



## HOCKLEY PARISH COUNCIL

The Old Fire Station, 58 Southend Road, Hockley, Essex, SS5 4QH  
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**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 16<sup>th</sup> January 2023 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  
10<sup>th</sup> January 2023

### 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. Finance and Governance Committee Minutes**  
To agree the minutes of the Finance and Governance committee minutes held on 5<sup>th</sup> December 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. Grant Application**  
To consider grant application from the Rainbows for £300.00, completed application will be circulated at the meeting.
- 8. Barnardo's Hall request**  
Members to consider the request of partnership working with Barnardo's to provide baby weigh in sessions and 6 week health checks at the Parish Hall. Currently these are being held outside of the area. Attendance is low at the 6 week baby health check, it is hoped that outreach work in the area will increase attendance.

## 9. Finance

- a) To note Payroll for December 2022 £9,371.73
- b) To note Payments for the month of November 2022 Appendix 1
- c) Bank Reconciliations: To note Bank Reconciliations for Barclays Current Account for November 2022.
- d) Income & Expenditure: To note November Income & Expenditure
- e) Bank Balances as at 31<sup>st</sup> December 2023:
  - Barclays Current Account: £ 99,776.39
  - Barclays Premium Account: £114,274.53
  - Nationwide Instant Saver: £ 50,000.00
  - Barclays Rate Reward: £ 50,163.74
- f) Transfer: members to agree to transfer funds to the Barclays current account. Councillor Martin to recommend value.

## 10. Interactive Screen for the Parish Hall

To consider recommendation from Community Engagement and Events Committee for the purchase of a 75" interactive screen and sound bar for Community and Council use at a cost of £2,092.00. Budget available in Earmarked reserves Refurbishment of Hall £2,896.00

## 11. Cheque signatories

Members to approve additional cheque signatory

## 12. Asset Register

Clarification to be sought regarding the asset register. Item discussed at 18<sup>th</sup> July meeting (see below reference), committee to clarify if this was agreed by Council and provide a copy of the document.

***RP/21/22/147 Assets Register The Assets Register had been circulated and amendments had been identified since the last annual review. a) Public Toilets to be added with a nominal amount of £1. b) Festive Lighting Equipment to be removed c) Beckney Avenue Land to be added with a nominal value of £1***

***Recommendation: Unanimously agreed that the Assets Register be ratified by Full Council with amendments.***

Assets are items over £250.00, for accounts purposes items less than this should be removed as they are consumables.

## 13. Review of Policies

Parish Clerk to report that several policies will need reviewing prior to the end of the financial year. Parish Clerk will prepare for February and March Finance meetings.

## 14. SLCC Practitioners Conference

To note Parish Clerk / RFO is attending the SLCC Practitioners conference between 31<sup>st</sup> January 2023 – 2<sup>nd</sup> February 2023.

## 15. Items for next meeting.

## 16. Date of next meeting

Date of the next Resources and Procedures Committee 20<sup>th</sup> February 2023

## Hockley Parish Council

Payments between 01/11/2022 - 30/11/2022

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/11/2022	Drax Energy Solutions Limited	1/11/2022	£1,139.98	Purchase Ledger Payment
01/11/2022	DVLA	DD	£25.37	Van Road Tax
09/11/2022	Employee	09/11/2022	£393.87	Christmas Lights
15/11/2022	Anglian Water Services Limited	15/11/2022	£87.00	Purchase Ledger Payment
18/11/2022	Crown Gas and Power	18/11/2022	£106.79	Gas
22/11/2022	Drax Energy Solutions Limited	22/11/2022	£106.47	Electricity Bill October
23/11/2022	Barclaycard	23/11/2022	£53.55	Adobe + Zoom
23/11/2022	EE	112.33	£112.33	EE Mobile Phone Contract
28/11/2022	Stambridge Group	205484	£1,503.60	Staff For Hockley Lights
28/11/2022	A and J Lighting Solutions	205475	£918.83	Fixings Of Street Lights
28/11/2022	Healthmatic Limited	205477	£3,027.00	Quarterly Cleaning Toilets
28/11/2022	CAM Facilities Limited	205474	£1,715.04	Lock And Unlock Playspace
28/11/2022	Breeze Air Conditioning	205479	£686.76	Supply And Fit New Pump
28/11/2022	Azzuro	205485	£245.08	Marylands Nature Reserve Sign
28/11/2022	Ray linge Market Stalls Limited	205480	£1,530.00	Market Stalls For Hire
28/11/2022	Active Life	BACS	£90.00	Deposit refund
28/11/2022	Councillor	BACS	£150.00	Refreshments
28/11/2022	Constable Maintenance	205476	£3,326.01	Ranger Duties October
29/11/2022	Employee	29/11/2022	£855.76	Christmas Lights
29/11/2022	J&M Payroll	29/11/2022	£16,675.21	Salaries
30/11/2022	J&C's Party Pets LTD	30/11/2022	-£1,131.30	Purchase Ledger Payment
			<u>£31,617.35</u>	

