

MINUTES

HERSTMONCEUX PARISH COUNCIL
FINANCE & GENERAL PURPOSES (FGP) COMMITTEE
Tuesday 9th February 2021, 7.30 p.m. via zoom

Councillors in attendance:

Cllr Angear, Cllr Kenward, Cllr Porter and Cllr Stewart.

Cllr Alder

Clerk/RFO in attendance – Clare Harrison (referred to as the Clerk)

No.	Item	Action
1. FGP_2021.01.01	TO RECEIVE APOLOGIES FOR ABSENCE The Chair opened the meeting at 7.30pm, welcomed everyone and reminded all that this meeting was being recorded via Zoom. Apologies had been received from: - Cllr Mick Goodsell All other Councillors were present.	Apologies accepted and recorded
2. FGP_2021.01.02	DECLARATIONS OF MEMBERS' INTERESTS Declarations of Member's Interests were as declared at beginning of this administration term. Cllr Angear expressed an interest in Agenda item 6vii – Grant Application received from Herstmonceux Bowls Club.	Declarations noted
3. FGP_2021.01.03	DISPENSATION REQUESTS It was noted that it is necessary to grant Dispensations for non- attendance for Councillor Mick Goodsell through a period of ill health. Dispensation has been approved.	Dispensations noted
4. FGP_2021.01.04	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA There were no members of the public present.	
5. FGP_2021.01.05	PERSONNEL – To receive any report(s) from the Personnel Committee for noting or action <i>A resolution will be made to exclude press and members of the public in the event of making any staffing decisions being made in accordance with the Public Bodies (Admissions t Meetings) Act 1960</i> It was noted that it had been confirmed by members of the Personnel Sub-Committee and by the Chair of the Council, and conveyed to Payroll, that the date of the Clerks incremental rise to SCP26 was effective as from 18 th November 2020, the date that the combined role was initiated. The date is to be recorded in this month's Full Council for ratification to complete the decision making as this was previously agreed but not recorded in the minutes. A date for the Clerk's Annual Appraisal is being agreed, for later this month. The Appraisal will include drawing a new Job Description for the combined Clerk / RFO role in readiness for Full Council agreement.	Appraisal and JD to be finalised

The Clerk advised she had set up a NEST account for the Parish Council but some inputting activity on there was still needed before it was ready to start using. The Clerk said she was learning the system as she was going along. Cllr Nick Porter offered to support.

6.
 FGP_2021.01.06

FINANCE MATTERS

i Payments and Receipts for approval February 2021

It was agreed to **recommend payments totalling £ 6,192.08** for approval to Full Council.

It was agreed to **recommend receipts totalling £ 2,717.17** for approval to Full Council.

Items to FCL

ii Bank Reconciliation(s) Unity Trust Current Account (T2) - 31 December 2020 & 31.01.2021

Cllr Kenward advised members of the FGP Committee that the bank reconciliation was to date but that there was a discrepancy of £100.60 for the Unity Trust Current Account. Scribe records the balance of the UT Current Account at 31.01.2021 as £41,801.59 whilst UT Statement records the balance as at 31.01.2021 as £41,700.99.

It was **agreed to recommend** the reconciliation to Full Council for approval, subject to further investigation of the £100.60.

Cllr Kenward and Clerk to agree transaction report for FCL

Receipt Transaction 19 in Scribe for the year 2020-2021 shows an adjustment for £100.60 (dated 21.08.2020). There is no matching credit in the Unity Trust Current account that the receipt is credited to.

Cllr Kenward confirmed that as of 31.07.2020, the Unity Trust Current Account was reconciled. This will allow Cllr Kenward and the Clerk to revise the August payments and receipt to ascertain whether the adjustment had been added in error. Any findings will be brought to Full Council for their authorisation of any Scribe amendments that may be necessary to cancel this potential erroneous receipt voucher.

#	Date	Tender	Net	VAT	Total	Cashed Date	Description	Customer	Cost Code
19	21/08/2020	ONLINE	100.60	0.00	100.60	31/08/2020	Adjustment	Checking	Other Miscellaneous -Contingency Expenditure

Receipt

iii Bank Reconciliations – all (update including latest information regarding Barclays changes)

All other accounts are successfully reconciled as to 31.01.2021.

It was **agreed to recommend** the reconciliations to Full Council for approval.

iv Barclaycard Reconciliation

The Barclaycard Reconciliation is complete to 31.01.2021.
It was **agreed to recommend** the reconciliation to Full Council for approval.

The FGP Committee are still exploring the option of taking out a Unity Trust Credit Card (through Lloyds) and closing the Barclays credit card account. Further comparison information is being gathered by the Clerk to enable Council to take a fully informed decision on whether to switch.

v Bank Summary

The bank summary had been circulated prior to the meeting.
It was **agreed to recommend** the summary to Full Council for approval.

vi Cost Centre report

The full Cost Centre report had been circulated prior to the meeting.
It was **agreed to recommend** the Cost Centre report to Full Council for approval.

vii To consider any grant applications following publication of this agenda

19.55 Cllr Angear muted her microphone and took no part in this discussion or vote.

A grant application from The Herstmonceux Bowls Club had been received requesting a contribution to the cost of a new lawn mower of which information regarding make and model were submitted, a cost of £799.

