

**Minutes of the meeting of the
FINANCE COMMITTEE
held on Monday 8th December 2025 at 7:05pm
at the Hawkwell Parish Council, Main Road, Hawkwell**

Cllrs present: Chair S May, L Fane, A MacPherson, Mrs L Massey, Miss Ward & Mrs M Weir.

F 25/13 Receive apologies for absence:

No apologies were received.

F 25/14 Declarations of any:

a) Disclosable Pecuniary Interest;

b) Other Registrable Interest:

on any matter on the agenda for 8th December 2025:

Cllr Mrs L Massey declared an interest in relation to item F25/28 if the contractor would be included in the staff Christmas meal in virtue that the contractor was her spouse.

F 25/15 Public Forum:

No members of the public were present.

F 25/16 Approve Minutes of the meeting held on the 8th September 2025 and to approve the destruction of the notes in respect of that meeting:

It was resolved that the minutes of the meeting held on 8th September 2025 were approved as a correct record. Members agreed to the destruction of the notes in respect of the meeting.

F 25/17 Action Update List (December 2025):

25/17.1 There had been no action regarding the Robert Sudbury Trust banking mandate.

25/17.2 Members were referred to Agenda item 7. (Minute F 25/19).

It was **resolved** that Members accepted the Action List update.

F 25/18 Financial Report – November 2025:

The Clerk reported that at month eight the overall budget was 67.5% spent and on track.

The Finance Committee was 65.6% spent, General Purposes was 61.6% spent and the Parks Committee was 64.1% spent. The Clerk reminded Members that any large expenditure would be taken from General Reserves.

There were no questions, and it was **resolved** that Members accepted the Financial Report.

F 25/19 Metro Bank:

a) Bank mandate update: It was **agreed** that Cllr R Gardner would be removed from the banking mandate. Cllr Miss M Ward would be added as an authorised signatory. The mandate would remain as agreed before, with just the two changes mentioned.

It was noted Cllr Miss M Ward may have to attend Metro Bank for an identity verification.

b) Notification of introduction of £3 per month account fee: The information was noted.

F 25/20 Consider and agree Finance Committee budget for 2026-27:

It was noted this was the first year the Clerk had used the CCLA PSDF income to offset a portion of the precept demand so the General Reserve funds could be used.

Members **approved** the Finance Committee budget of £133,330 for 2026-2027.

F 25/21 Consider Parks and General Purposes budgets for 2026-27:

Members approved the Parks Committee budget of £68,750 for 2026-27 and the General Purposes Committee budget of £19,900 for 2026-27.

F 25/22 Set the Precept for 2026-27 for recommendation to Full Council:

It was noted Rochford District Council (RDC) had made a historical error relating to properties in the Hawkwell parish which had moved over to Ashingdon in the last Boundary Review but which had incorrectly been left registered within Hawkwell. This explained the decrease in the tax base figure.

It was **agreed** that the recommendation to Full Council be made for a precept of £210,668.16 for 2026-27. It was noted the precept figure may change slightly as RDC had yet to confirm the final tax base and calculations were therefore based on a draft figure. The Band D figure would increase from £43.60 for 2025-26 to £45.20 per annum for 2026-27.

F 25/23 Internal Auditors:

a) **Recommendation to appoint Auditing Solutions Ltd for 2025-26:** Members **approved** the Clerk's recommendation to appoint Auditing Solutions Ltd for 2025-26. It was noted that the audit was carried out remotely by the Auditor.

b) **Receive interim internal audit report for 2025-26:** Members received the interim internal audit report for 2025-26 with no issues arising.

F 25/24 Grants:

a) **Correspondence from previous grant recipients:** Members noted the correspondence.

b) **Request from Essex & Herts Air Ambulance (EHAA):** It was **resolved** that £1,500 be donated to EHAA.

F 25/25 Subscriptions: Society of Local Council Clerks (SLCC) £300

Members noted the fee had increased to £316; the fee for the SLCC subscription was **approved**.

F 25/26 Donation request – Poppy Appeal 2025:

It was **resolved** that £125 be donated to the Poppy Appeal 2025.

F 25/27 Approve staff Christmas lunch – Chair's Fund:

The staff Christmas lunch was **approved**.

F 23/28 Summary of Decisions:

- Banking mandate updated to include two changes; Cllr R Gardner removed and Cllr Miss M Ward added. No other changes to the existing mandate.
- Finance budget for 2026-27 of £133,330 agreed.
- Parks budget for 2026-27 of £68,750 agreed.
- General Purposes Committee budget for 2026-27 of £19,900 agreed.
- Precept recommendation of £210,668.16 agreed.
- Auditing Solutions appointed for 2025-26 audit.
- Interim audit for 2025-26 noted with no issues arising.
- £1500 grant approved for EHAA.
- £316 annual fee for SLCC approved.
- £125 be donated to the Poppy Appeal
- Staff Christmas lunch approved.

The Chair declared the meeting closed at 7:27pm

Chair