



Hullbridge Parish Council

Finance Committee

To be held on Wednesday 25th February 2026

7.30 pm

Published 18/02/2026

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

Members: Cllr J. O'Brien, Cllr A. Marriott, Cllr S. Cooper, Cllr C. Agius, Cllr D. Flack, Cllr I. Kenlin, 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 25 02 2026 at the Parish Office at 7.30pm, 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 **26th November 2025**.
3. **Declaration of interest and dispensations**
 - 3.1 To receive declarations of interest and dispensations on items on the agenda
(Dispensation requests at least one day prior to the meeting)
(Members are reminded they must, within 28 days of becoming aware of any new, or change in their Register of Members' Interests, provide written notification thereof to the Clerk of Hullbridge Parish Council.)
4. **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 Councillors to discuss and agree any recommendations from the above.



6. **Parish Office/Health & Safety/ Equipment and Parish Van**

6.1 Councillors to *receive* information on various quotes for the replacement van and *agree* the recommended option.

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 to *note* the Council is within budget. Councillors to *note* the over-spend in various budget lines. Councillors to *agree* the clerk has budgetary discretion for any necessary future spends on those budget lines .

7.3 Councillors to *review* the current Earmarked Reserves and *agree* any amendments for 2026-27.

7.4 Councillors to *receive, discuss* and *agree* the quote of £492 p.a from JM Payroll for payroll services to commence in 2026-27.

7.5 Councillors to *discuss* and *agree* quotes and appoint an Internal Auditor Service for 2026-27.

7.6 Councillors to *note* the fee changes for the Unity account.

7.7 Councillors to *note* the Financial Services Compensation Scheme (FSCS) cover has increased from £85,000 to £120,000.

7.8 Councillors to *note* the completion of works agreed in Kendal Park **29.6/11/25** at a total cost of £2905.00.

7.9 Councillors to *note* the completion of works agreed in Pooles Lane Car Park **29.7/11/25** at a total cost of £2490.00. Councillors to *note* this will be recorded as an unbudgeted line within the Pooles Lane Car Park budget.

7.10 Councillors to *discuss* and *agree* the cost of a plaque on the Rose Garden memorial wall which is currently £93.60.

7.11 Councillors to *note* DCK Accounting will close down the year end accounts on 20th April.

8. **Local Government Reform – Sub committee**

8.1 Councillors to *discuss* any relevant information and *agree* a meeting date.

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

9.1 Councillors to *review* and *agree* the following policies and procedures 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 – Councillors to *note* disposals following an inventory review of office equipment.
- Pay Policy

9.2 Councillors to *review* and *agree* the updated Risk Assessments (LCRS) prior to presentation to Full Council.

9.3 Councillors to *agree* 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.

10. **Date of the Next Meeting**

10.1 Councillors to forward any items for the next agenda.

10.2 Date of the next meeting will be Wednesday 29th April 2026 at 19.00hrs.

Meeting Closed - Nicola Harding