Clarification was requested by the Committee regarding information supplied about external boundary grass cutting. This is because the Parish Council pay a contractor to cut this area as part of the wider Recreation Ground grass cutting schedule.

The accounts were outstanding from the submitted information.

**Standing Orders closed at 19.57 to allow Cllr Alder to speak
Standing Orders re-opened at 19.57**

19.58 Cllr Jo Angear rejoined the meeting

It was agreed to **defer** the decision on this application to FCL / and until accounts received.

viii Any quotations for work on behalf of Herstmonceux Parish Council:
The Clerk is still awaiting feedback from the contact that Eric Ware provided regarding bollard lights for the new Recreation Ground footpath.

ix Any other financial matters which cannot be held over until the next meeting

It was **agreed to recommend** renewal of CPRE membership to FCL.

The Chair updated all Committee members regarding the Barclays Bank mandates issues, including frustrations with the levels of customer service following difficulties in engaging with anyone on the helpline / length of time it takes for the customer service helpline to pick up. It was agreed to

Clerk to request further information from Bowls Club

continue with the closing of 2 of the Barclays accounts once the mandates could be sorted out.

It was agreed to **recommend to Full Council** that Cllrs Stewart and Kenward become signatories for all remaining Barclays accounts. It was agreed to **recommend to Full Council** that all bank accounts hold the same signatories / authorisations (Unity Trust and Barclays). And that account access is granted to Clerk and Member authorisation for Cllrs Stewart, Kenward, Game and Alder as signatories.

It was **agreed to recommend** to FCL that Online Banking is to be requested for the remaining Barclays accounts.

Cllr Kenward confirmed that Barclays statements are only received quarterly and then only if entries have been made. It is **noted** that monthly reconciling of these accounts will be based on Scribe records with the last received statement.

7.
FGP_2021.01.07

FINANCE OFFICER REPORT AND RECOMMENDATIONS FOR DECISION

Items to FCL

i. CIL Update

A revised monitoring document has been drawn up by the Clerk that includes payments and any interest, dates and planning references. This is to enable more efficient monitoring of CIL and its expenditure, in line with spending criteria. CIL held to date by HPC totals £43,213.69. Within this amount, Council have received just under £80 in interest.

Noted.

ii. Return of allotment payment to terminated tenant, Plot 8b

Tenancy of this plot had been terminated as per the warning stages 1-3 procedure that the Council had implemented in 2020. The Clerk requested permission to return the payment.

It was **agreed to recommend** to FCL that the payment to be returned.

iii. Retrospectively agree Herstmonceux Parish Council submission of Grant Application of Covid Winter Support Fund - Sussex Community Foundation

The Clerk had, in consultation with representatives from the Toddler Group, Nursery, Church and LCAV, submitted an application for £1,250 to the Sussex Community Foundation – COVID Winter Support Fund. The Fund aims to support those families who have children and have been hardest hit by COVID, to ensure those households do not go hungry or without essential items. Receipt of the application has been acknowledged. The outcome is awaited.

It was **agreed to retrospectively recommend** to Full Council that they approve submission of this application .

iv. Agree COVID Grant Support Policy for distribution of any awarded Sussex Community Foundation grant awards to the Parish Council

The detail will be formalised should the grant be awarded.

v. Play Park completion – optional recreation ground repair quote

This was not discussed in detail as a further solution had been conveyed by the Eibe Play project manager following his meeting on site with the

contractor. The Committee considered this carefully and suggested that the alternative proposal was acceptable, subject to stringent health and safety measures, including Highways safety, were assessed and duly managed by the contractor.

8.
FGP_2021.01.08
- ONGOING AUDIT MONITORING**
- i. Asset Register updating progression report – insuring of assets
It was **agreed to recommend** to that the revised Asset Register be approved by Full Council, subject to later up to date valuation of The Old Surgery, for which external assessment would be needed.
- ii. Any additional activity
None specific at this time.
9.
FGP_2021.01.09
- CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED**
- i. Renewal Application - Asset of Community Value, Merrie Harriers
It was **agreed to recommend** to FCL that the Asset of Community Value application be renewed.
- ii. Members allowances
It was noted that the all Councillors would be asked to review their Members Allowances decisions and that Payroll be informed of any changes by 19th February.
- iii. Indemnity Agreement with Wealden District Council
The Finance and General Purposes Committee **Agreed to approve** the agreement with Wealden District Council and sign on behalf of Herstmonceux Parish Council, to enable the Council to claim the S106 due payments for improvements to the Children’s Play area and recreation ground access associated works. The request for the S106 funds were originally requested by the Parish Council in September 2020. Due to the delays from the District Council, the Indemnity Agreement will be returned to WDC without further delay.
It is recognised, that in this instance, the decision will be RETROSPECTIVELY approved by Full Council. It was **agreed to recommend** to FCL that the Indemnity Agreement be approved.
10.
FGP_2021.01.10
- ITEMS FOR REFERRAL TO NEXT AGENDA**
There were none.
11.
FGP_2021.01.11
- URGENT ITEMS THAT CANNOT BE HELD OVER TO THE NEXT MEETING AT THE CHAIRMAN’S DISCRETION**
There were none.
12.
FGP_2021.01.12
- CLOSE OF THE MEETING**
The meeting closed at 20.41
- Items to FCL**
- Items to FCL**

Date of next meeting – 9th March 2021