

MINUTES

HERSTMONCEUX PARISH COUNCIL
FINANCE & GENERAL PURPOSES (FGP) COMMITTEE
Thursday 6th May 2021

Councillors in attendance:

Committee Members - Cllr Angear, Cllr Kenward and Cllr Stewart.

Ex-Officio - None

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

No.	Item	Action
1. FGP_2021.05.01	TO RECEIVE APOLOGIES FOR ABSENCE The Chair opened the meeting at 7.35pm. Apologies had been received from: - Cllr Mick Goodsell Cllr Nick Porter was not present at the start of the meeting All other Councillors were present. Apologies accepted.	Apologies recorded
2. FGP_2021.05.02	DECLARATIONS OF MEMBERS' INTERESTS Declarations of Member's Interests were as declared at beginning of this administration term. There were no Declarations specific to this agenda.	DOI's recorded
3. FGP_2021.05.03	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.	Dispensation noted
4. FGP_2021.05.04	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA There were no members of the public present.	
5. FGP_2021.05.05	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> i Agree annual review of Handyman Job Description. To be agreed by email in readiness for Full Council. ii Note no due review for Clerk / RFO and Administration Assistant until March 2022. Noted.	Revised JD to be agreed with Handyman and circulated to Personnel Sub-Committee
6. FGP_2021.05.06	FINANCE MATTERS i Acknowledge Precept Payment An initial payment of £47,883.13 has been received.	RFO to circulate all docs in

- 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
Prop Kenward, Sec Stewart
Bank Reconciliations to be circulated to all Councillors

- iv Barclaycard Reconciliation – recommend approval to Full Council
Proposed Cllr Kenward, Seconded Cllr Stewart. Approved by all.
Barclaycard Reconciliation to be circulated to all Councillors

- v Bank Summary – recommend approval to Full Council
Proposed Cllr Kenward, Seconded Cllr Stewart. Approved by all.
Bank Summary to be circulated to all Councillors

- vi April Cost Centre report – recommend approval to Full Council
Proposed Cllr Kenward, Seconded Cllr Stewart. Approved by all.
Cost Centre report to be circulated to all Councillors

Additional matters:

- vii To consider any grant applications including following publication of this agenda

There were none but a Thank You letter from Cuckmere Buses for their 2020-2021 Grant was acknowledged.

- viii Consider any quotations for work on behalf of Herstmonceux Parish Council
- Footpath Works

Awaiting final information from Roadworks – **Defer** for Full Council consideration. Funds will be coming from East Sussex so this is a Full Council decision rather than one impacting on HPC finances. It is considered that an extra litter bin is needed by the North Lodge Bus Stop. Cost would be absorbed in the S106 funds but ongoing emptying would fall to the Parish.

- ix Recommend approval of payment for received outstanding invoices from Mick Goodsell for Small Contracts Works undertaken in Financial Year 2020-2021

Awaiting invoices from Mr Goodsell.

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

The Clerk/RFO had submitted a claim for 19.45 extra hours for the month of April. A time sheet accompanied the claim. The extra hours were attributed to end of year finance and audit preparation. Propose Cllr Stewart, Seconded Cllr Angear, Approved by all for Recommendation to Full Council.

For Noting:

- xi Acknowledge of 2020 – 2021 CIL monitoring return to Wealden District Council

Noted

xii Acknowledge held Reserves detail
Agreed as recorded on Scribe.

7.
FGP_2021.05.07

FINANCE OFFICER REPORT AND RECOMMENDATIONS FOR DECISION

FCL approval

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

Following careful consideration of the 3 quotes received. A **Proposal** to accept the 3 year quote from Zurich (the Council's current insurance provider) was received from Cllr Stewart, Seconded Cllr Kenward. **All in Favour. Recommendation** to stay with Zurich. **Full Council to decide long term agreement options:**

1 year renewal- £1628.44

3 year agreement- £1556.73

5 year agreement- £1488.80

The renewal premium is slightly higher than last year due to the increase in the total assets.

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

A **Proposal** to accept the 3 year quote from Principal (the Council's current photocopier/printer provider) was received from Cllr Angear, Seconded Cllr Kenward. **All in Favour. Recommendation** accept the contract proposal below.

3 Year Extended Rental on current device. Per quarter:

Lease @ £185.17

Service charge @ £140.86 (Black pages @ 0.58 of a penny, colour pages @ 4.081p and scans @ 0.159 of a penny)

Performance Excel @ £66

Total = £392.03

8.
FGP_2021.05.08

ONGOING RISK MANAGEMENT ACTIONS, AUDIT MONITORING AND PREPARATION

i. Bank Mandate Review – agree any necessary changes
Cllr Angear repeated sending of information and paperwork to Barclays.
RFO continued communication to Barclaycard. All other changes implemented recently.

ii. Confirmation of date of Audit
18th May at 10.00am

iii. Consideration of Working Group delegated authority for own budget spending for agreed small projects
To be considered, and other delegated authorities, at review of Financial Regulations

iv. Review of Financial Regulations

Review date for Finance and General Purposes members, plus any other interested Councillor arranged for Tuesday 25th May. 2.00pm at the Village Information Centre / Village Hall Lounge. Venue tbc by RFO.

9. **RELEVANT CORRESPONDENCE RECEIVED INCLUDING AFTER THIS AGENDA HAS BEEN PUBLISHED**
FGP_2021.05.09 Zoom subscription – The Parish Council subscription is due from 11th May. Discussions were held as to whether renewal was necessary due to end of legislation allowing Local Council decision making by remote meetings. It was considered and agreed that the RFO cancel the Zoom subscription and that the free sessions of up to 40minutes are used for non-formal meetings.
- Communication has been received from Hart Reade who are changing their legal status to an LLP. All clients of Hart Reade are required to sign an updated T&C's agreement. It was considered and agreed that the RFO undertake this administrative action on behalf of the Council.
10. **ITEMS FOR REFERRAL TO NEXT AGENDA**
FGP_2021.05.10 Direct Debit summary for annual agreement
Parish Council S137 grant cycle policy and criteria review. Documents to be updated following review.
11. **URGENT ITEMS THAT CANNOT BE HELD OVER TO THE NEXT MEETING AT THE CHAIRMAN'S DISCRETION**
FGP_2021.05.11 There were none.
12. **CLOSE OF THE MEETING**
FGP_2021.05.12 The meeting closed at 20.26

Date of next meeting – 8th June 2021