

Finance Committee Meeting Minutes

18th May 2026 at 8:25pm

**at Hockley & Hawkwell Day Centre,
Southend Road Library Car Park, Hockley SS5 4PZ**

Present Cllrs: Cllr J Dunkley, Cllr A MacPherson, Cllr Mrs L Massey, Cllr S May, Cllr Miss M Ward and Cllr Mrs M Weir.

Also present: Cllr C Morris and one member of the public.

F 26/1 Election of Chair for the Civic Year 2026-27:

Cllr Mrs M Weir nominated Cllr S May which was seconded by Cllr J Dunkley. There were no further nominations and Cllr S May was elected Chair of the Finance Committee for 2026-27.

F 26/2 Election of Vice-Chair for the Civic Year 2026-27:

Cllr A MacPherson nominated himself which was seconded by Cllr Mrs L Massey. There were no further nominations and Cllr A MacPherson was elected Vice-Chair of the Finance Committee for 2026-27.

F 26/3 To receive apologies for non-attendance at meeting:

No apologies were received.

F 26/4 Declarations of any:

a) Disclosable Pecuniary interests;

b) Other Registerable interests.

No interests were declared.

F 26/5 Public participation session:

One member of the public was present. No questions were raised.

F 26/6 To approve as a correct record the minutes of the meetings held on 13th April 2026 and to destroy the notes in respect of that meeting:

The minutes of the meetings held on 13th April 2026 were approved.

F 26/7 Action update list (May 2026)

26/7.1 There were no updates regarding the Robert Sudbury Trust.

26/7.2 Paperwork to add Cllrs A MacPherson and Miss M Ward to the CCLA Public Sector Deposit Fund banking mandate had been prepared and would be sent once the April minutes had been approved and signed.

26/7.3 The agreed grant award of £5k had been received by the Hockley and Hawkwell Day Centre and notification of that receipt had been publicised on Facebook; Members noted the post and the gratitude relayed in the post.

It was resolved that Members noted and accepted the Action Update Report and agreed to the removal of any closed items.

F 26/8 Financial Report (April 2026)

The financial report was approved, with no questions raised.

F 26/9 Email from Hawkwell Village Hall (HVH) regarding removal of Biffa bins:

Members noted that the HVH would be cancelling its bin contract at the end of the year and that Council would be expected to arrange their own refuse contract after the contract ended. Council had minimal general refuse, averaging approximately one bag of rubbish a week. A Member explained that from March 2027 it would be a legal requirement for business users to separate waste into recycled and non-recycled waste. Members enquired what was included in the rental agreement with HVH; the Clerk was unaware of any formal rental agreement. Council's significant historic contribution to the HVH, notably for the build of the annexe along with the continual payment for the annual electricity for the annex, was discussed. Members were disappointed that the HVH had not discussed the decision to remove the bins with Council, given the historic relationship. Members also felt it was important that the HVH, a registered charity, should work with the Parish Council given its vital community focus.

It was agreed the Clerk write to the HVH expressing Council's disappointment and concern and that clarification be sought around the terms of the rental with the HVH. It was also agreed the rental charges be confirmed in writing, noting the phased agreed annual increase had not taken place for 2026.

F 26/10 Consider purchasing a work mobile phone for Clerk/Office use:

Members approved the purchase of a mobile phone.

F 26/11 Issue with SSE Business Energy billing (Council's street lighting contractor):

Members noted there would be approximately a £700 overspend in the street lighting budget due to the mistakes made by SSE Business Energy and Cardinal Energy.

F 26/12 Grant request Ashingdon & East Hawkwell Memorial Hall(AEHMH):

Members noted AEHMH's historic grant requests. It was agreed to grant AEHMH £1k towards the hall's window and fire door upgrade project.

F 26/13 Summary of decisions

- Cllr S May elected Chair for 2026-27.
- Cllr A MacPherson elected Vice Chair for 2026-27.

- Clerk to write to HVH requesting details of lease agreement and to obtain confirmation of annual rental charges. Council's disappointment and concerns to be relayed.
- Clerk's work mobile phone approved.
- Street lighting budget to be overspent by £700 approximately due to mistakes made by SSE and Cardinal Energy.
- Grant awarded to AEHMH for £1k towards window/door renewal project.

Meeting closed: 8:46pm