



## HOCKLEY PARISH COUNCIL

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

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Website: [www.hockley-essex.gov.uk](http://www.hockley-essex.gov.uk)

**Finance and Governance Committee Chairman:** Cllr. S. Martin  
**Finance and Governance Committee Members:** Cllr. B. Thorogood  
Cllr. L. Vingoe.  
Cllr. A. Eves

Members of the Resources and Procedures Committee are hereby summoned to attend the **Finance and Governance Committee meeting** to be held on **Monday 7<sup>th</sup> November 2022 at 6.30pm** at The Old Fire Station, 58 Southend Road, Hockley for the purpose of transacting the following business The press and public are welcome to attend.

*K. Hawkes*

Karen Hawkes BSc (Hons)  
Parish Clerk and RFO  
31<sup>st</sup> October 2022

### AGENDA

#### 1. Chair's Opening Announcements

#### 2. Recording of Meetings

To receive notification from any persons present of intent to record the meeting

#### 3. Apologies for Absence

To receive apologies for absence.

#### 4. Resources and Procedures Committee Minutes

To note the minutes of the meeting held on 3<sup>rd</sup> October 2022.

#### 5. Declaration of Interests

To receive member's declarations of interests in respect of items on the agenda.

#### 6. 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.

#### 7. Finance

- a) To note Payroll for October 2022 £9006.03 for ratification
- b) To note Payments for the month of October 2022 please note awaiting bank statement so still items to be entered (Appendix 1)
- c) To note Bank Reconciliations September 2022 :
  - Barclays Current Account: £159,264 (Appendix 2)
  - Barclays Premium Account: £114,211
  - Nationwide Instant Saver: £ 50,000
  - Barclays Rate Reward: £ 50,154

- d) *Income & Expenditure*: To note September Income & Expenditure (Appendix 3)
- e) To note that the VAT has been claimed from July 2022 - September 2022
- f) To note the VAT refund of £12,717.11 has been received Oct 21 – June 22
- g) To consider budget virement of £5,000 from Forward Planning to Professional Fees

## **8. Current Accounts**

- Committee to agree to add Parish Clerk / RFO as an authorised user on the Barclays account and request a debit card
- Update on Unity Account application

## **9. Credit Card**

Committee to consider applying for a credit card with a different provider whilst the Barclaycard account is being addressed

## **10. Councillor Remuneration**

Members to consider Councillor remuneration this is currently £1062.48 per elected member. Parish Clerk has contacted Rochford District Council for guidelines.

## **11. Budget 2022 / 2023**

### **To consider budgets for**

- Environment and Open Spaces
- Community Engagement and Events
- Administration
- Staffing
- Civic

Final budget to be agreed at the 5<sup>th</sup> December Finance and Governance Committee for Council ratification in December / January 2023

## **12. Training courses**

To consider training needs of the Council for staff and members.

## **13. SLCC Conference**

To note Parish Clerk has attended the SLCC National Conference. Update to be provided at the meeting.

## **14. Items for next meeting.**

## **15. Date of next meeting**

Date of the next Resources and Procedures Committee Meeting 7<sup>th</sup> November 2022

Hockley Parish Council  
Payments between 01/10/2022 - 31/10/2022

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
17/10/2022	Constable Maintenance	205455	£2,528.00	Ranger Duties September
17/10/2022	Fulford Plumbing	205456	£180.00	Annual Service Parish Hall
17/10/2022	SLCC Enterprises	205457	£519.80	National Conference
17/10/2022	SLCC Enterprises	205458	£45.00	National Conference
17/10/2022	Rochford District Council	205459	£240.00	Play Inspections
17/10/2022	Rochford District Council	205460	£1,728.00	24 Week Inspection
24/10/2022	A and J Lighting Solutions	205461	£610.80	Call out/Holophane LED FIT
24/10/2022	J&C's Party Pets LTD	205462	£1,131.30	Reindeer and Handler/Carriage
24/10/2022	LGRC Associates Limited	205463	£6,154.17	Accommodation/Ni/Travel
24/10/2022	PHS Group	205464	£1,100.03	Personnel Hygiene Services
24/10/2022	PLRS Media LTD	205465	£1,075.00	Mobile Stage Hire/Sound System
24/10/2022	Rialtas Business Solutions	205466	£1,490.40	OMEGA Software
24/10/2022	Veolia Environmental Services	205468	£656.40	Fuel Surcharge
28/10/2022	Ice Digital	205470	£19.20	Backup Microsoft 365
28/10/2022	Rochford District Council	205471	£119.80	Recharge Electricity Toilets
			<u>£17,597.90</u>	

