



# Hullbridge Parish Council

## Finance Committee

To be held on Wednesday 24<sup>th</sup> September 2025

8:30 pm

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

Members: Cllr J. O'Brien, Cllr A. Marriott, Cllr S. Cooper, Cllr I. Kenlin,  
Cllr S. Walsh, Cllr C. Agius, Cllr D. Flack.

Staff: Mrs Nicola Harding (Clerk)

Dear Councillors,

You are accordingly invited to attend a **Finance Committee** Meeting to be held on Wednesday 24 09 2025 at the Parish Office at 8.30pm, 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 **25<sup>th</sup> June 2025**.
3. **Declaration of interest and dispensations**  
3.1 To *receive* declarations of interest and dispensations on items on the agenda
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 Personnel committee including approval of amended staff contracts.
6. **Parish Office/Health & Safety/ Equipment and Parish Van**  
6.1 Councillors to *note* quotes are being sought for replacement van options.



6.2 Councillors to *discuss* opening the Parish Office for residents on a Friday morning from April 2026, and *agree* any recommendations.

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.

7.3 Councillors to *receive* a provisional draft budget for 2026-27 and *agree* an additional budget meeting with the Clerk and Accounts Assistant prior to the next Finance committee meeting.

7.4 Councillors to *note* the information from the CCLA PSDF.

7.5 Councillors to *consider* closing the Recreation Ground toilets on 1<sup>st</sup> October to align with maintenance staff winter hours.

8. **Local Government Reform – Sub committee**

8. Councillors to *discuss* any relevant information from the recent Steering Committee Meeting.

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

9.1 Councillors to review the following for recommendation to Full Council.

- Records Retention Policy
- Freedom of Information
- Lone Working Policy
- Reserves Policy
- Members Allowance Policy

9.2 Councillors to *consider* the Men's Shed group's request to place containers at Hullbridge Community Centre, and to review the lease to confirm where authority for granting consent lies.

10. **Newsletter**

10.1 Councillors to *receive* the draft newsletter and *agree* any actions. *To Follow*

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 26<sup>th</sup> November 2025 at 20:00hrs.

**Meeting Closed - Nicola Harding**