



# Hullbridge Parish Council

## Finance Committee

Held on Wednesday 24<sup>th</sup> April 2024

19.00pm

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 I. Kenlin.

Visiting: Cllr P. White

Staff present: Mrs Nicola Harding

No Members of the public were present.

## Minutes

### 50/04/24 **Apologies for Absence**

**50.1/04/24** – No Apologies were received.

### 51/04/24 **Approval of Minutes**

**51.1/04/24** – RESOLVED Councillors *agreed* the minutes as a true record of the Committee Meeting held on **21<sup>st</sup> February 2024**.

### 52/04/24 **Declarations of interest / dispensations**

**52.1/04/24** – None

### 53/04/24 **Public Participation** – No public present.

### 54/04/24 **Reports from Personnel / Committees / Code of Conduct**

**54.1/04/24** – None.

### 55/04/24 **Parish Office / Health & Safety / Equipment and Parish Van**

**55.1/04/24** - The Clerk informed Councillors that she will be attending a Health and Safety Course at the EALC later in the year along with Cllr Elwell. Enquiries are also being made into how Health and Safety is governed at other Councils.

### 56/04/24 **Finance**

**56.1/04/24** RESOLVED – Councillors *agreed* accounts due will be paid at month end rather than the current mid-month system for more accurate monthly account control. Clerk to **ACTION**.

**56.2/04/24** RESOLVED – Councillors *reviewed* the current investments and *received* the CCLA performance factsheet.

**56.3/04/24** RESOLVED – Councillors *received* and *noted* the changes to the Earmarked and General Reserves after accounts shutdown.

**56.4/04/24** RESOLVED – The Clerk will arrange a meeting with Cllr K. O'Brien to review the 2023/24 Allotment income and expenditure and 2024/25 Allotment Rent prior to a Full Council decision. Clerk to **ACTION**.



**56.5/04/24 RESOLVED** - Councillors *agreed* an amount of £500 > for items added to the Asset Register and £100 > for inventory items for recommendation to Full Council as part of the 2024-25 update. Clerk to **ACTION**.

## **57/04/24 Newsletter**

**57.1/04/24** - Councillors *received* an update and *agreed* Councillors would liaise outside the meeting to work on content and feed back to the office. Councillors O'Brien and Councillor Agius to **ACTION**.

## **58/04/24 Consultations/ Grants/ Policy/ Lease Agreements**

**58.1/04/24** - Councillors *reviewed* and *agreed* the following policies and procedures for recommendation to Full Council. Clerk to **ACTION**.

- Annual Investment Strategy
- Grant Award Policy
- Risk Assessment and Management of Risks
- Financial Regulations
- Strategic Plan 2024-2029
- Action Plan 2024-2029

## **59/04/24 Date of the Next Meeting**

**59.1/04/24** Members were advised to forward any items for the next Agenda to the Clerk.

**59.2/04/24** The date of the next meeting is Wednesday 26<sup>th</sup> June 2024 at 20.00hrs in the Parish Office.

Meeting closed 19.20hrs

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