

AGENDA

HERSTMONCEUX PARISH COUNCIL FINANCE AND GENERAL PURPOSES (FGP) COMMITTEE

You are hereby summoned to a Finance and General Purposes Committee meeting on:
Tuesday 8th February 2022 7.00 p.m
Herstmonceux Visitor Centre

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

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

Signed: CJ Harrison

Date: 01/02/2022

Committee Members: Cllr Alder, Cllr Angear, 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 & Meetings) Act 1960
 - i. Any Updates to note
6. **FINANCE MATTERS**
To Recommend to Full Council for Approval the following:
Month end reports - January 2022
 - i. Bank Reconciliations
 - ii. Barclaycard Reconciliation
 - iii. Bank Summary
 - iv. Reserves Balance and Transfers report
 - v. Cost Centre report
 - vi. Payments and Receipts February 2022
Additional matters:
 - i. Propose any Virements
 - ii. February PVN Payroll submission
 - iii. Consider any quotations for work on behalf of Herstmonceux Parish Council
 - iv. Any other financial matters which cannot be held over until the next meeting
7. **FINANCE OFFICER MATTERS FOR DISCUSSION AND RECOMMENDED ACTIONS**
 - i. Grant Applications February 2022:
Wealden Citizens Advice
HATS
Any further grant applications received following publication of this agenda
 - ii. Village Hall Trustees – Any Further Communication and Wealden Village Halls research report
 - iii. Licence between Bowls Club and HPC

- iv. Hire Charges Review -
 - Cricket Club – outstanding payment/s; issue of 2021-2022 invoice; annual invoicing
 - Bowls Club – licence considerations; review of charge; issue of 2021-2022 invoice; annual invoicing
 - Other Rec Users – Daily / Session Charge
 - Lime Cross Sports Field – Annual / Session Charge
- 8. **BUSINESS AND ACTION PLANNING 2022 – 2025**
 - i. Discussion on proposed outline business planning framework
- 9. **ONGOING RISK MANAGEMENT ACTIONS, AUDIT MONITORING AND PREPARATION**
 - i. Risk Management Document review
 - ii. Asset Register Review
- 10. **RELEVANT CORRESPONDENCE RECEIVED INCLUDING AFTER THIS AGENDA HAS BEEN PUBLISHED**
- 11. **ITEMS FOR REFERRAL TO NEXT AGENDA**
- 12. **URGENT ITEMS THAT CANNOT BE HELD OVER TO THE NEXT MEETING AT THE CHAIRMAN’S DISCRETION**
- 13. **CLOSE OF THE MEETING**

Date of next meeting – 8th March 2021