

Finance Committee Meeting Minutes

14th September 2026 at 7:55pm

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

Present Cllrs: Vice-Chair A MacPherson, Cllr J Dunkley, Cllr L Fane, Cllr Mrs L Massey & Cllr Miss M Ward

Also present: Cllr K Buchanan

F 26/28 To receive apologies for non-attendance at meeting

Apologies were received from Cllr S May.

F 26/29 Declarations of any:

a) Disclosable Pecuniary interests

b) Other Registerable interests

No interests were declared.

F 26/30 Public participation session

No members of the public were present.

F 26/31 To approve as a correct record the minutes of the meetings held on 13th July 2026 and to destroy the notes in respect of that meeting

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

F 26/32 Action update list (September 2026)

26/32.1 The Robert Sudbury Trust was being reviewed after the passing of Cllr Mrs M Weir who was a trustee; the Clerk had since removed her as Trustee via the Charity Commission. The Clerk was to investigate how to proceed with Barclays Bank and CCLA.

26/32.2 The Clerk had purchased a mobile phone during the summer recess.

26/32.3 The paper bin had been organised for the office. Other waste disposal would need to be organised. There was possibility of an agreement with the play group who use the hall at Hawkwell Village Hall (HVH) and/or having a Biffa type bin at the Magnolia Store. HVH were due to have a meeting; the outcome was awaited.

26/32.4 Members were referred to Agenda item 7 (Minute F 26/34).

26/32.5 The future of the Neighbourhood Plan Feasibility Working Group (NPFWG) was under review following the Full Council meeting in September. The NPFWG were meant to be investigating if they could secure a free venue space, possibly at Rochford Hotel. It was resolved that Members noted and accepted the Action Update Report and agreed to the removal of any closed items.

F 26/33 Financial Report (August 2026)

The financial report was approved.

F 26/34 Air-conditioning unit/heater for the Parish Office – quotes attached

Members agreed to proceed with Hyper Cooling Ltd to install the office air-conditioning unit/heater at a cost of £1,550.00.

F 26/35 Notification of completion of Q1 2026-27 financial checks including petty cash by Cllrs J Dunkley and C Morris

Members noted the financial checks had been completed.

F 26/36 Subscription to Campaign to Protect Rural England (CPRE) – annual £36

It was agreed to continue the subscription to CPRE for 2027 at a cost of £36.

F 26/37 Summary of decisions

- Hyper Cooling to install office air-conditioning unit/heater; cost £1,550.00
- CPRE annual subscription renewed; cost £36.

Meeting closed: 8:04pm