



# Hullbridge Parish Council

## Finance Committee

To be held on Wednesday 25<sup>th</sup> June 2025

8:00 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 25 06 2025 at the Parish Office at 8.00pm, 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

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## Agenda

(Residents and Press welcome to attend)

1. **Election of Chair**  
1.1 Councillors to consider nominations for the election of Chair.
2. **Election of Vice-Chair**  
2.1 Councillors to consider nominations for the election of Vice-Chair.
3. **Election of Members to Personnel Sub-Committee and LGR Steering Committee**  
3.1 Councillors to *vote* Four (4) Members to sit on the Personnel Sub Committee.  
3.2 Councillors to *vote* Four (4) Members to sit on the LGR Steering Sub Committee.
4. **Terms Reference**  
4.1 Councillors to *review* and *agree* the Terms of Reference for the Finance committee.  
4.2 Councillors to *review* and *agree* the Terms of Reference for the Personnel Sub-committee.  
4.3 Councillors to *review* and *agree* the Terms of Reference for the LGR Steering Sub-committee.



5. **Apologies for Absence**

5.1 To *receive* apologies for absence.

6. **Approval of Minutes**

6.1 To *sign*, as a true record, the Committee Meeting held on **23<sup>rd</sup> April 2025**.

7. **Declaration of interest and dispensations**

7.1 To *receive* declarations of interest and dispensations on items on the agenda

8. **Public Participation - *contributions from Residents, 15 minutes maximum on items on the Agenda and other contributions from Residents.***

9. **Reports/Recommendations from Personnel / Committees / Code of Conduct**

9.1 Councillors to *discuss* and *agree* the recommendation from the Clerk to *review* the staff contracts and pay points.

10. **Parish Office/Health & Safety/ Equipment and Parish Van**

10.1. Councillors to *note* the agreed external painting of 98a Ferry Road has been delayed due to contractor availability.

11 **Finance**

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

11.2 Councillors to *receive* the quarterly financial report.

11.3 Councillors to *receive* the recommendation from the General Purpose Committee to adjust the 2025-26 Allotment Fees by CPI;

Resident Full Plot - **£57.50** (Currently £55)

Resident Half Plot - **£36.00** (Currently £35)

Non-Resident Full Plot - **£77.00** (Currently £75)

Non-Resident Half Plot - **£46.00** (Currently £45) and *agree* a recommendation to Full Council.

11.4 Councillors to *agree* Cllr Sue Walsh be added as a bank signatory.

11.5 Councillors to *receive* information on the grant application made to the Rochford Community Fund for a community defibrillator.

11.6 Councillors to *discuss* continued issues with overnight parking in Pooles Lane Car Park , and to *receive* information on parking enforcement.

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

12. Councillors to *discuss* and *agree* next steps for the committee

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

13.1 Councillors to *agree* the review of Asset Register and leases held.

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

- Dignity at Work

14. **Action Plan and Current Budget**

14.1 Councillors to *review* the documents and *agree* any actions arising.

15. **Date of the Next Meeting**

15.1 Councillors to forward any items for the next agenda.

15.2 Date of the next meeting will be Wednesday 10<sup>th</sup> September 2025 at 19:30hrs.

**Meeting Closed - Nicola Harding**