

MINUTES

**HERSTMONCEUX PARISH COUNCIL
FINANCE & GENERAL PURPOSES (FGP) COMMITTEE
Wednesday 15th December 2021 7.30 p.m.**

Councillors in attendance: Cllr Alder, Cllr Angear, Cllr Kenward (Ch), Cllr Stewart.

Ex-Officio – None

Clerk/RFO in attendance – 0

Members of the Public - 0

No	Agenda Items	Action
1. FGP_2021.12.01	TO RECEIVE APOLOGIES FOR ABSENCE The meeting opened at 19.35, the Chair reminded all that the meeting was being recorded. Apology for absence received from the Clerk due to illness, Cllr Alder Agreed to take the minutes. Apologies had been received from Cllrs: Porter; Harding. Apologies were accepted.	Apologies recorded
2. FGP_2021.12.02	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.	
3. FGP_2021.12.03	DISPENSATION REQUESTS There were none.	
4. FGP_2021.12.04	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA There were no members of the public present.	
5. FGP_2021.12.05	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> The planned meeting was postponed and is being scheduled for January 2022.	
6. FGP_2021.12.06	FINANCE MATTERS To Recommend to Full Council for Approval the following: Month end reports – 31 st November 2021 i. Barclaycard Reconciliation	All recommendations to FCL for approval

Reconciliation of the Barclaycard had been circulated prior to the meeting.

ii. Bank Reconciliations

Reconciliations of all Banks had been circulated prior to the meeting.

iii. Reserves Balance and Transfers Report

There were no transfers to report.

iv. Bank Summary

The Bank Summary had been circulated prior to the meeting.

v. Statement of Accounts

The Statement of Accounts had been circulated prior to the meeting.

vi. Reserves Balance and Transfers Report

The Reserves Balance and Transfers Reports had been circulated prior to the meeting.

vii. Cost Centre Report

The Cost Centre Report had been circulated prior to the meeting.

Cllrs had no questions about the above financial reports. All the above documents were **Proposed** to be **Recommended to Full Council** to be **Approved** by Cllr Alder, seconded Cllr Stewart. **All in favour.**

viii. Payments and Receipts December 2021

All payments and receipts had been circulated prior to the meeting.

Following submission of the two reports from the RFO, the Chair advised there was a late payment for Littlewoods of £483.71 to be added to this month's payments totalling £22,611.46 and receipts totalling £573.95

It was **Proposed to Recommend to Full Council** by Cllr Stewart seconded by Cllr Angear that the presented payments and receipts lists, plus the additional payments as noted, be **Approved. All in favour.**

Additional matters:

- i Consider any quotations for work on behalf of Herstmonceux Parish Council Grounds – Skate Park Repairs options **Quote A @ £1195 Recommended to Full Council for Approval;**

- Greenspace Ecological Solutions Revised quote: PEA and associated reporting (inc reporting on Bats) @ £1130; HSI (to be conducted on the same day) £ 110.00; Desk Study (Estimate - to be charged at cost) £ 225.00. **Total Cost** of Ecological Appraisals, including Bat Survey provision **£1465 – Recommended to Full Council for**

Approval (for appraisals to be carried out in the New Year)

Budget Matters – Proposal to Vire

Skate Park Repairs Cost @ £1195 - Cllr Kenward reported that there was £500 in the budget so it was proposed that there was a need to vire £700 from unused monies in the Grounds Budget:-

1013 – Seating £500
1016 – Equipment £200

RFO to action vires and update budgets

Proposed to Recommend to Full Council for approval by Cllr Kenward and seconded by Cllr. Stewart. **All in favour.**

2021.12.06_
AMii

Any other considerations for Working Groups agreed projects
ii Highways – Black Cat Device and Feasibility Study Reports.

Two reports were prepared and presented to the FGP committee by Cllr Alder prior to the meeting, to address traffic issues in the parish, with Highways recommendations.

