Hullbridge Parish Council

Finance Committee Minutes

Held on Wednesday 11th November 2026

7.00pm

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

Members present; Cllr C. Agius, Cllr S. Cooper , Cllr D. Elwell , Cllr A. Marriott, Cllr S. Walsh.
Staff present: Mrs Nicola Harding (Clerk)

Minutes

27/11/26 **Apologies for Absence**

27.1/11/26 Apologies were *noted* from Cllr I. Kenlin, Cllr K. O'Brien and Cllr J. O'Brien.

28/11/26 **Approval of Minutes**

28.1/11/26 RESOLVED - Councillors *agreed* the minutes as a true record of the Committee Meeting held on **28th September 2026.**

29/11/26 **Declarations of interest / dispensations**

29.1/11/26 – Cllr Agius declared a non-pecuniary interest in Agenda point 6 due to his familial relationship with the Clerk.

30/11/26 **Public Participation** – None present.

31/11/26 **Reports/Recommendations from Personnel /Committees /Code of Conduct**

31.1/11/26 The Clerk gave a verbal report.

32/11/26 **Parish Office / Health & Safety / Equipment and Parish Van**

32.1/11/26 –Councillors noted the update and information provided following ongoing investigations into external support for Human Resources and Health & Safety. Following discussion, Councillors agreed to recommend to Full Council a 60-month contract with Peninsula at a monthly cost of £278.12, giving a total contract value of £16,687.20. Cllr Agius recused himself from the vote. Clerk to **ACTION.**

33/11/26 **Finance**

33.1/11/26 RESOLVED – Councillors *noted* receipt of the quarterly bank statements and reconciliations which are included as part of their Full Council documents.

33.2/11/26 RESOLVED – Councillors *received* the latest financial report and *noted* the budget is on track.

Cllr Cooper arrived at 7.15pm

33.3/11/26 RESOLVED – Councillors *received, discussed* and *agreed* the draft budget 2027-28 for recommendation to Full Council. Clerk to **ACTION.**
33.4/11/26 RESOLVED - Councillors *reviewed* , *discussed* and *agreed* the Earmarked Reserves for 2027-28, these will be considered again by Council prior to financial year end.
33.5/11/26 RESOLVED - Councillors *discussed* and *agreed* DCK Accounting Solutions Ltd carry out the 2026/27 year end shut down at a cost of £785 ex VAT approx.

34/11/26 **Website and Email Consultation**

34.1/11/26 Councillors received the information and agreed with the Clerk's recommendation to arrange a demonstration of the proposed website, providing Councillors with an opportunity to ask questions of the provider. This would potentially be arranged ahead of, or at, the next Finance Committee meeting. Clerk to **ACTION.**

35/11/26 **Consultations/ Grants/ Policy/ Lease Agreements**

35.1/11/26 RESOLVED Councillors reviewed the following for recommendation to Full Council. Clerk to **ACTION.**

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

36/11/26 **Newsletter**

36.1/11/26 – Councillors *discussed* and *agreed* advertising costs for 2027/28, currently;

- £30 small advert – Agreed to increase to £35
- £35 Front page banner – Agreed to increase to £40
- £40 Large advert – Agreed to increase to £50
- £50 Half page advert – Agreed to increase to £60

All adverts for charities and community groups will remain free of charge.

37/11/26 **Date of the Next Meeting**

37.1/11/26 Members were advised to forward any items for the next Agenda.
37.2/11/26 The date of the next meeting will be 24th February 2027 at 19:30 hrs.

Meeting Closed 7:30hrs

Chair Signature: _____ Date _____