

To all Members of  
**HERSTMONCEUX PARISH COUNCIL FINANCE AND GENERAL PURPOSES (FGP) COMMITTEE**  
You are hereby summoned to a meeting on:  
Tuesday 12th April 2022 7.30pm  
Herstmonceux Village Hall

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

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Meeting called by Clare Harrison – clerk to the Council

Signed: C. Harrison

Date: 7<sup>th</sup> April 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***
6. **FINANCE MATTERS**  
To Recommend to Full Council for Approval the following:  
Month end reports – March/end of year 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. Final Payments and Receipts March 2022 DDs, bank int etc
  - viii. April Payments and receipts
  - viii. VAT return jan-mar
7. Additional matters:
  - i. Full Council authorization of payments and receipts by 22<sup>nd</sup> April when next meeting is 25<sup>th</sup>
  - ii. Update on Payroll submission
  - iii. Any works orders for recommendation.

- iv Old Surgery EPC reports. **Update**
- v. License between Bowls Club and HPC – update
- vi. Up to date position regarding lease of section106 funds by WDC in respect of Woodland View

**9. ONGOING RISK MANAGEMENT ACTIONS, AUDIT MONITORING AND PREPARATION**

- i. Discuss risk of Clerk/RFO being unavailable for role.  
Actions still needed for Admin Officer to be able to access Scribe, Bank accs, Website.

**10. AUDIT**

Audit due 28<sup>th</sup> April and they have sent quite a long list of their requirements.  
Action required if RFO has not returned to work.

**11. RELEVANT CORRESPONDENCE RECEIVED INCLUDING AFTER THIS AGENDA HAS BEEN PUBLISHED**

**12. 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 – 10<sup>th</sup> May 2022