



# Hullbridge Parish Council

## Finance Committee Minutes

Held on Monday 28<sup>th</sup> September 2026

7.45pm

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

Members present; Cllr S. Cooper , Cllr J. O'Brien Cllr K. O'Brien, Cllr S. Walsh.

Staff present: Mrs Nicola Harding (Clerk)

## Minutes

*It was agreed that Cllr Cooper chair the meeting in the absence of the Chair and Vice-Chair.*

### **15/09/26 Apologies for Absence**

**15.1/09/26** Apologies were *noted* from Cllr Agius and Cllr Kenlin.

### **16/09/26 Approval of Minutes**

**16.1/09/26** RESOLVED - Councillors *agreed* the minutes as a true record of the Committee Meeting held on **10<sup>th</sup> June 2026**.

### **17/09/26 Declarations of interest / dispensations**

**17.1/09/26** – None.

### **18/09/26 Public Participation** – None present.

### **19/09/26 Reports/Recommendations from Personnel /Committees /Code of Conduct**

**19.1/09/26** Councillors *considered* and *agreed* the recommendations of the Personnel Committee. The Clerk advised that the relevant information and recommendations would be presented to the next Full Council meeting. Clerk to **ACTION**.

### **20/09/26 Parish Office / Health & Safety / Equipment and Parish Van**

**20.1/09/26** – Councillors *reviewed* the report provided by the Clerk, and *agreed* that the Clerk would investigate further into options for external provision of Human Resources and Health and Safety support and *arrange* further meetings with the Committee to *discuss*. Clerk to **ACTION**.

### **21/09/26 Finance**

**21.1/09/26** RESOLVED – Councillors *noted* receipt of the quarterly bank statements and reconciliations which are included as part of their Full Council documents. Cllrs J. O' Brien and A. Marriott will arrange to sign the documents at the office at their earliest convenience. Cllrs to **ACTION**.

**21.2/09/26** RESOLVED – Councillors *received* and *noted* the latest financial report. Councillors further *noted* that the budget is on track.



**21.3/09/26 RESOLVED** – Councillors *noted* the provisional budget for 2027-28 and *agreed* a meeting date of 26<sup>th</sup> October 10am to discuss this in greater detail with the Clerk and Accounts Assistant prior to the next Finance Meeting.

## **22/09/26 Website and Email Consultation**

**22.1/09/26** Councillors received and considered the quotation and proposal from Aubergine. The Clerk confirmed that she would obtain a comparative quotation from Parish Online and bring further information back to the Committee for consideration and discussion.. Clerk to **ACTION**.

## **23/09/26 Consultations/ Grants/ Policy/ Lease Agreements**

**23.1/09/26 RESOLVED** Councillors reviewed the following for recommendation to Full Council. Clerk to **ACTION**.

- Lone Working Policy
- Reserves Policy
- Councillor Allowance and Expenses Policy
- Adverse Weather and Outdoor Working Policy- Draft

## **24/09/26 Newsletter**

**24.1/09/26** – Councillors *noted* the content for the Autumn/Winter newsletter and further *noted* the printing and distribution information.

## **25/09/26 Action Plan and Current Budget**

**25.1/09/26 RESOLVED** - Councillors *reviewed* the documents.

## **26/09/26 Date of the Next Meeting**

**26.1/09/26** Members were advised to forward any items for the next Agenda.

**26.2/09/26** The date of the next meeting will be 11<sup>th</sup> November 2026 at 20:00 hrs.

**Meeting Closed 20:27hrs**

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