

Great Waltham Parish Council

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Minutes of the meeting of the Finance and General Purposes Committee of Great Waltham Parish Council held in the Pavilion , South Street , Great Waltham on Monday 27th October 2025.

1. Chair's Welcome:

Chair: Gilbert.
Cllrs: Martin and Stephenson.

2. Apologies for Absence.

Cllr Jackson.

3. Declarations of interests (existence and nature) with regard to items on the agenda and requests for dispensation.

There were no declarations.

4. Public Participation session - items do not need to on the agenda.

No members of the public attended.

5. To review open items on the Action Tracker circulated prior to the meeting.

The open items were reviewed and closed as completed.

6. Review of the Budget Performance 2025-2026 to date.

The figures are up to date for October. This is halfway through the financial year. A line-by-line review was undertaken, and the forecast end of year figure was reviewed.

Resolution: An estimated underspend of £7,691 is forecast. This will be reviewed as the year end approaches.

7. To consider changes to allotment hiring fees.

A discussion around occupancy levels at each site and the current costs to support the allotments. The Parish Council carries the costs for unoccupied plots and the increased areas of maintenance required as a consequence.

Resolution: Any changes in the fees to be deferred until November 2026.

8. To consider changes to Pavilion hiring fees.

The fees have not been reviewed since May 2022. The Pavilion is regularly hired, and the costs have steadily increased as a consequence. The new fee structure should start from the 1st of April 2026.

Resolution: The committee recommends the reduction of the local discount from 25% to 10%.

Resolution: The committee recommends the reduction of the block booking discount from 25% to 10%.

Resolution: The committee recommends the increase of the hourly charge from £6.50 to £7.00 for booking of less than 4 hours.

Resolution: The committee recommends the increase of the hourly charge from £5.50 to £6.00 for booking of more than 4 hours.

9. To confirm projected reserves account funds for the end of 2025/26 accounting period.

Reserves

	Total
General Reserve	£22,000
Safety Scheme	£8,000
Capital Works	£47,000
Allotment deposits	£850
Asset Refresh	£10,000
Gt Waltham Playground Refresh - Budget	£15,000
Gt Waltham Playground Refresh - Grants	£17,363
Gt Waltham Playground Refresh- Donations	£3,500

Estimated position end of Financial year

£123,713

Resolution: **The projected reserves were noted.**

10. To consider reserving requirements for asset repair/replacement for 2026/27.
The input from the annual asset survey was reviewed. Several quotations have been received to guide the budget process and align assets to an annual replacement cycle.
11. Discuss and agree a recommended budget for 2026-2027.
A detailed budget review was undertaken, and each line of the budget was challenged and reviewed.

Resolution: **The Committee recommends the Budget of £129,992.04 for the financial year 2026-2027.**

12. Discuss and agree a precept demand on Chelmsford City Council for 2026-2027 (to be agreed in full council).
After reviewing reserves and the impact on the budget a precept recommendation was agreed based on the previous tax base position.

Resolution: **The Committee recommends the precept is increased by 4.9% to £106,592.04.**

Members – Cllr Jackson, Cllr Martin, Cllr Gilbert, Cllr Stephenson and two vacancies.