



# Hullbridge Parish Council

## Finance Committee

Held on Wednesday 21<sup>st</sup> February 2024

19.45 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 A. Marriott

Staff present: Mrs Nicola Harding

No Members of the public were present.

## Minutes

### 41/02/24 Apologies for Absence

41.1/02/24 – Apologies were *received* from Cllr S. Cooper and Cllr I. Kenlin.

### 42/02/24 Approval of Minutes

42.1/02/24 – RESOLVED Councillors *agreed* the minutes as a true record of the Committee Meeting held on **10<sup>th</sup> January 2024**.

### 43/02/24 Declarations of interest / dispensations

43.1/02/24 – None

### 44/02/24 Public Participation – No public present.

### 45/02/24 Reports from Personnel / Committees / Code of Conduct

45.1/02/24 – No Report.

### 46/02/24 Parish Office / Health & Safety / Equipment and Parish Van

46.1/02/24 Councillors *noted* the back-office refresh and installation of hot water plumbing to kitchen and toilet area to comply with Health and Safety Regulations.

### 47/02/24 Finance

47.1/02/24 RESOLVED – Councillors *received* the quote and information from Rialtas and *agreed* to convert the existing Alpha system from Receipts and Payments to Income & Expenditure at a cost of £535 ex VAT for a full days consultancy – Clerk to **ACTION**.

47.2/02/24 RESOLVED – Councillors *noted* the year end close will be carried out on 22<sup>nd</sup> April 2024 by DCK Accountants.

47.3/02/24 RESOLVED – Councillors *received* and *agreed* the latest 2023-24 Asset Register prior to presentation to Full Council with a view to simplifying the document for the next financial year.

47.4/02/24 RESOLVED - Councillors *received* information on the newsletter and *agreed* the quote for distribution of £675. Ex VAT subject to confirmation of the size of the newsletter. Clerk to **ACTION**. Councillors *decided* that Councillors Agius, and



- Cllrs O'Brien would meet to discuss newsletter format and content ahead of proposed printing in May post elections. Cllr Agius and Cllrs O'Brien to **ACTION**.
- 47.5/02/24 RESOLVED** – Councillors *discussed* the quotes for a 5-year photo copier lease and *agreed* the quote from the current suppliers Sharp for a 5 year contract. Office to **ACTION**.
- 47.6/02/24 RESOLVED** – Councillors *received* and *discussed* the latest Receipts and Payments Report.

## **48/02/24 Consultations/ Grants/ Policy/ Lease Agreements**

- 48.1/02/24** - Councillors *reviewed* and *agreed* the latest Local Council Risk Register with an amendment to Ref 467 pertaining to Allotment holder insurance prior to presentation to Full Council. Clerk to **ACTION**.
- 48.2/02/24** – Councillors *reviewed and agreed* the following policies and procedures
- Councillor/ Employee Relations
  - Health & Safety Policy – subject to grammatical changes. Clerk to **ACTION**.
  - Pensions Policy
  - Training and Development Policy
  - Equality & Diversity Policy. Clerk to **ACTION**.

## **49/02/24. Date of the Next Meeting**

- 49.1/02/24** Members were advised to forward any items for the next Agenda to the Clerk.
- 49.2/02/24** The date of the next meeting is Wednesday 24<sup>th</sup> April 2024 at 19.45hrs in the Parish Office.

Meeting closed 20.20hrs

Chairman Signature: \_\_\_\_\_ Date \_\_\_\_\_