

AGENDA

HERSTMONCEUX PARISH COUNCIL FINANCE AND GENERAL PURPOSES (FGP) COMMITTEE

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

Tuesday 11th January 2022 7.00p.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: 6th January 2022

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 – December 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 – Working Groups to identify any significant underspend for action
 - viii. Q3 2021-2022 VAT List and Recommended Approval for Q3 Return
 - ix. Payments and Receipts January 2022

Additional matters:

 - i Consider any quotations for work on behalf of Herstmonceux Parish Council
- Jubilee Sign
 - ii Any other considerations for Working Group agreed projects
 - iii Urgent financial matters which cannot be held over until the next meeting – Chairs discretion
7. **FINANCE OFFICER MATTERS FOR DISCUSSION AND RECOMMENDED ACTIONS**
 - i. Consider request withing letter from Village Hall Trustees
 - ii. Confirmation of Signing of Letter of Engagement for Internal Audit and Payroll Services

- iii. Finance training follow up – establishing of operational plan
8. **PUBLIC TOILETS LONG TERM PLANNING**
Receive and consider report from Cllr Alder
 9. **TO APPROVE THE BUDGET FOR 2022-2023 AND TO SET THE PRECEPT FOR SUBMISSION TO WEALDEN DISTRICT COUNCIL**
 - i Presentation and final consideration of circulated Final Budget 2022-2023
 - ii Agree final draft and RECOMMEND approval of Final Budget to Full Council, including allocation of Reserves
 - iii Consider and Agree 2022-2023 Precept Request and RECOMMEND Approval to Full Council
 10. **RELEVANT CORRESPONDENCE RECEIVED INCLUDING AFTER THIS AGENDA HAS BEEN PUBLISHED**
 11. **ITEMS FOR REFERRAL TO NEXT AGENDA**
 12. **CLOSE OF THE MEETING**

Date of next meeting – 8th February 2022