

To all Members of  
HERSTMONCEUX PARISH COUNCIL FINANCE AND GENERAL PURPOSES (FGP) COMMITTEE  
You are hereby summoned to a meeting on:  
Tuesday 8<sup>th</sup> March 2022 7.00 pm  
Village Information Centre

**MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC**

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

Signed: CJ Harrison

Date: 1<sup>st</sup> March 2022

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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 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. Receive a verbal report and **Recommendations** from the Personnel Sub-Committee meeting 8<sup>th</sup> March 2022
6. **FINANCE MATTERS**  
To **Recommend to Full Council for Approval** the following:  
Month end reports - February 2022
  - i. Bank Reconciliations
  - ii. Barclaycard Reconciliation
  - iii. Bank Summary
  - iv. Statement of Accounts
  - v. Reserves Balance and Transfers report
  - vi. Cost Centre report (NET)
  - vii. Payments and Receipts March 2022

Additional matters:

  - i Propose any end of Financial Year Virements
  - ii March PVN Payroll submission
  - iii Current Year Expenditure - Quotations received, Outstanding Works Orders and other expenditure items requiring recommendation to Full Council for work in the current year
  - iv Recommend Reserves to Carry Over to new Financial Year for above items
  - v Receipts and Payments v Income and Expenditure
  - vi Any other financial matters which cannot be held over until the next meeting
7. **FINANCE OFFICER MATTERS FOR DISCUSSION AND RECOMMENDED ACTIONS**
  - i. Clerks Mobile Phone Contract – changes as of 10<sup>th</sup> March 2022

- ii. Old Surgery EPC reports. **Discuss and consider next actions for recommendation to FCL**
  - iii. Licence between Bowls Club and HPC – update
8. **BUSINESS AND ACTION PLANNING 2022 – 2025**
- i. Receive updated documents
  - ii. Agree any further necessary amendments
  - iii. **RECOMMEND Approval** to Full Council for presentation at Annual Parish Meeting
9. **ONGOING RISK MANAGEMENT ACTIONS, AUDIT MONITORING AND PREPARATION**
- i. Asset Register Review. **Recommend to Full Council for Approval**
10. **RELEVANT CORRESPONDENCE RECEIVED INCLUDING AFTER THIS AGENDA HAS BEEN PUBLISHED**  
Recycling Partnership Price Change Notification & Service Review April 2022
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 – 12<sup>th</sup> April 2022