



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 Tuesday 28th May 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

22nd May 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 28th May 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 June 2019 and transfer of £9211.70 under authority will be transferred from Barclays Bank PLC to J&M Payroll on 18th June, 2019.
 - (b) To Approve Payments for June, 2019. A further sheet will be circulated at the meeting (Appendix 1)
 - (c) To sign Omega Sheets that the figures used agree with the bank statements for the reconciliation for May, 2019. A member should agree this item (Appendix 2).
 - (d) Receipts for May, 2019 from Omega system To note (Appendix 3)
 - (e) Income and Expenditure until 31st May, 2019 (Appendix 3a)

- (f) On-line banking any update Request to apply for bank cards.
- (g) Investment - The Public Sector Deposit Fund (Appendix 4)

6. Office

- (a) A Fire Risk Assessment.(Appendix 5)
- (b) Computer

7. Grants

8. Risk Assessment – Update by Clerk

9. Training

Playground Course plus examination being attending Ranger
Spraying Course being attended by Ranger

10. Date of next meeting

The next meeting of the Resources and Procedures Committee will be held on Monday 15th July, 2019 at 7.30 p.m.

11. Items for Next Meeting