



## HOCKLEY PARISH COUNCIL

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MINUTES OF RESOURCES AND PROCEDURES COMMITTEE HELD AT  
THE PARISH HALL, SOUTHEND ROAD, HOCKLEY,  
ON MONDAY 18<sup>th</sup> NOVEMBER, 2019 COMMENCING AT 7.40 P.M.  
*(the Meeting commenced 10 Minutes late due to technical problems with the projector)*

PRESENT: Cllrs M. Anderson, Mrs S. James, R. Martin, (Chairman) Mrs S. Martin, Mrs V. Randall.  
Mrs L Vingoe

IN ATTENDANCE: Mrs Kelly Holland - Clerk  
Mrs Margaret Saunders – Responsible Financial Officer

**RP/19/20/70**            **Apologies for Absence**  
Apologies were unanimously accepted for Cllr N Boxall.

**RP/19/20/71**            **Declarations of Interest**  
Dispensation had been given to all Members to discuss the budget and subsequent Precept request.

**RP/19/20/72**            **To Agree the Minutes of the Meeting held on 21<sup>st</sup> October, 2019**  
Cllr R Martin proposed that the Minutes of 21<sup>st</sup> October, 2019 be accepted as a true record this was seconded by Cllr Mrs V Randall and agreed. Cllr Mrs Vingoe did not vote as she had not attended the meeting.

**RESOLVED:** that the Minutes of 21<sup>st</sup> October, 2019 be agreed.

**RP/19/20/73**            **Public Participation**  
There were no Members of the Public Present.

**RP/19/20/74**            **Financial Reports**

**RP/19/20/74.1**        **To approve the Payroll for November, 2019.** The transfer of £13,606.57 under authority will be transferred from Barclays Bank plc to J & M Payroll on 19<sup>th</sup> November 2019. This sum included Members Allowances. The payroll was checked by Cllr M Anderson. The approval was proposed by Cllr M Anderson and seconded by Cllr R Martin and unanimously agreed.

**RESOLVED:** that £13,606.57 be confirmed as the transfer for Wages for November, 2019.

**RP/19/20/74.2**        **To approve the Payments and Payroll for December, 2019**  
Members unanimously agreed that the RFO and the Chairman be authorised to countersign the Payments and Payroll for December, 2019.

**RESOLVED:** that the RFO and the Chairman be authorised to countersign the Payroll and Payments for December,2019.

**RP/19/20/74.3**

**To approve the Payments from 21<sup>st</sup> October,2019 – 18<sup>th</sup> November,2019**

Cllr S Martin proposed the approval of the payments for the above period in the sum of £23,865.58 this was seconded by Cllr M Anderson and unanimously agreed.

It was suggested that research should be made into recyclable bags.

Discussion took place regarding joining the CPRE. 4 Members voted against re-joining and 1 Member voted against the motion. Therefore, it was decided not to re-join the CPRE.

*An additional invoice for £36.00 was paid on Tuesday 19<sup>th</sup> November, 2019 to Recognition Express for a Plaque.*

**RESOLVED:** that a) the payments in the sum of £23,865.58 from 21<sup>st</sup> October, 2019 to 18<sup>th</sup> November, 2019 be approved.

b) the Parish Council does not re-join the CPRE

**RP/19/20/74.4**

**To Sign Omega Sheets for October, 2019**

That the figures used agreed with the bank statement reconciliation for October, 2019. Cllr M Anderson confirmed that the figures were correct this was seconded by Cllr R Martin and unanimously agreed.

**RESOLVED:** that the reconciliation was correct.

**RP/19/20/74.5**

**To note the Receipts for October, 019 from the Omega system.**

Receipts for October,2019 had been circulated.

**RESOLVED:** that the Receipts were noted.

**RP/19/20/74.6**

**Income Sheets and Expenditure Sheets until October, 019**

The RFO had circulated Income and Expenditure Sheets for October,2019.

**RESOLVED:** that the information be noted.

**RP/19/20/74.7**

**On-Line Banking**

The RFO had circulated correspondence from the bank.

**RESOLVED:** that the information be noted.

**RP/19/20/74.8**

**Investment**

Forms had been received but Members unanimously decided to defer the Investment until new Financial Year due to the expenditure recently made.

**RESOLVED:** that the Investment be deferred until new Financial Year.

- RP/19/20/74.9**            **Ombudsman**  
Nothing further to report. The RFO would write again.
- RESOLVED:** that the information be noted.
- RP/19/20/74.10**        **End of Year**  
The RFO had completed some research regarding end of year prices.
- Cllr Mrs S Martin proposed that RBS Rialtus be used for the end of year work this was seconded by Cllr M Anderson and unanimously agreed.
- RESOLVED:** that RBS Rialtus be employed for the end of year work for 2019 – 2020 in the sum of £560.00 plus expenses.
- Cllr Mrs S James arrived at 8.10 p.m.*
- RP/19/20/74.11**        **Income**  
The income for the hall was discussed. The Upper Hall had been taken off the hall hire charges form and was no longer advertised on the web site due to the office moving into that location. The recommendation from the Communities Committee was that the charges should remain the same with the additional charge of £15.00 an hour as an hourly rate.
- It was proposed by Cllr Mrs S Martin and seconded by Cllr Mrs V Randall that the income document with the additional £15 hourly rate be used for the budget for 2020 – 2021.
- RESOLVED:** that the income document be used for 2020 – 2021 and would be placed on the web site as soon as possible.
- It was agreed to discuss the budget for 2020 -2021 as the last Agenda item. Minute19/20/77 refers.*
- RP/19/20/75**            **Office/Workshop**  
**RP/19/20/75.1**        **Fire Risk Assessment**  
The Fire Doors would be booked and installed as soon as possible.
- RESOLVED:** that the information be noted.
- RP/19/20/75.2**        **Protective Clothing**  
Protective trousers had been purchased for one of the Rangers and were being trialled.
- RESOLVED:** that the information be noted.
- RP/19/2076**            **Training**  
The Clerk and the RFO had been on SLCC/EALC Partnership day.  
The Clerk had requested to attend the NALC Practitioners Conference in February at a cost of £329.00 inclusive of VAT plus travel.

Cllr R Martin proposed that the Clerk attends the Conference in February, this was seconded by Cllr Mrs V Randall. 4 Members voted for the Clerk to attend and 2 voted against therefore the proposal was carried.

**RESOLVED:** that a) the information be noted.  
b) that the Clerk attends the Practitioners Conference in February.

**RP/19/20/77**

**Budget and Precept 2020 - 2021**

The RFO was using the Budget Page from Rialtus.  
Discussion took place regarding the recommendations from the Personnel Committee. An additional sum of money was put into the staffing budget for an additional member of office staff. £1000 was placed in the overtime budget for the hall staff. Increases were made to the Tax and NI and Pension Budgets.  
The IT/Computer budget was increased by £2000.  
Training budgets for Members due to the election next year and new member of staff were increased.  
The budget was gone through line by line but only half the budget could be discussed in the time so a further meeting would be called as below.

**RP/19/2078**

**Date of Next Meeting**

Due to the lateness of the hour it was decided to discuss the Budget/Precept at another meeting on Monday 2<sup>nd</sup> December,2019 after the Planning Meeting.

**RP/19/20/79**

**Items for Next Meeting**

No further items were put forward.

The meeting closed at 9.38 p.m.

Signed ..... Date .....  
Chairman of Resources and Procedures