HULLBRIDGE PARISH COUNCIL

Hullbridge Parish Council

Finance Committee

To be held on Wednesday 11th November 2026

7:00 pm

Published 04/11/2026

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

Members: Cllr C. Agius (Chair), Cllr I. Kenlin (Vice-Chair), Cllr S. Cooper, Cllr D. Elwell, Cllr A. Marriott , Cllr J. O'Brien, Cllr S. Walsh.
Staff: Mrs Nicola Harding (Clerk)

Dear Councillors,
You are accordingly invited to attend a **Finance Committee** Meeting to be held on Wednesday 11 11 2026 at the Parish Office at 7.00pm, when the undermentioned business is proposed to be transacted.
Please note that under the Local Government Act 1972 Schedule 12 p10(2) a Council cannot lawfully decide any matter that is not specified on the agenda.
Please advise prior to the meeting if you require additional information on any agenda item.
Yours Sincerely,

N . Harding

Nicola Harding
Clerk to the Council

Agenda

(Residents and Press welcome to attend)

1. **Apologies for Absence**
   1.1 To *receive* apologies for absence.

2. **Approval of Minutes**
   2.1 To *sign,* as a true record, the Committee Meeting held on **28th September 2026.**

3. **Declaration of interest and dispensations**
   3.1 To *receive* declarations of interest and dispensations on items on the agenda

4. 4.1 **Public Participation** - ***contributions from Residents, 15 minutes maximum on items on the Agenda and other contributions from Residents.***

5. **Reports/Recommendations from Personnel / Committees / Code of Conduct**
   5.1 To *discuss* and *agree* any recommendations.

6. **Parish Office/Health & Safety/ Equipment and Parish Van**
   6.1. Councillors to *note* the update from investigations into Human Resources and Health & Safety external support and *receive* information from Peninsula and *discuss* the quote and *agree* next steps.

7. **Finance**

7.1 Councillors to *receive* and non-signatories to *sign* the quarterly bank statements and reconciliations.
7.2 Councillors to *receive* the latest financial report and *note* any budget line overspend.
7.3 Councillors to *receive* and *agree* the draft budget 2027-28 for recommendation to Full Council.
7.4 Councillors to *review* and *agree* the Earmarked Reserves for 2027-28, these will be considered again by council prior to financial year end.
7.5 Councillors to *discuss* and *agree* DCK Accounting Solutions Ltd carry out the 2026/27 year end shut down at a cost of £785 ex VAT approx.

8. **Website and Email Consultation**

8.1 Councillors to *receive* information from the Clerk after investigations into website providers and *agree* next steps.

9. **Consultations / Grants / Policy / Lease Agreements**

9.1 Councillors to review the following for recommendation to Full Council.

- Complaints Procedure/ Code of practice
- Disciplinary / Grievance Policy
- Employees Responsibilities
- Equal Opportunities Policy
- Accident & Emergencies Procedure

10. **Newsletter**

10.1 Councillors to *discuss* and *agree* advertising costs for 2027/28, currently;

- £30 small advert
- £35 Front page banner
- £40 Large advert
- £50 Half page advert.

All adverts for charities and community groups are currently free of charge.

11. **Date of the Next Meeting**

11.1 Councillors to forward any items for the next agenda.
11.2 Date of the next meeting will be Wednesday 24th February 2026 at 7.30pm.

Meeting Closed - Nicola Harding