

AGENDA

HERSTMONCEUX PARISH COUNCIL FINANCE AND GENERAL PURPOSES (FGP) COMMITTEE

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

Wednesday 15th December 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: 8th December 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 (verbal) report from the Personnel Committee for noting or action or making of Recommendations to Full Council

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 & Meetings) Act 1960

6. **FINANCE MATTERS**

To Recommend to Full Council for Approval the following:

Month end reports – November 2021

- i. Barclaycard Reconciliation
- ii. Bank Reconciliations
- iii. Bank Transfers Report
- iv. Bank Summary
- v. Statement of Accounts
- vi. Reserves Balance and Transfers report
- vii. Cost Centre report
- viii. Payments and Receipts December 2021

Additional matters:

- i Consider any quotations for work on behalf of Herstmonceux Parish Council
Grounds - Skate Park repairs options quote – Recommendations to Full Council;
Greenspace Ecological Solutions Revised Quote – Recommendation to Full Council;
- ii Any other considerations for Working Group agreed projects:
Highways – Black Cat Device / Speed Survey report – Recommendations to Full Council
- iii Agree The Old Surgery Statement of Accounts for Issue
- 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. Internal Auditor Recruitment- Recommendation to Full Council
 - ii. Payroll Services Recruitment – Recommendation to Full Council
 - iii. Budget Drafting – review and discussion
 - iv. Recreation Ground CCTV update
 - v. Hire Charges Review progress report
 - vi. Finance training follow up – establishing of operational plan
8. **RELEVANT CORRESPONDENCE RECEIVED INCLUDING AFTER THIS AGENDA HAS BEEN PUBLISHED**
9. **ITEMS FOR REFERRAL TO NEXT AGENDA**
10. **CLOSE OF THE MEETING**

Date of next meeting – 11th January 2022