



Hullbridge Parish Council

Finance Committee Minutes

Held on Wednesday 23rd April 2025

8.00pm

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

Members present: Cllr A. Marriott (Chair); Cllr J. O' Brien; Cllr S. Walsh; Cllr I. Kenlin; Cllr S. Cooper.

Visiting:

Staff present: Mrs Nicola Harding

No Members of the public were present.

Minutes

51/04/25 Apologies for Absence

51.1/04/25 Apologies were *noted* from Cllr K. O'Brien

52/04/25 Approval of Minutes

52.1/04/25 RESOLVED - Councillors *agreed* the minutes as a true record of the Committee Meeting held on **26th February 2025**.

53/04/25 Declarations of interest / dispensations

53.1/04/25 None

54/04/25 Public Participation No public present.

55/04/25 Reports from Personnel / Committees / Code of Conduct

55.1/04/25 – Cllr Marriott updated the committee on the staff appraisals.

56/04/25 Parish Office / Health & Safety / Equipment and Parish Van

56.1/04/25 - Councillors *discussed* the information and *agreed* that the maintenance staff attend the Playground Inspection Course on 9th October at a total cost of £400 ex VAT. Clerk to **ACTION**.

57/04/25 Finance

57.1/04/25 RESOLVED – Councillors *received* the quarterly bank statements and reconciliations which have been signed by two non-signatories.

57.2/04/25 RESOLVED – Councillors received and noted the quarterly financial report. It was further noted that the end-of-year budget spend, following the completion of the year-end closedown, was 100.4%. Members expressed their thanks to the office for the effective management and oversight of the Council's budget throughout the financial year.

57.3/04/25 RESOLVED – Councillors *reviewed* the current investments and *received* the CCLA performance factsheet and Key Information document. Councillors *considered* the Accounts Assistant report "review of investment strategy & investments 2024-25 " and confirmed agreement to continue with current investments.



- 57.4/04/25 RESOLVED** - Councillors *discussed* the funding request from the SCAFT organisation and *agreed* an initial grant of £150.00 be made with further information sought from the organisation on work carried out in Hullbridge prior to awarding any additional funds. Clerk to **ACTION**.
- 57.5/04/25 RESOLVED** - Councillors *discussed* the funding request from Wyvern Transport and *agreed* an initial grant of £150.00 be made with further information sought from the organisation on work carried out in Hullbridge prior to awarding any additional funds. Clerk to **ACTION**.
- 57.6/04/25** Councillors *discussed* the funding request from The Windermere Centre and *agreed* a grant of £350.00. Clerk to **ACTION**. The Clerk *advised* the committee that it may wish to review the amount available for grants in the 26-27 budget due to the increase in requests received.
- 57.7/04/25** Councillors *noted* the recent CIF application for LED street lights was unsuccessful.
- 57.8/04/25** Councillors *received* quotes and *agreed* a quote for the external painting of 98 and 98a Ferry Road. Clerk to **ACTION**.
- 57.9/04/25** Councillors *received* information and *discussed* and *agreed* that the Parish Council would provide and take ownership of a De-fibrillator for public use to be placed on the outside of the library, Councillors further *agreed* that a locked cabinet would be more suitable. The Clerk will continue to investigate funding sources. Clerk to **ACTION**.
- 57.10/04/25** Councillors *received* quotes and *agreed* to continue with Zurich into a 3 year Long Term Agreement for the Parish Council Insurance for recommendation to Full Council.
- 57.11/04/25** Councillors *noted* the price increase for TBS Hygiene from £3.40 to £4 per bag.

58/04/25 Consultations/ Grants/ Policy/ Lease Agreements

58.1/04/25 - Councillors *reviewed* and *agreed* the following policies and procedures for recommendation to Full Council.

- Annual Investment Strategy
- Grant Award Policy
- Risk Assessment and Management of Risks
- Financial Regulations UPDATED
- Strategic Plan 2024-2029
- Action Plan 2024-2029 – Clerk to **ACTION**

58.2/04/25 DEFERRED - Councillors *reviewed* the Draft Councillor Allowance Policy in conjunction with the Councillor Meeting Attendance Policy and *agreed* the Councillor Meeting Attendance Policy should be a stand alone policy. Councillors further *agreed* to *defer* discussion of the Councillor Allowance Policy to the next Finance Committee Meeting. Clerk to **ACTION**.

59/04/25 Action Plan and Budget

59.1/04/25 – Councillors *reviewed* the documents.

60/04/25 Date of the Next Meeting

60.1/04/25 Members were advised to forward any items for the next Agenda to the Clerk.

60.2/04/25 The date of the next meeting is Wednesday 25th June 2025 at 8pm in the Parish Office.

Meeting closed 20:40 hrs

Chairman Signature: _____ Date _____