



**Minutes of Hullbridge Parish Council Finance, Policy & Appointments
Committee**
**Meeting held on Wednesday 22nd February 2023 19:30hrs at the
Hullbridge Parish Council Office**

Present: Cllrs K. O'Brien, A. Marriott, J. O'Brien, C. Agius, I. Kenlin.

Clerk: Mrs Nicola Harding

41/02/23 Apologies for Absence

41.1/02/23 – Apologies from Cllr D. Elwell.

42/02/23 Approval of Minutes

42.1/02/23 – RESOLVED Members agreed the minutes as a true record of the Committee Meeting held on **18th January 2023**.

43/02/23 Declarations of interest / dispensations

43.1/02/23 – None received

44/02/23 Public Participation – No public present.

45/02/23 Reports from Personnel / Committees / Code of Conduct

45.1/02/23 Members *noted* the report from the Personnel Committee.

- Members *agreed* the Personal Development Plan and will send any additional amendments for the document to the Clerk.
- Members *agreed* the Chair will carry out the Clerks PDP shortly.
- Members *noted* the SCP increase for staff and *agreed* an additional point for the GMO.
- Members *noted* staff overtime will be paid quarterly.
- Members *agreed* the interview candidates and the interview panel time and date.

46/02/23 Parish Office / Health & Safety / Equipment and Parish Van

46.1/02/23 RESOLVED – Members *received* a general update.

47/02/23 Finance

47.1/02/23 RESOLVED – Members *reviewed* the latest Receipts and Payment Report

47.2/02/23 RESOLVED – Members *received* and *agreed* the quotes for sleepers and material for the village signs.

47.3/02/23 RESOLVED – Members *received* the updated Asset Register.

48/02/23 Consultations/ Grants/ Policy/ Lease Agreements

48.1/02/23 RESOLVED – Members *reviewed* the Action Plan 2021/2026 for *recommendation* to Full Council. Members *recommended* the plans format be reviewed going forward and the Action Plan be *reviewed* at Committees to ensure the plan is being progressed. Clerk to ACTION

48.2/02/23 RESOLVED – Members *reviewed* the Governance and Management Risk Register for *recommendation* to Full Council. Clerk

49/02/23. Date of the Next Meeting

49.1/02/23 Members were advised to forward any items for the next Agenda to the Clerk.

49.2/02/23 The date of the next meeting is Wednesday 26th April 2023 at 19.00hrs in the Parish Office.

Meeting closed 19:50 hrs
Nicola Harding

Chairman Signature: _____ Date _____