

**Minutes of the meeting of the
FINANCE COMMITTEE
held on Monday 10th February 2025 at 8:45pm
at the Parish Office, Hawkwell Village Hall, Main Road, Hawkwell**

Committee present: Chair S May, L Fane, Mrs L Massey, & Mrs M Weir.

Also present: Cllr T Hargrave & two members of the public.

F 25/43 Receive apologies for absence:

Members received apologies from Cllrs A MacPherson and R Gardner.

F 25/44 Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Registrable Interest:

on any matter on the agenda for 10th February 2025:

No declarations were made.

F 25/45 Public Forum:

Two members of the public were present.

F 25/46 Approve Minutes of the meeting held on the 2nd December 2024 and to approve the destruction of the notes in respect of that meeting:

It was **resolved** that the minutes of the meeting held on 2nd December 2024 were approved as a correct record and Members agreed to the destruction of the notes in respect of that meeting.

F 25/47 Action Update List (February 2025):

25/47.1 There had been no action regarding the Robert Sudbury Trust banking mandate.

25/47.2 Cllr L Fane was assisting the Clerk by looking into website providers. He had shortlisted three providers and felt those service providers would be able to create a more usable website. Cllr L Fane would provide information on the three providers in time for the next Full Council meeting. It was noted the Clerk would need to liaise with Council's current website provider if any service changes were to occur.

It was **resolved** that Members accepted the Action List update and agreed to the removal of closed items.

F 25/48 Financial Report – December 2024:

It was **resolved** that Members accepted the Financial Report.

F 25/49 Local Council Risk System (LCRS) – Annual risk review 2024-25:

Members noted the report had been approved at Full Council.

F 25/50 Q3 2024-25 Financial checks:

Cllrs S May and L Fane would carry out the checks on Thursday 13th February 2025.

F 25/51 Consider an upgrade to office alarm to a monitored system:

The Clerk had provided the requested additional information regarding callout times.

It was **agreed** to go ahead and upgrade the office alarm to a monitored system.

A member of the public left the Chambers at 8:56pm and returned at 8:58pm.

- F 25/52 Grant applications – Wyvern Community Transport (WCT):**
A Member suggested funding provided by Essex County Council may benefit the WCT.
It was **resolved** that a grant of £500 be made to WCT.
- F 25/53 Summary of decisions:**
- Cllr L Fane to supply information on website providers; item to be referred to Full Council.
 - Cllrs L Fane and S May to carry out the Q3 2024-25 financial checks on Thursday 13th February 2025.
 - £500 grant awarded to WCT.
 - Office alarm to be upgraded to a monitored system.

The Chair declared the meeting closed at 8:59pm.

Chair