

AGENDA

HERSTMONCEUX PARISH COUNCIL FINANCE AND GENERAL PURPOSES (FGP) COMMITTEE

You are hereby summoned to a Finance and General Purposes Committee meeting on:
Tuesday 13th July 2021 7.30 p.m.

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC HOWEVER NUMBERS MAY NEED TO BE RESTRICTED AS ACCORDING TO THE HERSTMONCEUX VILLAGE HALL RISK ASSESSMENT

This meeting will be Socially Distanced, participants will be encouraged to wear masks, no papers will be shared, hand sanitiser will be available

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

Signed: CJ Harrison

Date: 6th July 2021

Committee Members: Cllr Alder, Cllr Angear, Cllr M Goodsell, Cllr Kenward (Ch), Cllr Porter and Cllr Stewart.

Agenda Items

1. **TO RECEIVE AND APPROVE 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. Any Updates to note
6. **FINANCE MATTERS**
To **Recommend to Full Council for Approval** the following:
Month end reports - June 2021
 - i. Bank Reconciliations – Individual
 - ii. Barclaycard Reconciliation
 - iii. Bank Summary
 - iv. Reserves Balance and Transfers report
 - v. Cost Centre report (Net) – Q1, 2021 - 2022
 - vi. Payments and Receipts July 2021
 - vii. VAT return Quarter 1, 2021-2022
Additional matters:
 - i Consider any quotations for work on behalf of Herstmonceux Parish Council
 - ii Any other financial matters which cannot be held over until the next meeting
7. **FINANCE OFFICER MATTERS FOR DISCUSSION AND RECOMMENDED ACTIONS**
 - i. Hire Charges Review
 - ii. Contracts review – discuss and agree process and timescales contracts

8. **ONGOING RISK MANAGEMENT ACTIONS, AUDIT MONITORING AND PREPARATION**
 - i. Discussion of internal audit recommendations and ensuing actions
 - ii. Annual Play and Skate Park Inspection
 - iii. Parish Council Tree responsibility actions

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 – 10th August 2021