

MINUTES

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

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

Ex-Officio – None

Clerk/RFO in attendance – Clare Harrison

Members of the Public - 0

No	Agenda Items	Action
1. FGP_2022.03.01	TO RECEIVE APOLOGIES FOR ABSENCE The meeting opened at 19.14. The meeting was running late due to the Personnel Sub-Committee over-running. The Chair reminded all that the meeting was being recorded. Apologies had been received from: Cllr Kenward who was unwell.	Apologies recorded
2. FGP_2022.03.02	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: There were none.	
3. FGP_2022.03.03	DISPENSATION REQUESTS There were none.	
4. FGP_2022.03.04	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA There were no members of the public present.	
5. FGP_2022.03.05	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> i. Receive a verbal report and Recommendations from the Personnel Sub-Committee meeting 8th March 2022 The Chair of the Personnel Sub-Committee provided a verbal summary as to the main points and Recommendations of the Personnel Sub-Committee meeting that had just ended. No formal approval of the Recommendations of the Personal Sub-Committee were sought at the FGP meeting for Recommending on to FCL.	Minutes to be drafted and to Full Council for Approval

6.
FGP_2022.03.06

FINANCE MATTERS

To **Recommend to Full Council for Approval** the following:
Month end reports – 28th February 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 Alder, seconded Cllr Angear. **All in favour.**

Cllr Porter announced that he was going to leave the meeting due to some correspondence he had received by email from the Clerk. He wished to record that the reason he was leaving was that a complaint had been raised against him and he felt it inappropriate to continue to take part in the Finance and General Purposes Committee meeting whilst the complaint is outstanding.

Cllr Porter left the meeting at 19.21

Standing Orders closed at 19.21

Standing Orders re-opened at 19.25

vii. Payments and Receipts March 2022
All payments and receipts had been circulated prior to the meeting. It was **Proposed to Recommend to Full Council** by Cllr seconded by Cllr that the presented lists of payments totalling £9,758.31 (inc VAT) and receipts totalling £325.08 be **Approved. All in favour.**

The Committee noted an additional Barclaycard payment for an online NALC training that would need to be added to this month's POA in readiness for Full Council. It was noted by the Finance and General Purposes Committee that other Additional Payments and Receipts would need to be added to the POA prior to FCL on the 21st.

Recommend approval to FCL

Additional payments to be added.

Recommend approval to FCL

It was noted that further end of year payments received after the 21st would need to be approved on the 28th at Full Council.

Proposed to be **Recommended to Full Council** by Cllr Angear, seconded Cllr Alder. **All in favour.**

Additional matters:

i Propose any end of Financial Year Virements
Defer to Full Council on the 21st or 28th of March 2022.

ii March PVN Payroll submission
There were no variations this month.

iii Current Year Expenditure - Quotations received, Outstanding Works Orders and other expenditure items requiring recommendation to Full Council for work in the current year

- Cllr Alder updated the Committee about the Parish Fingerposts in which she hoped to have quotes ready for the Amenities Committee Meeting.
- Fencing at allotment and netting on top of children's play area – The Works Orders had been issued in November and there had been no contact with chosen contractor since, despite several attempts and left messages. It was suggested this be recommended to FCL to approve cancellation of the Works Order and ringfence the underspend as reserves. No formal vote was taken.

**Note at FCL
for full
decision
making**

iv Recommend Reserves to Carry Over to new Financial Year for above items
Fingerpost and Fencing

v Receipts and Payments v Income and Expenditure
Item Deferred. It is mandatory for a Council that has 3 consecutive years of Income and Expenditure levels of £200k to work in Income and Expenditure. The Clerk is seeking guidance from SCRIBE.

**Agenda Item
for FCL on
28th March**

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

The Committee wished to Recommend to Full Council a contribution of not exceeding £20, but to be guided by other Council's average donation amounts, towards the local councils organised retirement fund for Simon Goacher, Payroll Services. No formal vote was taken.

**Note at FCL
for full
decision
making**

7.
FGP_2022.03.07

FINANCE OFFICER MATTERS FOR DISCUSSION AND RECOMMENDED ACTIONS

- i. Clerks Mobile Phone Contract – changes as of 10th March 2022

The Committee noted that the Clerk's mobile phone number will change as of this date.

- ii. Old Surgery EPC reports. **Discuss and consider next actions for recommendation to FCL**

It was noted that Cllr Porter is seeking quotes for lighting and heating alternatives.

iii. Licence between Bowls Club and HPC – update
Bowls Club have requested a licence similar to the Herstmonceux Parish Council with Cricket Club Licence.

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FGP_2022.03.08

BUSINESS AND ACTION PLANNING 2022 – 2025

i Receive updated documents
The updated draft had been circulated prior to the meeting.

ii Agree any further necessary amendments
Defer to Full Council on the 21st or 28th March 2022

iii **RECOMMEND Approval** of amended draft to Full Council for presentation at Annual Parish Meeting
Decision Deferred

**Full Council
Agenda Item
for 21st / 28th
March**

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FGP_2022.03.09

ONGOING RISK MANAGEMENT ACTIONS, AUDIT MONITORING AND PREPARATION

i. Asset Register Review.
Defer to Full Council for Approval following review by Amenities Working Groups.

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FGP_2022.03.10

RELEVANT CORRESPONDENCE RECEIVED INCLUDING AFTER THIS AGENDA HAS BEEN PUBLISHED

Recycling Partnership - Price Change Notification & Service Review April 2022
Block Busters – works to remove roots in pipe work (as per BlockBusters communication) for Full Council Approval.
Highways Management – Confirmation of all Verge Cutting documents received. Purchase Order will be issued by ES Highways.
Cllr Naish now has an email account for more effective use of the HPC tablet
Castle Water – Notification of change to Direct Debit amount.
Photocopier use by Village Information Centre (VIC) - Principal to be advised that the VIC code needs to be active. The Rural Community Support Society will need to be invoiced by HPC for their use on a quarterly basis.

**Block
Busters
investigative
works
feedback To
Full Council
for Approval**

The above were all noted.

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FGP_2022.03.11

ITEMS FOR REFERRAL TO NEXT AGENDA

None

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FGP_2022.03.12

URGENT ITEMS THAT CANNOT BE HELD OVER TO THE NEXT MEETING AT THE CHAIRMAN'S DISCRETION

None to note

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FGP_2022.03.13

CLOSE OF THE MEETING

The meeting closed at 19.52

Date of next meeting – 12th April 2022

