



HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH

Telephone: 01702 207707 e-mail: enquiries@hockley-essex.gov.uk

Website: hockley-essex.gov.uk

Resources & Procedures Committee Chairman: Cllr. R. Martin
Resources & Procedures Committee Members: Cllr. M. Anderson Cllr. N. Boxall
Cllr. S. James Cllr. S. Martin
Cllr. V. Randall Cllr. L. Vingoe

Members of the Resources and Procedures Committee are hereby summoned to attend the Resources and Procedures Committee meeting in the Parish Hall, 58 Southend Road, Hockley on Monday 16th September 2019 at 7.30pm for the purpose of transacting the following business. Members of the press and public are welcome to attend.

M A Saunders

Mrs M. A Saunders
Responsible Financial Officer to Hockley Parish Council

10th September 2019

Please note that under the Local Government Act 1972 Schedule 12 paragraph 10 (2) (b), the Council cannot lawfully decide any matter that is not specified on the agenda. Should you require additional information on any agenda item please advise the Clerk by 1pm on the working day preceding the meeting.

AGENDA

1. **Apologies for absence**
2. **Minutes**
Acceptance of the minutes from the meeting dated 15th July 2019 (previously circulated).
3. **To receive member's declarations of interests in items on the agenda.**
4. **Public Participation session**
There will be 15 minutes available for this session where members of the public may speak regarding items on the agenda. A maximum of 3 minutes per speaker will be permitted.
5. **Financial Reports**
 - (a) Payroll for August 2019 and transfer of £9363.62 under authority will be transferred from Barclays Bank PLC to J&M Payroll on 20th August 2019
 - (b) Payroll for September 2019 and transfer £8938 under authority will be transferred from Barclays Bank PLC to J & M Payroll
 - (c) To Approve Payments from 15th July to 15th September, 2019. (To be circulated at the meeting) Previous months will be attached. (Appendix 1) NB September payments will be circulated at the meeting
 - (d) To sign Omega Sheets that the figures used agree with the bank statements for the

reconciliation for July and August, 2019. A member should agree this item.
(Appendix 1a).

- (e) Receipts for July and August, 2019 from Omega system To note (Appendix 2)
- (f) Income and Expenditure until 31st August, 2019 (Appendix 3)
- (g) On-line banking - new cards have been sent.
- (h) Investment – Please see information. The RFO seeks permission to make the investment.
- (i) Internal Audit – visiting office on Monday 7th October please see email re rotating auditors (Appendix 4).
- (j) Cyber Insurance RFO has requested details of IT Company's insurance policy.
- (k) Annual Return – The RFO will update the Committee. Please see email from Company (Appendix 5)
- (l) Annual Return – has been received with an unqualified audit please see attached. (Appendix 6)
- (m) Ombudsman has been written to again and have acknowledged receipt of the additional information.
- (n) New Financial Regulations – please see updated regulations to be forwarded to Parish Council. Alterations to the document have been made in red and this document has previously been circulated.

6. Office/Workshop

- (a) Fire Risk Assessment. To consider costings for the works required. The following two quotations have been received. The third Company were only able to complete electrical works. Members to agree which Company to use. Previously circulated
- (b) To consider the recommendation from Communities Committee held on 9th September, 2019 regarding the conversion of the upper hall to offices.
- (c) Members to consider the purchase of a Gazebo for Rangers so that sanding can take place in the open during the winter.
- (d) Rangers – Protective Clothing – Waterproof Jackets

7. Grants

Members to receive request for grant from Hockley Parish Hall. (Previously circulated)

8. Risk Assessment

To consider the following risk assessments:

- Office
- Cleaning
- Rangers (General)
- Rangers (Hedgecutting)
- Rangers (Litter Picking)
- Rangers (Mowing/Strimming)
- Rangers (Petrol)
- Rangers (Snow/Ice)
- These documents have all been previously circulated.

9. Training

Assistant clerk to commence Cilca in October. £500.00 is included in the payments during August. There is still a registration fee of £350.00 to be paid to the SLCC.
Hours to attend training are part of normal hours. 2 hours a week will be allowed for study which will be taken as time of lieu.

Ranger - Pesticide Course will cost PA1 and PA6 £530.00 + VAT Members to authorise Protective Clothing also needs to be purchased to attend the course.
Members to note that the Training Budget is already overspent.

10. Date of next meeting

The next meeting of the Resources and Procedures Committee will be held on Monday 21st October, 2019 at 7.30 p.m.

11. Items for Next Meeting

Budgets for all Committees to be considered as part of the Precept request.