**Bank Reconciliation Statement as at 30/11/2022  
for Cashbook 1 - Barclays Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current Account	30/11/2022	1	126,711.15
			<u>126,711.15</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
20/09/2022 205428 A and J Lighting Solutions			175.20
20/09/2022 205429 A and J Lighting Solutions			285.95
17/10/2022 205457 SLCC Enterprises			519.80
17/10/2022 205458 SLCC Enterprises			45.00
24/10/2022 205461 A and J Lighting Solutions			610.80
24/10/2022 205461 A and J Lighting Solutions			610.80
24/10/2022 205462 J&C's Party Pets LTD			1,131.30
28/10/2022 205470 Ice Digital			19.20
28/10/2022 205471 Rochford District Council			119.80
28/11/2022 205484 Stambridge Group			1,503.60
28/11/2022 205475 A and J Lighting Solutions			918.83
28/11/2022 205477 Healthmatic Limited			3,027.00
28/11/2022 205474 CAM Facilities Limite			1,715.04
28/11/2022 205479 Breeze Air Conditioning			686.76
28/11/2022 205485 Azzuro			245.08
28/11/2022 205480 Ray linge Market Stalls Limite			1,530.00
			<u>13,273.04</u>
			113,438.11
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			0.00
			<u>0.00</u>
			113,438.11
		<b>Balance per Cash Book is :-</b>	<b>113,438.11</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>

