

MINUTES

**HERSTMONCEUX PARISH COUNCIL
FINANCE & GENERAL PURPOSES (FGP) COMMITTEE
Tuesday 8th February 2022 7.00 p.m.**

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

Ex-Officio – Cllr Game

Clerk/RFO in attendance – Clare Harrison

Members of the Public - 0

No	Agenda Items	Action
1. FGP_2022.02.01	TO RECEIVE APOLOGIES FOR ABSENCE The meeting opened at 19.00, the Chair reminded all that the meeting was being recorded. Apologies had been received from: Cllr Harding; Cllr Porter.	Apologies recorded
2. FGP_2022.02.02	DECLARATIONS OF MEMBERS' INTERESTS Declarations of Member's Interests were as declared at beginning of this administration term. Declarations of interest specific to this agenda were: Cllr Ian Stewart – any matters appertaining to the Village Hall, and Agenda Item 7, HATS (grant application). Cllr Angear - any matters appertaining to the Village Hall.	
3. FGP_2022.02.03	DISPENSATION REQUESTS There were none.	
4. FGP_2022.02.04	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA There were no members of the public present.	
5. FGP_2022.02.05	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> A meeting is arranged for the 10 th February 2022 and will be reported on at FCL and if necessary at next FGP Committee.	

6.
FGP_2022.02.06

FINANCE MATTERS

To **Recommend to Full Council for Approval** the following:
Month end reports – 31st January 2021

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

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

iii. Bank Summary
The Bank Summary had been circulated prior to the meeting.

iv. Reserves Balance and Transfers Report
There were no transfers to report.

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

vi. Cost Centre Report
The Net Position by Cost Centre Report had been circulated prior to the meeting with a request for Cllr Working Groups to identify any significant underspend for action.

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

vii. Payments and Receipts February 2021
All payments and receipts had been circulated prior to the meeting.

It was **Proposed to Recommend to Full Council** by Cllr Alder seconded by Cllr Angear that the presented lists of payments totalling £8,132.23 (inc VAT) and receipts totalling £4,649.25 be **Approved**. **All in favour.**

It was noted by the Finance and General Purposes Committee that Additional Payments and Receipts would be added to the POA prior to FCL. These would include invoices received for hedge cutting and footpaths clearance in which some clarification over submitted invoices were being requested. Additional receipts would include further allotment tenant annual rent.

Recommend approval to FCL

Clerk/RFO and Cllr Kenward

Cllr Stewart had provided the Committee with an updated, exact costing for the Black Cat Radar equipment. It was agreed by the Committee that the purchase cost be approved by FCL as this was higher than originally anticipated due to the addition of a spare battery and fixings kit. It was proposed that the purchase cost of £2,859.50, net of VAT, be taken from CIL funds. **Recommend purchase and budget costs to Full Council.**

To FCL

The Finance and General Purposes Committee approved the purchase of the previously Full Council agreed new bin for West End in green. Budget detail - Cost Centre 1111 _ Highways £350

Clerk to purchase and notify WDC

An idea was floated that the Stunts Green Phone box be re-located to outside Jenny Hook's shop to house the book swap. Council to broach idea with this local business further to any more discussion.

The above Recommendations were Proposed by Cllr Alder to **Full Council** to be **Approved**, seconded Cllr Angear. **All in favour.**

Additional matters:

- i Propose any Virements

None proposed.

- ii February PVN Payroll submission

This month's PVN included an additional 45 mins for the Parish Council Handyman. **Proposed** to be **Recommended to Full Council** to be **Approved** by Cllr Stewart, seconded Cllr Kenward. **All in favour.**

- iii Consider any quotations for work on behalf of Herstmonceux Parish Council

Jubilee sign - A additional / suggested / proposed design has been drafted by the Windmill Volunteers in the same style as the Herstmonceux Golden Jubilee sign. Cllr Alder to liaise with Cllr Watson to bring final proposal to FCL. Cost implication of location (Highways licences) needs to be considered within the final decision making. The new sign is budgeted for in 2022-2023 budget.

- iv Any other financial matters which cannot be held over until the next meeting

There were none.

7.
FGP_2022.02.07

FINANCE OFFICER MATTERS FOR DISCUSSION AND RECOMMENDED ACTIONS

- i. Grant Applications February 2022:

Wealden Citizens Advice

£250 - To contribute to the running costs of the service for Herstmonceux residents, which can be accessed via phone, email, text or appointments (once our offices re-open) at one of our 3 sites - Crowborough, Hailsham or Uckfield.

Proposed to be **recommended to Full Council** to be **Approved** by Cllr Stewart, seconded Cllr Angear. **All in favour.** Committee requested that the grant letter informs the CAB that grants are not generally awarded for running costs and that this year's grant is granted as an exception to this criteria.

Recommend to FCL. Clerk / RFO to draft letter.

Cllr Stewart left the room at 19.50

HATS –

A grant of £2,200 is requested towards the production costs of Matilda by the Young HATS.

The committee discussed how many members of this parish were HATS members that the request was for general running costs to cover deficit production costs rather than for a piece of equipment or specific production item cost. The Committee shared their concerns about the production costs being so high against projected income, excluding grant requests. Following this careful consideration was given to this request for which the grants policy favours grants of up to £500.

