



Hullbridge Parish Council

Finance Committee Minutes

Held on Wednesday 25th June 2025

8.00pm

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

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

Visiting:

Staff present: Mrs Nicola Harding

No Members of the public were present.

Minutes

1/06/25 Election of Chair

1.1/06/25 RESOLVED - Cllr C. Agius proposed himself this was seconded by Cllr S. Walsh. As no further nominations were received Cllr C. Agius was duly elected Chair.

Cllr A. Marriott arrived at 19.01

2/06/25 Election of Vice-Chair

2.1/06/25 RESOLVED – Cllr A. Marriott proposed herself this was seconded by Cllr S. Cooper. As no further nominations were received Cllr A. Marriott was duly elected Vice-Chair.

3/06/25 Election of Members to Personnel Sub-Committee and LGR Steering Committee

3.1/06/25 RESOLVED – Councillors *voted* Cllrs S. Walsh, A. Marriott, S. Cooper and K. O'Brien to sit on the Personnel Committee.

3.2/06/25 RESOLVED – Councillors *voted* Cllrs C. Agius, A. Marriott, K. O'Brien and J. O'Brien to sit on the LGR Steering Committee.

4/06/25 Terms of Reference

4.1/06/25 RESOLVED - Councillors *reviewed* and *agreed* the Terms of Reference for the Finance Committee

4.2/06/25 RESOLVED – Councillors *reviewed* and *agreed* the Terms of Reference for the Personnel Sub-committee

4.3/06/25 RESOLVED – Councillors *reviewed* and *agreed* the Terms of Reference for the LGR Steering Sub-Committee subject to an amendment regarding the number of members. Clerk to **ACTION**.

5/06/25 Apologies for Absence

5.1/06/25 Apologies were *noted* from Cllr I. Kenlin.



6/06/25 **Approval of Minutes**

6.1/06/25 RESOLVED - Councillors *agreed* the minutes as a true record of the Committee Meeting held on **23rd April 2025**.

7/06/25 **Declarations of interest / dispensations**

7.1/06/25 - Cllr Agius declared a pecuniary interest in item 9 on the agenda.

8/06/25 **Public Participation** No public present.

9/06/25 **Reports from Personnel / Committees / Code of Conduct**

9.1/06/25 RESOLVED – Councillors *discussed* and *agreed* a proposal for the Personnel Committee to review staff contracts. Councillors voted unanimously (with one abstention from Cllr Agius) in favour of a recommendation relating to a salary adjustment for staff, excluding the Clerk. Clerk to **ACTION**.

10/06/25 **Parish Office / Health & Safety / Equipment and Parish Van**

10.1/06/25 – Councillors *noted* the original contractor is now unable to carry out works to repaint the outside of 98 & 98A Ferry Road, and that further contractors were being sought. Clerk to **ACTION**.

11/06/25 **Finance**

11.1/06/25 RESOLVED – Councillors *received* the quarterly bank statements and reconciliations which have been signed by two non-signatories.

11.2/06/25 RESOLVED – Councillors received and noted the quarterly financial report.

11.3/06/25 RESOLVED – Councillors *received* information from the General Purpose Committee on the 2025-26 Allotment Fees and *agreed* to adjust the 2025-26 Allotment Fees by CPI;

Cllr J. O'Brien declared a pecuniary interest as an allotment plot holder.

Resident Full Plot - **£57.50** (Currently £55)

Resident Half Plot - **£36.00** (Currently £35)

Non-Resident Full Plot - **£77.00** (Currently £75)

Non-Resident Half Plot - **£46.00** (Currently £45) for recommendation to Full Council.
Clerk to **ACTION**

11.4/06/25 RESOLVED - Councillors *agreed* Cllr Walsh can be added to the banking mandate. Clerk to **ACTION**.

11.5/06/25 RESOLVED – Councillors *received* information on the Funding application to RDC for an externally placed De-fib to be sited at the library.

11.6/06/25 - Councillors *discussed* the increase in overnight parking at Pooles Lane Car Park and considered possible solutions. It was *noted* that the Clerk is awaiting clarification from Rochford District Council (RDC) regarding enforcement permissions. Councillors also *discussed* the pros and cons of introducing permit parking. It was *agreed* that the matter of enforcing the no overnight parking restriction at Pooles Lane would be referred to Full Council once the necessary information is received from RDC. Clerk to **ACTION**.

12/06/25 **LGR Sub-Committee**

12.1/06/25 RESOLVED – The Clerk informed Councillors that she had initiated discussions with the Assets Team at Rochford District Council regarding the long-term leases held between the Parish Council and RDC, specifically their validity following the transition to a Unitary Council. The Clerk reported that RDC currently had no definitive answers but expected to provide further information after a committee



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meeting in September. Councillors agreed to hold a meeting of the LGR Sub-Committee on 18th September at 7.00pm. Clerk to **ACTION.**

13/06/25 Consultations/ Grants/ Policy/ Lease Agreements

13.1/06/25 - Councillors *reviewed* and *agreed* the review of Asset Register and leases held.

13.2/06/25 – Councillors *agreed* for recommendation to Full Council

- Dignity at Work

Cllr J. O'Brien *proposed* the idea of an introductory pack of relevant policies and procedures be made available for new Councillors upon appointment. Clerk to **ACTION.**

14/06/25 Action Plan and Budget

14.1/06/25 – Councillors *reviewed* and *agreed* amendments to the Action Plan.

15/06/25 Date of the Next Meeting

15.1/06/25 Members were advised to forward any items for the next Agenda to the Clerk.

15.2/06/25 The date of the next meeting will be changed from Wednesday 10th September to Wednesday 24th September 2025 at 20:30 following the Personnel Committee in the Parish Office. Clerk to **ACTION.**

Meeting closed 20:34 hrs

Chairman Signature: _____ Date _____