



Hullbridge Parish Council

Finance Committee Minutes

Held on Wednesday 10th June 2026

7.45pm

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

Members present; Cllr C. Agius; Cllr I. Kenlin; Cllr S. Walsh, Cllr K. O'Brien, Cllr J. O'Brien; Cllr D. Elwell

Staff present: Mrs Nicola Harding

No Members of the public were present.

Minutes

1/06/26 Election of Chair

1.1/06/26 RESOLVED - Cllr C. Agius proposed himself, after a brief discussion this was seconded by Cllr S. Walsh. As no further nominations were received Cllr C. Agius was duly elected Chair.

2/06/26 Election of Vice-Chair

2.1/06/26 RESOLVED – Cllr I. Kenlin proposed himself this was seconded by Cllr C. Agius. As no further nominations were received Cllr I. Kenlin was duly elected Vice-Chair.

3/06/26 Election of Members to Personnel Sub-Committee and LGR Steering Committee

3.1/06/26 RESOLVED – Councillors *voted* Cllrs S. Walsh, A. Marriott, J. O'Brien and S. Cooper to sit on the Personnel Committee.

3.2/06/26 RESOLVED – Councillors *voted* Cllrs C. Agius, K. O'Brien, J. O'Brien and D. Elwell to sit on the LGR Steering Committee.

4/06/26 Terms of Reference

4.1/06/26 RESOLVED - Councillors *reviewed* and *agreed* the Terms of Reference for the Finance Committee.

4.2/06/26 RESOLVED – Councillors *reviewed* and *agreed* the Terms of Reference for the Personnel Sub-Committee.

4.3/06/26 RESOLVED – Councillors *reviewed* and *agreed* the Terms of Reference for the LGR Steering Sub-Committee .

05/06/26 Apologies for Absence

5.1/06/26 Apologies were *noted* from Cllr Marriott and Cllr Cooper.

06/06/26 Approval of Minutes

6.1/06/26 RESOLVED - Councillors *agreed* the minutes as a true record of the Committee Meeting held on **29th April 2026**.

07/06/26 Declarations of interest / dispensations

7.1/06/26 – Cllr J. O'Brien declared a non-pecuniary interest in Agenda item 11.3 and 11.4 as an allotment plot holder.



08/06/26 Public Participation – No public present.

09/06/26 Reports from Personnel / Committees / Code of Conduct

9.1/06/26 None.

10/06/26 Parish Office / Health & Safety / Equipment and Parish Van

10.1/06/26 – Councillors noted that the parish van is expected to arrive at the dealership shortly.

11/06/26 Finance

11.1/06/26 RESOLVED – Councillors *received* the quarterly bank statements and reconciliations which have been signed by two non-signatories.

11.2/06/26 RESOLVED – Councillors received and noted the latest financial report.

11.3/06/26 RESOLVED – Councillors *agreed* that the recommendation of the General Purpose Committee be approved and that allotment charges for 2027/28 be restructured to separate rent and water charges, thereby improving transparency and ensuring water costs are accurately reflected.

11.4/06/26 RESOLVED - Councillors *considered* and *agreed* an increase to allotment fees for 2026/27 of 10% following the recent review for recommendation to Full Council.

Resident Full Plot - £63.50 Currently £57.50

Resident Half Plot - £40.00 Currently £36.00

Non-Resident Full Plot - £85.00 Currently £77.00

Non-Resident Half Plot - £51.00 Currently £46.00

Starter Plot - £11.00 Currently £10.00 Clerk to **ACTION.**

11.5/06/26 RESOLVED Councillors *revised* and *agreed* the banking mandate for the Unity account and *agreed* the Assistant Clerk can be added. Clerk to **ACTION.**

11.6/06/26 RESOLVED Councillors *agreed* the banking mandate for the CCLA account.

11.7/06/26 RESOLVED - Councillors *received* an update on the insurance claims with Zurich.

12/06/26 Consultations/ Grants/ Policy/ Lease Agreements

12.1/06/26 RESOLVED Councillors *reviewed* and *agreed* the Asset Register and leases held. Councillors *agreed* that the asset value threshold will remain set at £500.

12.2/06/26 RESOLVED Councillors reviewed the following for recommendation to Full Council.

- Dignity at Work
- Pay Policy – Mileage update
- Expenses Policy Mileage update

13/06/26 Action Plan and Current Budget

13.1/06/26 RESOLVED - Councillors *reviewed* the documents.

14/06/26 Date of the Next Meeting

14.1/06/26 Members were advised to forward any items for the next Agenda.

14.2/06/26 The date of the next meeting will be 9th September 2026 at 19:30 hrs.

Meeting Closed 20:11hrs

Chairman Signature: _____ Date _____