



Hullbridge Parish Council

Finance Committee

To be held on Wednesday 26th February 2025

7.30 pm

Published 19/02/2025

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

Members: Cllr K. O'Brien, Cllr J. O'Brien, Cllr A. Marriott, Cllr S. Cooper,
Cllr I. Kenlin, Cllr S. Walsh.

Staff: Mrs Nicola Harding (Clerk)

Dear Councillors,

You are accordingly invited to attend a **Finance Committee** Meeting to be held on Wednesday 26 02 2025 at the Parish Office at 7.30pm, 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 **27th November 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)
(*Members are reminded they must, within 28 days of becoming aware of any new, or change in their Register of Members' Interests, provide written notification thereof to the Clerk of Hullbridge Parish Council.*)
4. **Public Participation - contributions from Residents, 15 minutes maximum on items on the Agenda and other contributions from Residents.**
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 upgraded security for the Parish van.

7. **Finance**

7.1 Councillors to *receive* and non-signatories to *sign* the quarterly bank statements and reconciliations.

7.2 Councillors to *receive* the quarterly financial report and to *note* the Council is within budget. Councillors to *note* the over-spend in various budget lines and explanation. Councillors to *agree* the clerk has budgetary discretion for any necessary future spends on those budgets lines .

7.3 Councillors to *receive* information regarding the works carried out to restore the sign for Crouch Harbour Authority and *discuss* and *agree* any labour costs.

7.4 Councillors to *agree* to pay any outstanding overtime to staff at year end.

7.5 Councillors to *note* DCK Accounting Solutions will carry out the year end close on 14th April 2025.

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

8.1 Councillors to *review* and *agree* the following policies and procedures for recommendation to Full Council.

- Councillor/Employee Relations
- Health & Safety Policy – to be signed by Chair at Full Council.
- Pensions Policy
- Training and Development Policy
- Equality & Diversity Policy
- Asset Register
- Members Allowance Policy DRAFT – new policy

8.2 Councillors to *review* and *agree* the updated Risk Assessments (LCRS) prior to presentation to Full Council.

8.3 Councilors to *receive* information on any leases reviewed to date.

9. **Newsletter**

9.1 Councillors to *discuss* and *agree* the content and a charge for adverts.

10. **Action Plan and Current Budget**

10.1 Councillors to *review* the document and *agree* any actions arising.

10.2 Councillors to *discuss* the budget and actions prior to year end.

11. **Date of the Next Meeting**

11.1 Councillors to forward any items for the next agenda.

11.2 Date of the next meeting will be Wednesday 23rd April 2025 at 20:00hrs.

Meeting Closed - Nicola Harding