Please note the list above does not include Direct Debits as currently awaiting statement

**Bank Reconciliation Statement as at 26/10/2022  
for Cashbook 1 - Barclays Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Barclays Current Account	30/09/2022	1	171,375.59
			<u>171,375.59</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
01/04/2022 CHQ 205236 Z Graham			90.00
21/06/2022 CHQ 205314 S J Chelmsford			5.91
29/06/2022 CHQ 205327 Kelly Bottle			32.97
25/07/2022 205414 Ice Digital			19.20
20/09/2022 205428 A and J Lighting Solutions			175.20
20/09/2022 205429 A and J Lighting Solutions			285.95
20/09/2022 205430 Amazon Payments UK Limited			49.99
20/09/2022 205433 Constable Maintenance			90.00
20/09/2022 205434 Constable Maintenance			1,500.00
20/09/2022 205435 Constable Maintenance			188.00
20/09/2022 205436 Constable Maintenance			188.00
20/09/2022 205437 Constable Maintenance			1,500.00
20/09/2022 205438 Constable Maintenance			1,787.24
20/09/2022 205439 Essex and Suffolk Water			27.28
20/09/2022 205440 Ice Digital			24.00
20/09/2022 205442 Ice Digital			133.58
20/09/2022 205443 Ice Digital			127.43
20/09/2022 205444 LetchWood			2,475.00
20/09/2022 205445 Rialtas Business Solutions			420.00
20/09/2022 205446 Rochford District Council			125.77
20/09/2022 205447 Tolhurst Fisher			1,404.00
20/09/2022 CHEQUQ Chairman			13.10
20/09/2022 CHEQUE m bocher			200.00
20/09/2022 CHEQUE Reliable Fire Protection Ltd.			391.87
24/09/2022 205452 CAM Facilities Limite			857.52
			<u>12,112.01</u>
			159,263.58
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			0.00
			<u>0.00</u>
			159,263.58
		<b>Balance per Cash Book is :-</b>	<b>159,263.58</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>0.00</b>
<b><u>Adjustments to Reconciliation</u></b>			
14/07/2022 DD Anglian Water Business			0.00
			<u>0.00</u>
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

## Detailed Income &amp; Expenditure by Budget Heading 27/10/2022

Month No: 6

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>101 Administration</u>							
1076 Precept	0	302,296	0	(302,296)			
1090 Interest Received	36	38	50	12			
Administration :- Income	<u>36</u>	<u>302,334</u>	<u>50</u>	<u>(302,284)</u>			<u>0</u>
4001 Salaries & Wages	9,984	70,394	98,100	27,706		27,706	
4002 Overtime	0	0	1,000	1,000		1,000	
4004 Cleaning	(48)	0	0	(0)		(0)	
4007 Courses / Conferences	0	0	250	250		250	
4008 Training	0	220	1,500	1,280		1,280	
4009 Travel	0	0	250	250		250	
4012 Water and Sewage	(54)	(0)	0	0		0	
4021 Telephone & Mobile Phones	0	1,097	2,543	1,446		1,446	
4022 Postage	0	220	50	(170)		(170)	
4023 Stationery & Printing	0	107	750	643		643	
4024 Subscriptions/Publications	0	1,392	2,000	608		608	
4025 Insurance	0	4,268	3,500	(768)		(768)	
4026 Photocopy Hire / Charges	300	680	1,500	820		820	
4027 Computer Software & IT	0	2,419	4,000	1,581		1,581	
4029 Web site expenses	0	0	500	500		500	
4036 Property Maintenance	(0)	(0)	0	0		0	
4040 New & Replacement Equipment	0	0	250	250		250	
4042 Equipment Maintenance/Running	0	0	250	250		250	
4052 Bank Interest	0	(9)	0	9		9	
4055 Legal Fees	(6,084)	8,254	0	(8,254)		(8,254)	
4056 Accountancy Fees	0	(600)	800	1,400		1,400	
4057 Audit Fees	0	(485)	815	1,300		1,300	
4060 Other Professional Fees	3,763	13,125	1,000	(12,125)		(12,125)	
4067 I/Tax & NHI	0	3,251	25,000	21,749		21,749	
4070 employer pension contribution	0	4,559	34,770	30,211		30,211	
4071 Payroll Administration	0	300	850	550		550	
4074 HR Support	0	0	2,000	2,000		2,000	
4711 Grants Power of competence	0	0	2,000	2,000		2,000	
Administration :- Indirect Expenditure	<u>7,861</u>	<u>109,193</u>	<u>183,678</u>	<u>74,485</u>	<u>0</u>	<u>74,485</u>	<u>0</u>
Net Income over Expenditure	<u>(7,824)</u>	<u>193,141</u>	<u>(183,628)</u>	<u>(376,769)</u>			
<u>102 Civic</u>							
4007 Courses / Conferences	0	0	1,000	1,000		1,000	
4069 Community Activities	0	0	500	500		500	
4201 Chairman's Allowance	13	53	350	297		297	