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>								
1076 Precept	0	302,296	0	(302,296)			0.0%	
1090 Interest Received	0	38	50	12			75.5%	
Administration :- Income	<u>0</u>	<u>302,334</u>	<u>50</u>	<u>(302,284)</u>			<u>604667.5</u>	<u>0</u>
4001 Salaries & Wages	16,675	96,075	98,100	2,025		2,025	97.9%	
4002 Overtime	0	0	1,000	1,000		1,000	0.0%	
4004 Cleaning	0	0	0	(0)		(0)	0.0%	
4007 Courses / Conferences	0	0	250	250		250	0.0%	
4008 Training	0	719	1,500	781		781	47.9%	
4009 Travel	0	0	250	250		250	0.0%	
4012 Water and Sewage	0	(0)	0	0		0	0.0%	
4021 Telephone & Mobile Phones	337	1,550	2,543	993		993	60.9%	
4022 Postage	0	220	50	(170)		(170)	440.0%	
4023 Stationery & Printing	246	354	750	396		396	47.2%	
4024 Subscriptions/Publications	0	1,392	2,000	608		608	69.6%	
4025 Insurance	0	4,268	3,500	(768)		(768)	121.9%	
4026 Photocopy Hire / Charges	0	860	1,500	640		640	57.3%	
4027 Computer Software & IT	20	3,717	4,000	283		283	92.9%	
4029 Web site expenses	0	0	500	500		500	0.0%	
4036 Property Maintenance	0	(0)	0	0		0	0.0%	
4040 New & Replacement Equipment	0	0	250	250		250	0.0%	
4042 Equipment Maintenance/Running	0	0	250	250		250	0.0%	
4052 Bank Interest	0	(9)	0	9		9	0.0%	
4055 Legal Fees	0	8,254	0	(8,254)		(8,254)	0.0%	
4056 Accountancy Fees	0	(600)	800	1,400		1,400	(75.0%)	
4057 Audit Fees	0	(485)	815	1,300		1,300	(59.5%)	
4060 Other Professional Fees	771	15,261	6,000	(9,261)		(9,261)	254.4%	
4067 I/Tax & NHI	0	3,251	25,000	21,749		21,749	13.0%	
4070 employer pension contribution	0	4,559	34,770	30,211		30,211	13.1%	
4071 Payroll Administration	92	392	850	458		458	46.1%	
4074 HR Support	0	0	2,000	2,000		2,000	0.0%	
4711 Grants Power of competence	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	<u>18,141</u>	<u>139,779</u>	<u>188,678</u>	<u>48,899</u>	<u>0</u>	<u>48,899</u>	<u>74.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(18,141)</u>	<u>162,555</u>	<u>(188,628)</u>	<u>(351,183)</u>				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Civic</u>								
4007 Courses / Conferences	0	0	1,000	1,000		1,000	0.0%	
4069 Community Activities	0	0	500	500		500	0.0%	
4201 Chairman's Allowance	0	53	350	297		297	15.2%	
4202 Councillors' Allowances	0	2,643	16,000	13,357		13,357	16.5%	
4211 Civic Regalia	0	0	50	50		50	0.0%	
4212 Honours Board	0	0	50	50		50	0.0%	
4213 Remembrance Wreaths	0	157	70	(87)		(87)	223.6%	
4251 Election Expenses	0	0	500	500		500	0.0%	
Civic :- Indirect Expenditure	0	2,852	18,520	15,668	0	15,668	15.4%	0
Net Expenditure	0	(2,852)	(18,520)	(15,668)				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>111 Parish Hall</b>								
1010 Letting Income - Block Booking	30	1,820	4,000	2,180			45.5%	
1011 Letting Income - W/d casual	0	934	1,000	66			93.4%	
1012 Letting Income - Sat Casual	0	135	500	365			27.0%	
1013 Letting Income - Sun Casual	0	0	250	250			0.0%	
Parish Hall :- Income	<u>30</u>	<u>2,889</u>	<u>5,750</u>	<u>2,861</u>			50.3%	<u>0</u>
4004 Cleaning	0	48	0	(48)		(48)	0.0%	
4006 Protective Clothing	0	0	250	250		250	0.0%	
4012 Water and Sewage	0	1,021	1,500	479		479	68.0%	
4014 Electricity	101	800	2,000	1,200		1,200	40.0%	
4015 Gas	187	507	860	353		353	58.9%	
4017 Cleaning Materials	0	51	1,000	949		949	5.1%	
4018 Waste Bin Service/Recycling	202	1,332	2,500	1,168		1,168	53.3%	
4036 Property Maintenance	2,446	2,953	7,000	4,047		4,047	42.2%	
4037 General Maintenance	0	0	500	500		500	0.0%	
4040 New & Replacement Equipment	0	0	750	750		750	0.0%	
4042 Equipment Maintenance/Running	0	179	0	(179)		(179)	0.0%	
4078 Hall Hire Deposit Refunds	0	1,120	0	(1,120)		(1,120)	0.0%	
4083 Sanitary/Nappy Bags	0	917	450	(467)		(467)	203.7%	
Parish Hall :- Indirect Expenditure	<u>2,936</u>	<u>8,927</u>	<u>16,810</u>	<u>7,883</u>	<u>0</u>	<u>7,883</u>	53.1%	<u>0</u>
Net Income over Expenditure	<u>(2,906)</u>	<u>(6,037)</u>	<u>(11,060)</u>	<u>(5,023)</u>				

