



Hullbridge Parish Council

Finance Committee

Held on Wednesday 20th September 2023

7.30 pm

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

Members present: Cllr D. Elwell (Chair); Cllr K. O'Brien (Vice Chair); Cllr J. O'Brien; Cllr C. Agius; Cllr S. Cooper.

Staff present: Mrs Nicola Harding

No Members of the public were present

Minutes

13/09/23 **Apologies for Absence**

13.1/09/23 – Apologies were *received* from Cllr I. Kenlin.

14/09/23 **Approval of Minutes**

14.1/09/23 – RESOLVED Councillors *agreed* the minutes as a true record of the Committee Meeting held on **21st June 2023**.

15/09/23 **Declarations of interest / dispensations**

15.1/09/23 – None

16/09/23 **Public Participation** – No public present.

17/09/23 **Terms of Reference**

17.1/09/23 – Councillors *reviewed* and *approved* the updated Terms of Reference for *recommendation* to Full Council. Clerk to **ACTION**.

18/09/23 **Reports from Personnel / Committees / Code of Conduct**

18.1/09/23 RESOLVED – Councillors *noted* the comments and *agreed* the recommendations from the Personnel Committee that the Maintenance Assistant move up one SCP point. Clerk to **ACTION**.

19/09/23 **Parish Office / Health & Safety / Equipment and Parish Van**

19.1/09/23 RESOLVED - Councillors to *noted* the back office/ toilet area will be refreshed during Autumn.

20/09/23 **Finance**

20.1/09/23 RESOLVED – Councillors to *received* and *approved* the quotes for spreading of cockle shells in Kendal Park. Clerk to **ACTION**.

20.2/09/23 RESOLVED – Councillors to *received* and *agreed* and information on the re-investment of funds with the CCLA for *recommendation* to Full Council for *recommendation* to Full Council. Clerk to **ACTION**.



- 20.3/09/23 RESOLVED** – Councillors *discussed* and *reviewed* the Quarterly Financial Breakdown. Councillors *agreed* to *discuss* in more detail at the upcoming budget meeting.
- 20.4/09/23 RESOLVED** - Councillors *received* and *discussed* the provisional draft for the 2024/2025 budget. It was *agreed* that a budget meeting would be held 2nd October at 10am to continue discussions. Clerk to **ACTION.**
- 20.5/09/23 RESOLVED** – Councillors *discussed* and *agreed* options regarding the purchase of a storage unit for grounds maintenance equipment from the current budget to ease pressure on 2024/2025 budget. Clerk to **ACTION.**
- 20.6/09/23 RESOLVED** – Councillors *noted* and *discussed* the “except for” comments on the External Auditors report.

21/09/23 Consultations/ Grants/ Policy/ Lease Agreements

21.1/09/23 RESOLVED Councillors *reviewed* the following for *recommendation* to Full Council.

- Records Retention Policy
- Reserves Policy
- Freedom of Information Act
- Data Protection Policy
- Risk Assessment and Management of Risks
- Expense Claim Policy
- Lone Working Policy Clerk to **ACTION.**

Councillors *discussed* the Strategic Plan 2021-2025 and *agreed* that the current document required attention and should be sent to all Councillors for comment alongside the current Action Plan for *review* at the next Finance Meeting Clerk to **ACTION.** Councillors *proposed* a re-write of the Councils Strategic Plan post the 2024 elections, and that an Annual Action Plan also be put in place.

21.1/09/23 RESOLVED – Councillors *agreed* that a project to update street lights to LED and a project for a speed calming sign be prepared in anticipation of funding opportunities. Councillors *discussed* the need to ensure the 2024/25 budget includes sufficient funds to meet CIF funding requirements.

22/09/23. Date of the Next Meeting

22.1/09/23 Members were advised to forward any items for the next Agenda to the Clerk.

22.2/09/23 The date of the next meeting is Wednesday 29th November 2023 at 20.00hrs in the Parish Office.

Meeting closed 20.35hrs

Nicola Harding

Chairman Signature: _____ Date _____