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	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4202 Councillors' Allowances	2,637	2,643	16,000	13,357		13,357	
4211 Civic Regalia	0	0	50	50		50	
4212 Honours Board	0	0	50	50		50	
4213 Remembrance Wreaths	0	67	70	4		4	
4251 Election Expenses	0	0	500	500		500	
Civic :- Indirect Expenditure	<u>2,650</u>	<u>2,762</u>	<u>18,520</u>	<u>15,758</u>	<u>0</u>	<u>15,758</u>	<u>0</u>
Net Expenditure	<u>(2,650)</u>	<u>(2,762)</u>	<u>(18,520)</u>	<u>(15,758)</u>			
<u>105 Forward Plan</u>							
4075 Forward Plan	0	0	5,000	5,000		5,000	
Forward Plan :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>			
<u>111 Parish Hall</u>							
1010 Letting Income - Block Booking	60	1,191	4,000	2,809			
1011 Letting Income - W/d casual	250	934	1,000	66			
1012 Letting Income - Sat Casual	0	135	500	365			
1013 Letting Income - Sun Casual	0	0	250	250			
Parish Hall :- Income	<u>310</u>	<u>2,260</u>	<u>5,750</u>	<u>3,490</u>			<u>0</u>
4001 Salaries & Wages	(5,391)	0	0	0		0	
4004 Cleaning	48	48	0	(48)		(48)	
4006 Protective Clothing	0	0	250	250		250	
4012 Water and Sewage	567	1,021	1,500	479		479	
4014 Electricity	0	698	2,000	1,302		1,302	
4015 Gas	0	320	860	540		540	
4017 Cleaning Materials	0	51	1,000	949		949	
4018 Waste Bin Service/Recycling	0	583	2,500	1,917		1,917	
4026 Photocopy Hire / Charges	(300)	0	0	0		0	
4036 Property Maintenance	327	327	7,000	6,673		6,673	
4037 General Maintenance	0	0	500	500		500	
4040 New & Replacement Equipment	0	0	750	750		750	
4078 Hall Hire Deposit Refunds	200	1,120	0	(1,120)		(1,120)	
4083 Sanitary/Nappy Bags	917	917	450	(467)		(467)	
Parish Hall :- Indirect Expenditure	<u>(3,633)</u>	<u>5,085</u>	<u>16,810</u>	<u>11,725</u>	<u>0</u>	<u>11,725</u>	<u>0</u>
Net Income over Expenditure	<u>3,943</u>	<u>(2,824)</u>	<u>(11,060)</u>	<u>(8,236)</u>			

