

AGENDA

To all Members of  
**HERSTMONCEUX PARISH COUNCIL**  
**FINANCE & GENERAL PURPOSES (FGP) COMMITTEE**  
You are hereby summoned to the next FGP committee meeting on:  
Tuesday 13<sup>th</sup> April 2021, 7.30 p.m. via zoom

**MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC**  
The access details to this REMOTE MEETING are:  
<https://us02web.zoom.us/j/88613438125>  
Meeting ID: 886 1343 8125

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Meeting called by: C J Harrison - Clerk to the Council

Signed: CJ Harrison

Date: 7<sup>TH</sup> April 2021

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Committee Members: Cllr Angear, Cllr M Goodsell, Cllr Kenward, Cllr Porter and Cllr Stewart.

**Agenda Items**

1. **TO RECEIVE APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF MEMBERS' INTERESTS**
3. **DISPENSATION REQUESTS**
4. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**  
This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.
5. **PERSONNEL – To receive any report(s) from the Personnel Committee for noting or action**  
***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***

Nest Pension Updates

6. **FINANCE MATTERS**

Year End approvals:

- i 2020-2021 All Receipts and Payments (Summary) for Approval
- ii 2020-2021 VAT 100 Q4 for Approval
- iii 2020-2021 VAT Summary for Approval
- iv 2020-2021 VAT Submission – Authorisation to submit sought
- v March 2021 Unity Trust Current Account Bank Reconciliation for Approval
- vi 2020-2021 All Banks Reconciliation for Approval
- vii Internal Audit Arrangements for Approval
- viii Receive Draft Annual Return figures
- ix Receive prepared Explanation of Variances
- x CIL Monitoring Report – Agree Entries and Approve Submission

Monthly approvals:

- xi Payments and Receipts for approval April 2021
- xii Barclaycard Reconciliation April 2021

For Noting:

- xiii Receipt of NEST Direct Debit Mandate
- xiv Bank Summary at start of Financial Year 2021-2022
- xv Summary of Reserves at start of Financial Year 2021 – 2022

Additional matters:

- xvi To consider any grant applications following publication of this agenda
- xvii Any quotations for work on behalf of Herstmonceux Parish Council
- xviii Any other financial matters which cannot be held over until the next meeting

**7. FINANCE OFFICER REPORT AND RECOMMENDATIONS FOR DECISION**

- i. Insurance Renewal – 4 quotes sought, discussion of any quotes received
- ii. Confirm account arrangements for Reserves, CIL and S106
- iii. Covid Winter Support Fund Sussex Community Foundation – Further Award. Agree distribution window

**8. ONGOING AUDIT MONITORING**

- i. Updates

**9. CORRESPONDENCE RECEIVED INCLUDING AFTER THIS AGENDA HAS BEEN PUBLISHED**

**10. ITEMS FOR REFERRAL TO NEXT AGENDA**

**11. URGENT ITEMS THAT CANNOT BE HELD OVER TO THE NEXT MEETING AT THE CHAIRMAN'S DISCRETION**

**12. CLOSE OF THE MEETING**

Date of next meeting – 11<sup>th</sup> May 2021