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>219 Environment and Open Spaces</u>								
4006 Protective Clothing	0	0	500	500		500	0.0%	
4012 Water and Sewage	0	0	50	50		50	0.0%	
4019 green waste disposal	0	117	500	383		383	23.3%	
4035 Vandalism	0	0	250	250		250	0.0%	
4037 General Maintenance	204	353	1,500	1,147		1,147	23.6%	
4039 Grounds Maintenance	3,326	20,519	26,750	6,231		6,231	76.7%	2,525
4040 New & Replacement Equipment	0	5,013	300	(4,713)		(4,713)	1670.8%	
4041 Equipment Hire	0	0	100	100		100	0.0%	
4042 Equipment Maintenance/Running	0	0	150	150		150	0.0%	
4043 Vehicle Running Costs	25	368	2,000	1,632		1,632	18.4%	
4044 Public Seats	0	0	100	100		100	0.0%	
4045 Bus Shelters	0	0	50	50		50	0.0%	
4046 Floral Displays Town Centre	0	1,399	3,000	1,601		1,601	46.6%	
4050 Finger Posts	0	0	500	500		500	0.0%	
4061 Lock/unlock Playspaces	1,429	6,534	7,800	1,266		1,266	83.8%	
4062 Street light maintenance	546	7,299	12,000	4,701		4,701	60.8%	
4063 Street Light Energy	0	3,745	11,640	7,895		7,895	32.2%	
4079 Heritage Plaques	0	0	500	500		500	0.0%	
4080 Street Light New Installations	0	0	5,000	5,000		5,000	0.0%	
4102 Broad Parade	0	0	100	100		100	0.0%	
4103 Marylands Nature Reserve	0	1,500	5,000	3,500		3,500	30.0%	
4104 Plumberow Mount Open Space	0	55	500	445		445	11.0%	
4105 Laburnum Grove Playspace	0	0	1,500	1,500		1,500	0.0%	
4106 Plumberow Mount Playspace	0	0	500	500		500	0.0%	
4107 Land at St Peters Rd	0	0	500	500		500	0.0%	
4108 Allotments	0	2,899	5,000	2,101		2,101	58.0%	
4111 Play Area Maintenance	0	1,497	2,000	503		503	74.9%	
4112 Litter Bins	0	0	500	500		500	0.0%	
4215 veg control, Spa Bridge	0	564	2,256	1,692		1,692	25.0%	
4982 Verge tree maintenance	0	0	5,000	5,000		5,000	0.0%	
Environment and Open Spaces :- Indirect Expenditure	5,531	51,861	95,546	43,685	0	43,685	54.3%	2,525
Net Expenditure	<u>(5,531)</u>	<u>(51,861)</u>	<u>(95,546)</u>	<u>(43,685)</u>				
6000 plus Transfers from EMR	2,525	2,525						
Movement to/(from) Gen Reserve	<u>(3,006)</u>	<u>(49,336)</u>						



	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Community Engagement and Event</u>								
1020 Pitch Hire Fees	0	400	0	(400)			0.0%	
1052 Sponsorship Income	0	0	1,000	1,000			0.0%	
Community Engagement and Event :- Income	<u>0</u>	<u>400</u>	<u>1,000</u>	<u>600</u>			<u>40.0%</u>	<u>0</u>
4033 Newsletter distribution	0	0	500	500		500	0.0%	
4065 Festive Lighting Installation	0	4,383	23,000	18,617		18,617	19.1%	3,000
4069 Community Activities	0	280	1,450	1,170		1,170	19.3%	
4072 Festive Lighting Event	180	2,575	0	(2,575)		(2,575)	0.0%	
4073 Newsletter printing	0	177	500	323		323	35.3%	
4116 Public Toilets	2,598	5,574	0	(5,574)		(5,574)	0.0%	
4117 Wheelchair Hire	0	0	100	100		100	0.0%	
4981 Events	3,950	9,383	15,000	5,617		5,617	62.6%	
Community Engagement and Event :- Indirect Expenditure	<u>6,727</u>	<u>22,371</u>	<u>40,550</u>	<u>18,179</u>	<u>0</u>	<u>18,179</u>	<u>55.2%</u>	<u>3,000</u>
Net Income over Expenditure	<u>(6,727)</u>	<u>(21,971)</u>	<u>(39,550)</u>	<u>(17,579)</u>				
6000 plus Transfers from EMR	3,000	3,000						
Movement to/(from) Gen Reserve	<u>(3,727)</u>	<u>(18,971)</u>						
Grand Totals:- Income	30	305,623	6,800	(298,823)			4494.5%	
Expenditure	33,335	225,790	360,104	134,314	0	134,314	62.7%	
Net Income over Expenditure	<u>(33,305)</u>	<u>79,833</u>	<u>(353,304)</u>	<u>(433,137)</u>				
plus Transfers from EMR	5,525	5,525						
Movement to/(from) Gen Reserve	<u>(27,780)</u>	<u>85,358</u>						