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>219 Environment and Open Spaces</u>							
4001 Salaries & Wages	(895)	0	0	0		0	
4006 Protective Clothing	0	0	500	500		500	
4012 Water and Sewage	0	0	50	50		50	
4019 green waste disposal	0	117	500	383		383	
4035 Vandalism	0	0	250	250		250	
4037 General Maintenance	130	149	1,500	1,351		1,351	
4039 Grounds Maintenance	1,028	17,193	26,750	9,557		9,557	
4040 New & Replacement Equipment	5,013	5,013	300	(4,713)		(4,713)	
4041 Equipment Hire	0	0	100	100		100	
4042 Equipment Maintenance/Running	0	0	150	150		150	
4043 Vehicle Running Costs	0	317	2,000	1,683		1,683	
4044 Public Seats	0	0	100	100		100	
4045 Bus Shelters	0	0	50	50		50	
4046 Floral Displays Town Centre	1,399	1,399	3,000	1,601		1,601	
4050 Finger Posts	0	0	500	500		500	
4061 Lock/unlock Playspaces	805	4,391	7,800	3,409		3,409	
4062 Street light maintenance	6,024	6,024	12,000	5,976		5,976	
4063 Street Light Energy	3,745	3,745	11,640	7,895		7,895	
4079 Heritage Plaques	0	0	500	500		500	
4080 Street Light New Installations	0	0	5,000	5,000		5,000	
4102 Broad Parade	0	0	100	100		100	
4103 Marylands Nature Reserve	1,500	1,500	5,000	3,500		3,500	
4104 Plumberow Mount Open Space	0	55	500	445		445	
4105 Laburnum Grove Playspace	0	0	1,500	1,500		1,500	
4106 Plumberow Mount Playspace	0	0	500	500		500	
4107 Land at St Peters Rd	0	0	500	500		500	
4108 Allotments	0	2,899	5,000	2,101		2,101	
4111 Play Area Maintenance	0	(143)	2,000	2,143		2,143	
4112 Litter Bins	0	0	500	500		500	
4215 veg control, Spa Bridge	564	564	2,256	1,692		1,692	
4982 Verge tree maintenance	0	0	5,000	5,000		5,000	
Environment and Open Spaces :- Indirect Expenditure	19,312	43,222	95,546	52,324	0	52,324	0
Net Expenditure	(19,312)	(43,222)	(95,546)	(52,324)			

222 Street Scene

4037 General Maintenance	(130)	0	0	0		0	
4040 New & Replacement Equipment	(5,013)	0	0	0		0	
4046 Floral Displays Town Centre	(1,399)	0	0	0		0	

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4215 veg control, Spa Bridge	(564)	0	0	0		0	
Street Scene :- Indirect Expenditure	(7,105)	0	0	0	0	0	0
Net Expenditure	7,105	0	0	0			
<u>301 Community Engagement and Event</u>							
1052 Sponsorship Income	0	0	1,000	1,000			
Community Engagement and Event :- Income	0	0	1,000	1,000			0
4033 Newsletter distribution	0	0	500	500		500	
4065 Festive Lighting Installation	4,383	4,383	20,000	15,617		15,617	
4069 Community Activities	280	280	1,450	1,170		1,170	
4072 Festive Lighting Event	0	0	3,000	3,000		3,000	
4073 Newsletter printing	0	0	500	500		500	
4116 Public Toilets	2,862	2,862	0	(2,862)		(2,862)	
4117 Wheelchair Hire	0	0	100	100		100	
4981 Events	3,443	3,443	15,000	11,557		11,557	
Community Engagement and Event :- Indirect Expenditure	10,968	10,968	40,550	29,582	0	29,582	0
Net Income over Expenditure	(10,968)	(10,968)	(39,550)	(28,582)			
<u>401 Festive Lighting</u>							
4065 Festive Lighting Installation	(4,383)	0	0	0		0	
Festive Lighting :- Indirect Expenditure	(4,383)	0	0	0	0	0	0
Net Expenditure	4,383	0	0	0			
<u>430 Facilities - Toilets - Wheelc</u>							
4116 Public Toilets	(2,862)	0	0	0		0	
Facilities - Toilets - Wheelc :- Indirect Expenditure	(2,862)	0	0	0	0	0	0
Net Expenditure	2,862	0	0	0			
<u>501 Street Lighting</u>							
4062 Street light maintenance	(6,024)	0	0	0		0	
4063 Street Light Energy	(3,745)	0	0	0		0	
Street Lighting :- Indirect Expenditure	(9,769)	0	0	0	0	0	0
Net Expenditure	9,769	0	0	0			



## Detailed Income &amp; Expenditure by Budget Heading 27/10/2022

Month No: 6

## Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>502 Community Activities</u>							
4069 Community Activities	(280)	0	0	0		0	
Community Activities :- Indirect Expenditure	<u>(280)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditure	<u>280</u>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>503 Events</u>							
4981 Events	(3,443)	0	0	0		0	
Events :- Indirect Expenditure	<u>(3,443)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditure	<u>3,443</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Grand Totals:- Income	346	304,594	6,800	(297,794)			
Expenditure	9,315	171,230	360,104	188,874	0	188,874	
Net Income over Expenditure	<u>(8,969)</u>	<u>133,364</u>	<u>(353,304)</u>	<u>(486,668)</u>			
Movement to/(from) Gen Reserve	<u>(8,969)</u>	<u>133,364</u>					