



# Hullbridge Parish Council

## Finance Committee Minutes

Held on Wednesday 26<sup>th</sup> February 2025

7.30pm

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

Members present: Cllr K. O'Brien (Chair); Cllr J. O'Brien; Cllr S. Walsh;

Visiting:

Staff present: Mrs Nicola Harding

No Members of the public were present.

## Minutes

### 40/02/25 **Apologies for Absence**

**40.1/02/25** Apologies were *noted* from Cllr A. Marriott and Cllr S. Cooper.

### 41/02/25 **Approval of Minutes**

**41.1/02/25** RESOLVED - Councillors *agreed* the minutes as a true record of the Committee Meeting held on **27<sup>th</sup> November 2024**.

### 42/02/25 **Declarations of interest / dispensations**

**42.1/02/25** None

### 43/02/25 **Public Participation** No public present.

### 44/02/25 **Reports from Personnel / Committees / Code of Conduct**

**44.1/02/25** - Councillors *agreed* the recommendation from the Personnel Committee that the Clerk and Accounts Assistant can enroll for the Principals of Internal Auditing Local Councils. Clerk to **ACTION**.

### 45/02/25 **Parish Office / Health & Safety / Equipment and Parish Van**

**45.1/02/25** - Councillors *noted* the upgraded security for the Parish van.

### 46/02/25 **Finance**

**46.1/02/25** RESOLVED - Councillors *received* the quarterly bank statements and reconciliations which have been signed by two non-signatories.

**46.2/02/25** RESOLVED - Councillors *received* the quarterly financial report and *noted* the overall budget is on target. Councillors *noted* the overspend and explanation on various budget lines. Councillors *agreed* the Clerk has budgetary discretion for any necessary future spends on those budget lines.

**46.3/02/25** RESOLVED - Councillors *received* information on works carried out on behalf of the Crouch Harbour Authority and *agreed* no labour costs should be charged. Clerk to **ACTION**.

**46.4/02/25** RESOLVED - Councillors *agreed* to pay any outstanding overtime to staff at year end. Clerk to **ACTION**.

**46.5/02/25** RESOLVED - Councillors *noted* DCK Accounting Solutions will carry out the year end close on 14<sup>th</sup> April 2025.



## **47/02/25 Consultations/ Grants/ Policy/ Lease Agreements**

**47.1/02/25** - Councillors *reviewed* and *agreed* the following policies and procedures for recommendation to Full Council.

- Councillor/Employee Relations
- Health & Safety Policy
- Pensions Policy
- Training and Development Policy
- Equality & Diversity Policy
- Asset Register
- Members Allowance Policy – Councillors to *discuss* this policy at Full Council. Clerk to **ACTION**.

**47.2/02/25** RESOLVED - Councillors *reviewed* and *agreed* the updated LCRS prior to presentation to Full Council.

**47.3/02/25** RESOLVED - Councillors *noted* a date will be set for lease reviews.

## **48/02/25 Newsletter**

**48.1/02/24** Councillors *reviewed* and *agreed* the content and *agreed* advert costs as;

- 60mmx60mm £30
- Front page bottom banner £35
- Inside Page large £40
- Inside Page medium £35
- Full Page £100

Adverts and costs will be reviewed prior to the winter edition going to print.

## **49/02/25 Action Plan and Budget**

**49.1/02/25** – Councillors *reviewed* the documents.

## **50/02/25 Date of the Next Meeting**

**50.1/02/25** Members were advised to forward any items for the next Agenda to the Clerk.

**50.2/02/25** The date of the next meeting is Wednesday 23<sup>rd</sup> April 2025 at 8pm in the Parish Office.

Meeting closed 20:11 hrs

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