Recommend to FCL. Clerk / RFO to draft letter.

Cllr Kenward **Proposed to Recommend a grant of £500 towards running costs** in view of reduction of fundraising events as an impact of COVID restrictions. Seconded by Cllr Angear. Committee requested that the grant letter informs HATS that grants are not generally awarded for running costs and that this year's grant is granted as an exception to this criteria. **All in favour.**

No further grant applications had been received.

- ii. Village Hall Trustees – Any Further Communication and Wealden Village Halls research report – **to full council agenda**

Recommend to FCL.

The Committee gave regard to the agreed Platinum Jubilee budgets for 2022-2023.

Clerk / RFO to amend budget heading.

Booking Confirmation notices for the Village Hall bookings for Jubilee related activities, (booking confirmation references 9818 - £26.00 / 9805 - £53.00 and 9903 - £26.00 / 9810 - £39.00 / 9819 -£178.00 / 9821 - £64.00), which include fundraising events organised by non-Councillor members of the Jubilee Events Planning Group, had been received from the Village Hall with a projected hall hire cost totalling £386.00 so far.

The Committee discussed the Planting (£500) and Beacon (£500) budgets as savings are expected in both areas. Cllr Kenward **Proposed** that the £500 Jubilee Planting budget be re-named Jubilee Expenses to provide financial support to a wider range of Jubilee celebratory events (as a number of trees to commemorate this event have already been purchased). **Recommend to Full Council** by Cllr Kenward, seconded Cllr Alder. **All in favour.**

The Committee discussed the findings of the Village Halls research report in which the Clerk had sought ground rental charges levied against Village Halls by Town and Parish Councils. There was no apparent trend to ground rent setting, plus many Village Halls did not stand on Parish/Town Council owned land.

- iii. Licence between Bowls Club and HPC
Cllr Angear left the meeting at 20.11
The Committee explored that the issue of a licence to the Herstmonceux Bowls Club for their exclusive use of the Bowling Green and for their responsibility for use of water and electricity used by the Bowls Club (the only current licence between the Parish Council and Bowls Club is for permission to erect boundary fencing). It

Clerk to draft licence. Cllr Stewart to support bringing to final draft stage before

was agreed that bringing this new agreement in place would be good practice and would support the Bowls Club in any grant applications they may wish to make in the future. It was agreed that a Licence be drafted. Castle water but bowls and cricket. Fencing bowls, netting HPC

presentation to FGP

iv. Hire Charges Review –
In discussing the Hire Charges for the clubs that use the Recreation Ground, it was requested of the Clerk/RFO that Castle Water be approached to request separate water meters for the Bowls and Cricket Clubs.

Clerks communication with Castle Water

The RFO had discovered that the last ground rent payment that the Cricket Club was invoiced for and received by the Parish Council was on 03/04/2018 for an agreed amount of £537. The Cricket Club had confirmed their agreement with this finding. The Cricket Club had since been issued with their outstanding invoice for 2021-2022.

The RFO had discovered that the last ground rent payment that the Bowls Club was invoiced for and received by the Parish Council was on 03/04/2018 for an agreed amount of £68. The Bowls Club had confirmed their agreement with this finding. The Bowls Club had since been issued with their outstanding invoice for 2021-2022 which they had promptly paid. The Bowls Club had also requested their invoices from 2019/20 and 2020/2021 for payment.

Due in part to the lateness of the issue of the 2021-2022 Hire Charges Invoices, plus the short period of time until the start of the new Financial Year, **it was Proposed by Cllr Stewart that** Hire charges to remain at this year's rate. **Proposed** Cllr Stewart, seconded Cllr Kenward. **All in favour.**

The Committee suggest the Hire Charges are review again in June/July in readiness for April 23, although the school's use of the field would be discussed with them at the next HPC / School SLT meeting.

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FGP_2022.02.08

BUSINESS AND ACTION PLANNING 2022 – 2025

- i Discussion on proposed outline business planning framework

The Committee approved the content level and layout of the drafted outline operational plan and agreed for the Clerk to populate it further, prior to presentation at Full Council later this month. Anticipated finalising of the plan would take in the following weeks prior to March Full Council. The Committee suggested presentation of this outward facing document at the Annual Parish Meeting on the 28th March 2022.

Clerk to continue to populate supported by Cllr Harding

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FGP_2022.02.09

ONGOING RISK MANAGEMENT ACTIONS, AUDIT MONITORING AND PREPARATION

- i. Risk Management Document review

The Risk Management Document is a working document which is updated when any changes are necessary. Document to be sent around with this FGP minutes for approval at this month's FCL.

ii. Asset Register Review
The review is ongoing by Working Groups.

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FGP_2022.02.10

RELEVANT CORRESPONDENCE RECEIVED INCLUDING AFTER THIS AGENDA HAS BEEN PUBLISHED
None to note.

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FGP_2022.02.11

ITEMS FOR REFERRAL TO NEXT AGENDA
Castle water
Risk Management review

12
FGP_2022.02.12

URGENT ITEMS THAT CANNOT BE HELD OVER TO THE NEXT MEETING AT THE CHAIRMAN'S DISCRETION
None to note

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FGP_2022.02.13

CLOSE OF THE MEETINGS
The meeting closed at 20.58

Date of next meeting – 8th March 2021