

KELVEDON HATCH PARISH COUNCIL

Financial Committee Meeting June 2026 - Attachments

Attachment 6

Responsible Financial Officer's Report

The Parish Council's financial situation is stable and on the path for some big improvements. For 2026/2027 the precept is £174,813 a bigger increase than normal as we are trying to rebuild up the reserves.

Update on the bigger projects expected for this year:

1. Swan Pond project – rainwater collection – ongoing – 16th June reports being done.
2. Play Area – replace some old equipment and waiting to receive replacement nest swing which will be covered by the insurance company.
3. New bus shelter for Blackmore Road – we need ECC new councillor approval
4. Love your bus grant – grants have been approved, just waiting for Central Connect contracts to be signed.

A CILF payment for Enderly development has been authorised by Brentwood Borough Council and we are waiting to receive £7,104.20.

“Greater Essex LGR” are still to be come and they would probably bring some changes with them and we should be prepared.

The Internal Audit has been received with 3 recommendations:

1. Update Standing Orders to match £30,000 reference in the Financial Regulations for the Public Contracts Regulations 2015. - **Updated**
2. When applicable, the council's response to the Internal Audit recommendations should be contained in the minutes of the meeting.
3. It is a requirement that items raised in the External Auditor's report be recorded in the minutes along with any actions to be taken

Points 2 & 3 understood and will do from now on.

Overall, it is very likely that next year precept will have to be increased again in order to carry on building up reserves to previous levels.

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Attachment 7 – Budget – excel file

Attachment 8 - Regular Payments Schedule:

Monthly:

Evergreen – Litter picking and bus shelters maintenance

S-Type Security – Security

Magic Mouse – Village Newsletter printing

Village News editor

Microsoft & Publuu software

Wages / HMRC / Pension

Office Rent and services

Meetings set up

Every Quarter

War Memorial – Swan Pond & Play Area maintenance

BBC – Rubbish collection

Payroll Service

Yearly

Kelvedon Hatch Village Hall Trust – Poors Field use

Kelvedon Hatch Football Club – Poors Field maintenance

Insurance

Internal Audit

External Audit

EALC – NALC – SLCC – BBCPA - RCCE – BBARUA - memberships

Website Hosting

Website Maintenance

AntiVirus software

Newsletter distribution

Attachment 9 – Internal Audit – pdf & doc files

Attachment 10 - AGAR – pdf file