# MISTLEY PARISH COUNCIL

**Minutes of the Finance/Budget Committee Meeting held on 9th November 2026 at 6.30pm at Mistley Village Hall**

**Councillors Present:**
Councillor J Chaplin
Councillor S Coiley
Councillor I Killion (*Chair of Committee*)
Councillor P Nutter

**In Attendance:**
Mrs S Clements – Parish Clerk/Responsible Financial Officer
No Members of the Public

1. **Welcome and Apologies for Absence** – The Chairman welcomed those present.

2. **Public Voice** - There were no Members of the Public present.

3. **Declarations of Interest and Dispensations** – None.

4. **Minutes of the Previous Finance Committee Meeting** – The Minutes were received, considered, and agreed following the vote. (Proposed by Councillor Nutter and seconded by Councillor Coiley). Finance Commitee | Mistley Parish Council

5. **Matters Arising/updates from Previous Minutes** – None.

6. **Finance Committee Terms of Reference** – The Terms of Reference were received, considered and agreed following the vote. (Proposed by Councillor Coiley and seconded by Councillor Nutter). Finance Committee Terms of Reference 2.pdf

7. **Grounds Maintenance Contractor (Existing) -** (All Areas excluding the Cemetery and Closed Churchyards) – The Committee considered the request to increase the existing contract (now in its 4th year) by 10% from March 2027 to October 2027. The Committee agreed following the vote, to recommend acceptance of this request to the full Council meeting on the 14th December 2026. The Committee also recommends to the Council that dates are specified and that the position of the contract is stated when reviewing annually. (Proposed by Councillor Killion and seconded by Councillor Nutter).

8. **Sealed Tenders –** Grounds Maintenance – Cemetery and Closed Churchyards – The Committee received, opened and considered the sealed bids. (Table attached to Minutes). The Committee agreed following the vote, to recommend that the Grounds Maintenance Working Group meet to view the details and then make a recommendation to the next Finance Committee which is being held on the 16th November 2026. (Proposed by Councillor Killion and seconded by Councillor Nutter).

9. **Parish Council Assets Fees/Charges** – The Committee received, reviewed, and recommended to the full Council meeting on the 14th December 2026, changes to the fees/charges including effective from the 1st April 2027. These are an additional £5 per annum rent for all allotment plots apart from the River Reach site and an extra £5 per month for the Church Meadow rent. (Proposed by Councillor Killion and seconded by Councillor Coiley).

10. **Cemetery Fees** – The Committee reviewed and agreed following the vote to recommend to the full Council 3.3% increases to fees from April 2027. (Proposed by Councillor Killion and seconded by Councillor Coiley). Cemetery | Mistley Parish Council

11. **Cemetery Rules** – The Committee recommended to the full Council following the vote that no changes are made to the rules. (Proposed by Councillor Killion and seconded by Councillor Nutter). CEMETERY RULES

12. **First Draft Budget/Precept 2027/ 2028** – The Committee reviewed and discussed the first draft details.

 Signed – Chairman…….Date……

13. **EMR – (Ear Marked Reserves)** – Recommendations for new and updated EMR budgets were discussed for the next Finance Committee meeting on the 16th November 2026.

14. **Resolution to Exclude the Public and the Press –** The Public Bodies S.1 (2) (Admission to Meetings Act 1960) and the Local Government Act 1972 ss 100 and 102 (amended 2014). The Committee agreed following the vote to exclude *the Clerk for this item only*, since publicity would legally prejudice sensitivity and confidentiality. (Proposed by Councillor Coiley and seconded by Councillor Chaplin).

15. **Local Government Services Pay Agreement** – The Council is asked to make recommendations to the full Council Meeting on the 14th December 2026.

*There being no other business, the Chairman closed the Meeting to allow the closed business to be conducted.*