



# Hullbridge Parish Council

## Finance Committee

To be held on Wednesday 21<sup>st</sup> February 2024

7.45 pm

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Hullbridge Parish Council Office, 98 Ferry Road, Hullbridge, SS5 6EX

Members: Cllr D. Elwell (Chair), Cllr K. O'Brien (Vice-Chair), Cllr J. O'Brien,  
I. Kenlin. C. Agius, S. Cooper.

Staff: Mrs Nicola Harding (Clerk)/Mrs Julie Mullet (Assistant Clerk)

Dear Councillors,

You are accordingly invited to attend a **Finance Committee** Meeting to be held on Wednesday 21 02 2024 at the Parish Office at 7.45pm, when the undermentioned business is proposed to be transacted.

Please note that under the Local Government Act 1972 Schedule 12 p10(2) a Council cannot lawfully decide any matter that is not specified on the agenda. Please advise prior to the meeting if you require additional information on any agenda item.

Yours Sincerely,

*N. Harding*

Nicola Harding  
Clerk to the Council

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## Agenda

(Residents and Press welcome to attend)

1. **Apologies for Absence**  
**1.1** To *receive* apologies for absence.
2. **Approval of Minutes**  
**2.1** To *sign*, as a true record, the Committee Meeting held on **10<sup>th</sup> January 2024**.
3. **Declaration of interest and dispensations**  
**3.1** To *receive* declarations of interest and dispensations on items on the agenda  
(Dispensation requests at least one day prior to the meeting)
4. **Public Participation on items on the Agenda**
5. **Reports/Recommendations from Personnel / Committees / Code of Conduct**  
**5.1** Councillors to *discuss* and *agree* any recommendations from the above.



6. **Parish Office/Health & Safety/ Equipment and Parish Van**
  - 6.1. Councillors to *note* the back-office refresh and installation of hot water plumbing for the kitchen/toilet area to comply with Health and Safety Regulations.
  
7. **Finance**
  - 7.1 Councillors to *receive* quote and information from Rialtas about the change from Alpha to Omega software package.
  - 7.2 Councillors to *note* the year end close down will be carried out by DCK Accountants on 22<sup>nd</sup> April 2024.
  - 7.3 Councillors to *review* and *agree* the updated Asset Register prior to presentation to Full Council
  - 7.4 Councillors to *receive* latest information on the newsletter and *agree* the quotes for distribution. Councillors to *decide* next steps and nominate a Councillor to work with the office to progress the newsletter for recommendation to Full Council.
  - 7.5 Councillors to *discuss* and *agree* the 5-year lease quotes for the office copier.
  - 7.6 Councillors to *receive* the latest Receipts and Payments report.
  
8. **Consultations / Grants / Policy / Lease Agreements**
  - 8.1 Councillors to *review* and *agree* the updated Risk Assessments (LCRS) prior to presentation to Full Council.
  - 8.2 Councillors to *review* and *agree* the following policies and procedures
    - Councillor/Employee Relations
    - Health & Safety Policy
    - Pensions Policy
    - Training and Development Policy
    - Equality & Diversity Policy
  
9. **Date of the Next Meeting**
  - 9.1 Councillors to forward any items for the next agenda by 6<sup>th</sup> April 2024.
  - 9.2 Date of the next meeting will be Wednesday 24<sup>th</sup> April 2024 at 19.45hrs.

**Meeting Closed**  
**Nicola Harding**