



# Hullbridge Parish Council

## Finance Committee Minutes

Held on Wednesday 25<sup>th</sup> February 2026

7.30pm - The Meeting commenced at 7.15pm as all members were present.

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

Members present; Cllr C. Agius (Chair); Cllr A. Marriott; Cllr S. Cooper, Cllr S. Walsh; Cllr K. O'Brien, Cllr J. O'Brien.

Staff present: Mrs Nicola Harding

No Members of the public were present.

## Minutes

### **35/02/26 Apologies for Absence**

**35.1/02/26** Apologies were *noted* from Cllr. I. Kenlin.

### **36/02/26 Approval of Minutes**

**36.1/02/26** RESOLVED - Councillors *agreed* the minutes as a true record of the Committee Meeting held on **26<sup>th</sup> November 2026**.

### **37/02/26 Declarations of interest / dispensations**

**37.1/02/26** - None.

### **38/02/26 Public Participation** No public present.

### **39/02/26 Reports from Personnel / Committees / Code of Conduct**

**39.1/02/26** A discussion was held prior to the meeting regarding appropriate Councillor training to support a clearer understanding of the Clerk's role, in order to effectively conduct her appraisal. Clerk to **ACTION**.

### **40/02/26 Parish Office / Health & Safety / Equipment and Parish Van**

**40.1/02/26** - Councillors *received* information on potential options for the parish van. Councillors *discussed* the suitability of each option and *agreed* the recommended option to purchase a Renault Trafic LL30 diesel plus on a 48 month hire-purchase agreement at a total cost of £33,580.40 subject to Full Council approval. Councillors *noted* this cost was included on the 2026-7 budget. Clerk to **ACTION**.

### **41/02/26 Finance**

**41.1/02/26** RESOLVED - Councillors *received* the quarterly bank statements and reconciliations which have been signed by two non-signatories.

**41.2/02/26** RESOLVED - Councillors *received* and *noted* the quarterly financial report. Councillors *noted* the explanation for overspends in various budget lines, and *agreed* the Clerk has budgetary discretion for any necessary future spend on those budget lines. Councillors further *noted* the budget is on track and thanks was given to the Clerk and Accounts Assistant for overseeing the 2025-26 budget.



**41.3/02/26 RESOLVED** – Councillors *reviewed* the current Earmarked Reserves and *agreed* no amendments were required subject to Full Council approval. Clerk to **ACTION.**

**41.4/02/26 RESOLVED** – Councillors *received, discussed* and *agreed* the quote of £492 for payroll services to commence in 2026-27. Clerk to **ACTION.**

**41.5/02/26 RESOLVED** - Councillors *discussed* and *agreed* quotes from Heelis & Lodge for Internal Audit Services for 2026-27 for a 24 month period for recommendation to Full Council. Clerk to **ACTION.**

**41.6/02/26 RESOLVED** – Councillors *noted* the fee changes for the Unity account.

**41.7/02/26 RESOLVED** – Councillors *noted* the Financial Services Compensation Scheme (FSCS) cover has increased from £85,000 to £120,000.

**41.8/02/26 RESOLVED** – Councillors *noted* the completion of works agreed in Kendal Park **29.6/11/25** at a total cost of £2905.00

**41.9/02/26 RESOLVED** - Councillors *noted* the completion of works agreed in Pooles Lane Car Park **29.7/11/25** at a total cost of 2490.00. Councillors *noted* the unbudgeted line within Pooles Lane cost centre . The Clerk commended the maintenance staff for completing the works on time and within the agreed budget, and this recognition was echoed by the Councillors present.

**41.10/02/26 RESOLVED** – Councillors agreed that, due to additional associated expenses, the cost of a plaque for residents on the Memorial Wall will be set at **£110.00**. Clerk to **ACTION.**

## **42/02/26 LGR Sub-Committee**

**42.1/02/26** A provisional date of 15<sup>th</sup> April was set for a meeting of the sub-committee.

## **43/02/26 Consultations/ Grants/ Policy/ Lease Agreements**

**43.1/02/26** – Councillors *agreed* for recommendation to Full Council

- Councillor/Employee Relations
- Health & Safety Policy – to be signed by Chair at Full Council.
- Pensions Policy
- Training and Development Policy
- Equality & Diversity Policy
- Asset Register
- Pay Policy – Clerk to **ACTION.**

**43.2/02/26** – Councillors *reviewed* and *agreed* the updated Risk Assessments (LCRS) prior to presentation to Full Council. Clerk to **ACTION.**

**43.3/02/26** - Councillors *agreed* the amendment to the Grant Policy to allow grants of up to £500 per to be considered for 2026-27 as allocated in the agreed budget. Clerk to **ACTION.**

## **44/02/26 Date of the Next Meeting**

**44.1/02/26** Members were advised to forward any items for the next Agenda.

**44.2/02/26** The date of the next meeting will be 29<sup>th</sup> April 2026 at 19:00 hrs.

**Meeting closed 19:42hrs**

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