



# Hullbridge Parish Council

## Finance Committee

To be held on Wednesday 20<sup>th</sup> September 2023

7.30 pm

Published 13/09/2023

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 20 09 2023 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

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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 **21<sup>st</sup> June 2023**.
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. **Terms of Reference**  
**5.1** Councillors to *review* and *approve* the updated Terms of Reference for the Finance Committee to align with the Financial Regulations.



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6. **Reports/Recommendations from Personnel / Committees / Code of Conduct**
  - 6.1 To *receive* a verbal report from the Clerk.
  
7. **Parish Office/Health & Safety/ Equipment and Parish Van**
  - 7.1 Councillors to *note* the back office/ toilet area will be repainted during the Autumn.
  
8. **Finance**
  - 8.1 Councillors to *receive* and *approve* the quotes for spreading of cockle shells in Kendal Park during the Autumn.
  - 8.2 Councillors to *receive* and *agree* and information on the re-investment of funds to be *ratified* at Full Council.
  - 8.3 Councillors to *receive* the Quarterly Financial Breakdown.
  - 8.4 Councillors to *receive* and *discuss* the provisional draft for the 2024/2025 budget. Councillors to *discuss* and *agree* a date to hold a separate budget meeting with the Clerk/Accounts Assistant prior to the next Finance Meeting.
  - 8.5 Councillors to *discuss* and *agree* options regarding the purchase of a storage unit for grounds maintenance equipment from the current budget to ease pressure on 2024/2025 budget.
  - 8.6 Councillors to *note* and *discuss* the comments arising from the External Auditors Report 2022-23.
  
9. **Consultations / Grants / Policy / Lease Agreements**
  - 9.1 Councillors to *review* the following for *recommendation* to Full Council
    - Strategic Plan 2021-2025
    - Records Retention Policy
    - Freedom of Information Act
    - Data Protection Policy
    - Risk Assessment and Management of Risks
    - Expense Claim Policy
    - Lone Working Policy
    - Reserves Policy
  - 9.2 Councillors to *discuss* and *agree* a project to put forward for 2024 CIF funding.
  
10. **Date of the Next Meeting**
  - 10.1 Councillors to forward any items for the next agenda by 10<sup>th</sup> November 2023.
  - 10.2 Date of the next meeting is Wednesday 29<sup>th</sup> November 2023 at 20.00hrs.

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