

AGENDA

To all Members of
HERSTMONCEUX PARISH COUNCIL
FINANCE & GENERAL PURPOSES (FGP) COMMITTEE
You are hereby summoned to the next FGP committee meeting on:
Thursday 6th May 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

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

Signed: CJ Harrison

Date: 29TH April 2021

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
 - i Agree annual review of Handyman Job Description.
 - ii Note no due review for Clerk / RFO and Administration Assistant until March 2022.
6. **FINANCE MATTERS**
 - i Acknowledge Precept Payment
 - ii Payments and Receipts May 2021 – to be deferred to Full Council for recommendation and approval
 - iii Bank Reconciliations April – recommend approval to Full Council
 - iv Barclaycard Reconciliation – recommend approval to Full Council
 - v Bank Summary – recommend approval to Full Council
 - vi April Cost Centre report – recommend approval to Full Council

Additional matters:

- vii To consider any grant applications including following publication of this agenda
- viii Consider any quotations for work on behalf of Herstmonceux Parish Council
 - Footpath Works
- ix Recommend approval of payment for received outstanding invoices from Mick Goodsell for Small Contracts Works undertaken in Financial Year 2020-2021
- x Any other financial matters which cannot be held over until the next meeting

For Noting:

- xi Acknowledge of 2020 – 2021 CIL monitoring return to Wealden District Council
- xii Acknowledge held Reserves detail

7. FINANCE OFFICER REPORT AND RECOMMENDATIONS FOR DECISION

- i. Insurance Renewal – receive quotes and make recommendation to Full Council of Insurance Provision for next 3 years
- ii. Printer / Photocopier Provision – receive quotes and make recommendation to Full Council of Printer / Photocopier Provision for next 3 – 5 years

8. ONGOING RISK MANAGEMENT ACTIONS, AUDIT MONITORING AND PREPARATION

- i. Bank Mandate Review – agree any necessary changes
- ii. Confirmation of date of Audit
- iii. Consideration of Working Group delegated authority for own budget spending for agreed small projects
- iv. Review of Financial Regulations

9. RELEVANT 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 – To be agreed