



## Minutes of Hullbridge Parish Council Finance, Policy & Appointments Committee

Meeting held on Wednesday 21<sup>st</sup> June 2023 19:45hrs at the  
Hullbridge Parish Council Office

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**Present:** Cllrs D. Elwell, K. O'Brien, A. Marriott, J. O'Brien, S. Cooper.

Clerk: Mrs Nicola Harding

### 1/06/23 Election of Chairman

1.1/6/23 – RESOLVED Cllr D. Elwell was nominated by Cllr A. Marriott and seconded by Cllr K. O'Brien, no further nominations were received and Cllr D. Elwell was declared Chairman.

### 2/06/23 Election of Vice-Chairman

2.1/6/23 – RESOLVED Cllr K. O'Brien was nominated by Cllr A. Marriott and seconded by Cllr S. Cooper no further nominations were received and Cllr K. O'Brien was declared Vice-Chairman.

### 3/06/22 Election of Members to Personnel Sub-Committee

3.1/6/22 –RESOLVED Members *agreed* that Cllrs D. Elwell, K. O'Brien and Miss A. Marriott would sit on the Personnel Committee.

### 4/06/23 Apologies for Absence

4.1/06/23 – Apologies were *received* from Cllr C. Agius.

### 5/06/23 Approval of Minutes

5.1/06/23 – RESOLVED Councillors *agreed* the minutes as a true record of the Committee Meeting held on 26<sup>th</sup> April 2023.

### 6/06/23 Declarations of interest / dispensations

6.1/06/23 – Cllr J. O'Brien declared an interest in Agenda point 10.3 due to being an allotment plot holder.

### 7/06/23 Public Participation – No public present.

### 8/06/23 Reports from Personnel / Committees / Code of Conduct

8.1/06/23 RESOLVED - Councillors *noted* the end of the probation period, pay point increase and the opportunity to join the pension scheme for the Accounts Assistant.

8.2/06/23 RESOLVED - Councillors *noted* the Clerk is now CiLCA qualified and the pay point increase as detailed in the contract.

8.3/06/23 RESOLVED - Councillors *discussed* the merits of training for both staff and councillors and a copy of the training available was requested by Cllr Cooper. Clerk to ACTION. It was *agreed* that the Clerk could investigate further into the requirements for the Level 4 Certificate in Community Governance to present at a Full Council meeting for a decision. Clerk to ACTION.

### 9/06/23 Parish Office / Health & Safety / Equipment and Parish Van

9.1/06/23 RESOLVED – Councillors *noted* the cost of £433 for a replacement strimmer.

9.2/06/23 RESOLVED – Councillors *received* the quotes to date for the ride-on mower and storage unit and *agreed* this could be *considered* for the 2024/25 budget subject to Full council approval. Cllr K. O'Brien requested the model number of the mower to obtain further quotes. Clerk to ACTION.

9.3/06/23 RESOLVED – Councillors *noted* the cost of £150.00 for a new gazebo.

**10/06/23 Finance**

- 10.1/06/23 RESOLVED** – Councillors *received* and *discussed* the quarterly financial breakdown. Councillors *agreed* the budget lines for public toilets could be streamlined and brought under the Environment and Open Spaces budget. Clerk to ACTION.
- 10.2/06/23 RESOLVED** – Councillors *discussed* the recommendations from the Environment and Open Spaces Committee to bring van expenses under EOSC for 2024/25. Councillors *agreed* to keep these costs under Finance and Administration.
- 10.3/06/23 RESOLVED** – Councillor K. O’Brien gave an overview of the process behind the calculations of Allotment Fees and Councillors *discussed* and *agreed* the Allotment Rents for 2023/24 for recommendation to Full Council. Clerk to ACTION.

**11/06/23 Consultations/ Grants/ Policy/ Lease Agreements**

- 11.1/06/23 RESOLVED** – Councillors *noted* the sunflower café had venue costs met by Essex Libraries and *agreed* the café could keep grant monies given for additional expenses. Clerk to ACTION.
- 11.2/06/23 RESOLVED** – Councillors *received information* regarding a lease query pertaining to Kendal Park and *agreed* this could be referred to Essex Legal Services for clarification. Clerk to ACTION.
- 11.3/06/23 RESOLVED** – Councillors *received* an update on the HCA lease. Councillors at the next Planning and Infrastructure meeting will *nominate* representatives to attend a meeting with members of the Community Centre. Office to ACTION.

**12/06/23. Date of the Next Meeting**

- 12.1/06/23** Members were advised to forward any items for the next Agenda to the Clerk.
- 12.2/06/23** The date of the next meeting is Wednesday 6<sup>th</sup> September 2023 at 20.00hrs in the Parish Office.

Meeting closed 20.45 hrs

Nicola Harding

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