

Minutes of the Extra Ordinary Meeting of the Great Waltham Parish Council held on Monday 30th June 2025 at The Pavilion, South Street, Great Waltham at 7.30pm.

25/2239 Chair's Welcome:

Chair: Gilbert.

Cllrs: Martin, McDevitt, Stephenson, Jenkins, Jackson, Taylor.

25/2240 Apologies.

Cllrs Bradley , Steel and Micklem.

25/2241 Declarations of interests (existence and nature) with regard to items on the agenda and any request for dispensation.

There were no declarations of interest.

25/2242 Public Participation session for any items regardless of its existence on the agenda.

There were no members of the public present.

25/2243 Review the Internal Auditors report for FY 2024-2025.

Items Raised by the 2024/2025 Audit .

1. The Council's general reserves are higher than the amount recommended by PKF Littlejohn. The Council should consider whether further reserves should be earmarked .

Resolution: The Parish Council will review its reserves in the October Budget discussions.

2. Currently a financial report which has comparison of spending to budget is currently only presented annually. The Council should consider making these reports at least quarterly, but this should be monthly .

Resolution: A comparison document will be prepared and issued for each monthly meeting of the Council.

3. The recommended guideline for the Council's Fidelity Cover is the year end balances + 50% of the Precept. The current cover is only £25000.00, which means that the Council is under insured. The Council should contact its insurers to discuss raising this amount.

Resolution: The Parish Council will arrange to increase its fidelity insurance from £25,000 to £100,000 with immediate effect.

25/2244 To confirm and sign the Annual Governance Statement which forms part of the Annual Return for Local Councils, Internal Drainage Boards, and other smaller authorities in England for the year ended 31st March 2025.

Resolution: The Annual Governance statement was confirmed.

25/2245 To adopt the Annual Accounts for the year ended 31st March 2025 and to sign the Annual Return.

Resolution: The Parish Council adopted the accounts.

Meeting Closed 7.50PM.

Will Adshead-Grant

Clerk to the Council.