



Hullbridge Parish Council

Finance Committee

To be held on Wednesday 24th April 2024

7.00 pm

Published 17/04/2024

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,
C. Agius, S. Cooper, I. Kenlin.

Staff: Mrs Nicola Harding (Clerk)

Dear Councillors,

You are accordingly invited to attend a **Finance Committee** Meeting to be held on Wednesday 24 04 2024 at the Parish Office at 7.00pm, 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

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 **21st February 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 *receive* a verbal update.



7. **Finance**

- 7.1 Councillors to *agree* accounts due will be paid at month end rather than the current mid-month system for more accurate monthly account control.
- 7.2 Councillors to *review* the current investments and *receive* the CCLA performance factsheet.
- 7.3 Councillors to *receive* and *agree* any changes to the General Reserves after accounts shutdown.- to follow post accounts shut down.
- 7.4 Councillors to *arrange* a review of the Allotment income and expenditure to inform any adjustments to the 2024-25 Allotment Rent. – to follow post accounts shut down.
- 7.5 Councillors to *agree* an amount of £500 and over for items which should be added to the Asset Register and £100 for inventory items for recommendation to Full Council as part of the 2024-25 Asset Register update.

8. **Newsletter**

- 8.1 Councillors to *receive* an update on the formation of the newsletter and *agree* next steps.

9. **Consultations / Grants / Policy / Lease Agreements**

- 9.1 Councillors to *review* and *agree* the following policies and procedures for recommendation to Full Council.
 - Annual Investment Strategy
 - Grant Award Policy
 - Risk Assessment and Management of Risks
 - Financial Regulations – new updates pending.
 - Strategic Plan 2024-2029
 - Action Plan 2024-2029

10. **Date of the Next Meeting**

- 10.1 Councillors to forward any items for the next agenda by 6th June 2024.
- 10.2 Date of the next meeting will be Wednesday 26th June 2024 at 20:00hrs.

Meeting Closed
Nicola Harding