



## HOCKLEY PARISH COUNCIL

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

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**Finance and Governance Committee Chairman:**  
**Finance and Governance Committee Members:**

Cllr. S. Martin

Cllr. B. Thorogood

Cllr. E. Gadsdon

Cllr. A. Eves

Cllr. J Hedges

Cllr. A Styles

Cllr A Macpherson

Members of the Resources and Procedures Committee are hereby summoned to attend the **Finance and Governance Committee meeting** to be held on **Tuesday 30<sup>th</sup> May 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  
23<sup>rd</sup> May 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 16<sup>th</sup> January 2023.

**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 Hockley Bowls Club for £2,000.00 towards Unisex Wheelchair access facility, completed application attached to the agenda. Community Grant budget for 2023 / 2024 £5,500

## **8. Finance**

- a) To note Payroll figures for April £10,466.39 and May 2023 £22,272.93
- b) Payments for April 2023 – June 2023 will be approved at the July finance meeting, this year's transactions cannot be entered onto the system prior to the closure of the end of year.
- c) Bank Reconciliations as at 31<sup>st</sup> March 2023 available at the meeting for authorisation.
- d) Bank Balances as at 31<sup>st</sup> March 2023 :
  - Barclays Current Account: £ 32,398.75
  - Barclays Premium Account: £ 54,384.79
  - Nationwide Instant Saver: £ 50,365.00
  - Barclays Rate Reward: £ 50,226.00
  - Unity Trust Bank: £ 35,009.64

## **9. Asset Register**

Members to consider and approve the asset register as circulated with the agenda. Parish Clerk / RFO to explain the asset total difference on the AGAR with regard to 2021 / 2022 financial year.

## **10. Annual Governance Statement 2022-2023**

Supporting documents and reports to be circulated at the meeting, due to audit being carried out on Friday 26<sup>th</sup> May

- (a) To consider and RECOMMEND TO COUNCIL for approval Section 1 of the Annual Return 2022/23. Please note the document is not circulated completed as Councillors approve the items individually within the Council meeting.
- (b) To consider and RECOMMEND TO COUNCIL approval of the Income and Expenditure and Balance Sheet as at 31<sup>st</sup> March 2023
- (c) To consider and RECOMMEND TO COUNCIL for approval Section 2 of the Annual Return 2022/23.

## **11. Review of Policies**

Members to consider and adopt the following policies:

- (a) Data Protection and Privacy Policy
- (b) Data Subject Access Request Policy
- (c) Complaints Policy
- (d) Health and Safety Policy
- (e) Standing Orders

## **12. Items for next meeting.**

## **13. Date of next meeting**

Date of the next Resources and Procedures Committee 6<sup>th</sup> July 2023