Highways recommendation was in favour of the three surveys being carried out by ESCC as there are issues around the manpower to do the surveys ourselves along with additional unknown associated costs. Cllr Angear agreed that this could be a problem alongside the actual management of the Black Cat and downloading of data and preparation of the results. The two report topics are:-

- a. Black Cat - Cllr Stewart put forward the case for purchasing a 'Black Cat' and the reasons for this to be considered as an option. However it was agreed that he would make further investigations through the Chair of Catsfield PC, who have done this, to get further information which he will bring to Full Council. The implications of this option is in the Highways reports but there are some queries regarding the actual additional costs on top of the purchase price of around £2,500.
- b. Feasibility Study – as per the report from Cllr Alder. Following discussion, it was agreed that this should take place in view of the several near misses at the crossing outside the school and general traffic issues in the area. It was suggested that the cost for this could be taken from the Speedwatch budget. Therefore, it was **Proposed to Recommend to Full Council** for approval by Cllr Stewart and seconded by Cllr. Kenward. **All in favour.**

Cllr IS to information gather to bring to FCL

FGP_2021.11.06_
AMiii

iii The Old Surgery Statement of Accounts

Following FCL approval, Clerk to forward to Tenant

Following on from the previous confusion around the timing of payments not being made by Standing Order, the account has been reconciled by the Clerk/RFO to bring it up to date and in order. It was agreed by all at the meeting that the Clerk/RFO would confirm that a Direct Debit has now been set up going forward. The statement of accounts was **Proposed to Recommend to Full Council** for approval by Cllr Stewart and seconded by Cllr. Kenward. **All in favour.**

FGP_2021.12.06_
AMiv

iv Urgent financial matters which cannot be held over until the next meeting – **Awarding of Contracts.**

Following receipt of Tenders by the given deadline, information circulation and due careful consideration of the tender detail at the Finance and General Purposes Meeting, the following is recommended to Full Council:

1. Ground Maintenance – Grass Cutting
Two tenders submitted
Honisett – Proposed to Recommend to Full Council for Approval by Cllr Angear, Seconded Cllr Kenward. **All in Favour**
2. Hedge Cutting
Two tenders submitted
Landscapes - Proposed to Recommend to Full Council for Approval by Cllr Alder, Seconded Cllr Kenward. Cllr Stewart in favour, Cllr Angear abstained.
3. Public Areas Maintenance
One tender submitted
MT Goodsell - Proposed to Recommend to Full Council for Approval by Cllr Kenward, Seconded Cllr Anger. **All in Favour**
4. Street Furniture
Three tenders submitted
Extreme Clean - Proposed to Recommend to Full Council for Approval by Cllr Angear, Seconded Cllr Stewart. **All in Favour**
NB – Highways will ensure and monitor that work is carried out in a timely manner and remains satisfactory.
5. Verge Cutting
Two tenders submitted.
Landscapes - Proposed to Recommend to Full Council for Approval by Cllr Stewart, Seconded Cllr Alder. **All in Favour.**
NB – request for Clerk/Admin to contact two of the referees to confirm they are happy with their work as the company is not a local one - Aylesford PC and Darenth PC

**Administration
Assistant to
contact given
references**

7.
FGP_2021.12.07

FINANCE OFFICER MATTERS FOR DISCUSSION AND RECOMMENDED ACTIONS

- i. Internal Auditor Recruitment
As per the Clerk/RFO's report and precise of report on options, there were two applicants to choose from –

Mulberry & Co
Mike Platten
Following careful consideration of the information supplied, the **Internal Auditor** services of **Mulberry and Co** were favoured as from April 2022. **Proposed to Recommend to Full Council for Approval** by Cllr Stewart, Seconded Cllr Angear. **All in Favour**

- ii. Payroll Services Recruitment
Following careful consideration of the information supplied and agreeing that there was no conflict of interest for both services to be provided by the same company, **Mulberry and Co** was selected as the preferred option to deliver **Payroll** services from April 2022. **Proposed to Recommend to Full Council** for approval by Cllr Stewart, Seconded Cllr Angear. **All in Favour**
- iii. Budget Drafting
It was felt by those at the meeting that this could be rescheduled to 10 January 2022 @ 11.00 – venue to be confirmed subject to availability. **January 2022
Clerk to confirm
Venue**
- iv. Recreation Ground CCTV update
It was reported by Cllr Stewart that this was all up and running.
- v. Hire Charges Review
It was agreed by all at the meeting that this would be deferred to February 2022 F&GP meeting in view of the work in hand. **FGP February
2022**
- vi. Operational Plan
It was agreed by all at the meeting to defer this to February 2022 F&GP and this is to merged with the existing Business Plan to give more detail in one document. This will link it into the Final Year Account and allocation of reserves. **FGP – February
2022**

8. **RELEVANT CORRESPONDENCE RECEIVED INCLUDING
AFTER THIS AGENDA HAS BEEN PUBLISHED**
FGP_2021.12.08
There was none.

9. **ITEMS FOR REFERRAL TO NEXT AGENDA**
FGP_2021.12.09
Items agreed in this meeting.

10. **CLOSE OF THE MEETING**
FGP_2021.12.10
The meeting closed at 21.05

Date of the next meeting - 11 January 2022