

AGENDA

HERSTMONCEUX PARISH COUNCIL FINANCE AND GENERAL PURPOSES (FGP) COMMITTEE

You are hereby summoned to a Finance and General Purposes Committee meeting on:

Tuesday 9th November 2021 7.30p.m

Village Information Centre

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

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

Signed: CJ Harrison

Date: 2nd November 2021

Committee Members: Cllr Alder, Cllr Angear, Cllr Harding; 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

6. FINANCE MATTERS

To Recommend to Full Council for Approval the following:

Month end reports – October 2021

- i. Bank Reconciliations
- ii. Barclaycard Reconciliation
- iii. Bank Summary
- iv. Reserves Balance and Transfers report
- v. Cost Centre report
- vi. Payments and Receipts October 2021

Additional matters:

- i Consider any quotations for work on behalf of Herstmonceux Parish Council
 - Children's Play Park safety netting replacement
 - Allotment Fence – Phase 1
- ii Rec Footpath lighting works environmental impact assessment
- iii Any other quotations or amended costs for Working Group agreed projects
- iv Urgent financial matters which cannot be held over until the next meeting – Chairs discretion

7. FINANCE OFFICER MATTERS FOR DISCUSSION AND RECOMMENDED ACTIONS

- i. Budget Drafting – review and discussion
- ii. Asset Register Review
- iii. Hire Charges Review update
- iv. Website upgrade

- v. Office 365
 - vi. Finance training follow up – establishing of operational plan and any other ensuing action
8. **ONGOING RISK MANAGEMENT ACTIONS, AUDIT MONITORING AND ROLLING MAINTENANCE CONSIDERATIONS**
- i. Internal Auditor Recruitment
 - ii. Payroll Provision from April 2022
9. **RELEVANT CORRESPONDENCE RECEIVED INCLUDING AFTER THIS AGENDA HAS BEEN PUBLISHED**
10. **ITEMS FOR REFERRAL TO NEXT AGENDA**
11. **CLOSE OF THE MEETING**

Date of next meeting – 14th December 2021