closed and the funds transferred into general reserve. The account only has an interest rate of 1% and every transaction and request must be carried out by post.

It was agreed to ask Cllr. Donald if she would become a signature on the bank accounts.

#### **7. Financial reserves policy.**

The Internal Auditor recommended EPC should review its Financial Reserve Policy dated July 2021 and ensure that the provisions are still appropriate to the council's requirements.

The policy states, *7.1b The council shall aim to maintain a General Reserve equivalent to at least 25% of the precept or 25% of annual expenditure, whichever is the greater.*

The Finance Committee are aware they are currently above this level and will continue to monitor.

One of the reasons the general reserve is high is the amount of funds accumulated for the new community centre. It was agreed to set up an EMR for the community centre with £40,000 transferred from the general reserve.

#### **8. Accounts publication dates.**

The notice of Public Rights dates, Tuesday 3 June 2025 ending Monday 16 July 2025, is recorded under the minute 23156. Between these dates members of the public may request to see EPC accounts 2024/2025.

#### **9. Check FoI link.**

The Freedom of Information Act requires every public authority to have a publication scheme and to publish information covered by the scheme. The Internal Auditor advised EPC to adopt such a scheme.

It was agreed that this comes under the remit of the Communication Committee. LJ will complete the template as far as she is able and then discuss it with the Communication Committee.

#### **10. GDPR regulations.**

The Internal Auditor recommended: *to be fully compliant with the General Data Protection Regulation requirements, the council should adopt formal policies and procedures covering the way data and electronic information is retained including the periods for retention along with policies for dealing with subject access requests and policies for dealing with data breaches.*

LJ has prepared a policy.

It was agreed to remove the two paragraphs in square brackets in the policy, as these do not apply to EPC, to also insert LJ's name and job title on page 1, as the person with responsibility for data protection compliance within the parish council. With these amendments the Finance Committee will recommend to the full council that the Data Protection Policy is adopted.

#### **11. Terms of EYFC's use of Bloor facilities.**

BB said a 'usage agreement' for the football pavilion and football pitches should be drawn up between EPC and EYFC. The agreement could be between 3 and 5 years.

BB said he would not recommend that EPC lease the facilities to EYFD.

With the facilities there is also a sinking fund attached of £60,000 which is index linked, this is for the maintenance of the building and pitches for 25 years.

GM said he would send BB the information provided by Bloor Homes on the efficiency of the running of the building, such as having solar panels, installation and heat-pump hot-water system. If more information is required LJ will contact Bloor.

#### **12. Any other Business.**

FL said she did not think it was right that the EYFC must pay to use the playing field while the Tennis Club does not. When the football club is not playing any residents can use the playing field, but residents can only use the tennis courts if they pay and are members. The Tennis Club should have a lease like the Bowls Club.

BB said this has been raised with the Tennis Club before, but they did not want to pursue it.

FL said the EPC website is out of date. The photos and the virtual tour need updating. LJ will inform the Communication Committee.

A police sergeant informed FL that EPC is discriminating against the police by asking for a monthly PCSO report.

The meeting finished at 2.45pm.

The next meeting will be held on 9 September 2025.