

MINUTES

HERSTMONCEUX PARISH COUNCIL
FINANCE & GENERAL PURPOSES (FGP) COMMITTEE
Tuesday 12th April 2022 7.30 p.m.

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

Ex-Officio – None

Clerk/RFO in attendance – Administration Assistant

Members of the Public - 0

No	Agenda Items	Action
i FGP_2022.03.01	TO RECEIVE APOLOGIES FOR ABSENCE The meeting opened at 19.45 Apologies had been received from: Cllr Porter	Apologies recorded
ii 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.	
iii FGP_2022.03.03	DISPENSATION REQUESTS There were none.	
iv FGP_2022.03.04	PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA There were no members of the public present.	
v 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>	
vi FGP_2022.03.06	Personel meeting did not take place FINANCE MATTERS To Recommend to Full Council for Approval the following: Month end reports – March/Year End 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	Recommend approval to FCL

The Bank Summary had been circulated prior to the meeting.

iv. Reserves Balance and Transfers Report
Circulated prior to meeting

v. Statement of Accounts

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

vi. Cost Centre Report

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 Harding. **All in favour.**

vii. Final Payments and Receipts March 2022 DDs, bank int etc
All payments and receipts circulated prior to the meeting.

It was **Proposed to Recommend to Full Council** by Cllr Stewart seconded by Cllr Alder that the presented lists of payments totalling £1656.28 and receipts totalling £2210.95 be **Approved. All in favour.**

viii. April Payments and receipts
All payments circulated prior to meeting.
No receipts currently.

It was Proposed to Recommend to Full Council by Cllr Stewart seconded by Cllr Harding that the presented lists of payments totalling £7776.71 be Approved. All in favour.

Viii. VAT return Jan-Mar

VAT paperwork circulated prior to the meeting

It was proposed by Cllr Alder to Accept VAT return and send it to Scribe, Seconded by Cllr Harding. All in favour.

Additional matters:

7 Additional matters:

i. Full Council authorization of payments and receipts by 22nd April when next meeting is 25th

ii. Update on Payroll submission

Proposed to be moved to Full Council agenda.

iii. Any works orders for recommendation.

- Correspondence from contractor regarding skatepark repairs. It was noted a reduction in costs and invoice to be done after the work is complete.
 - Black Cat and feasibility study to be actioned. Cllr Harding is going to look into further quotes for the black cat device.
 - Discussion about the correspondence block busters with regarding time scales. It was advised by the company it would take a maximum of 2 hours for roots and Blockage to be cleared.
- iv. Old Surgery EPC reports. Update

Cllr Kenward
to issue
works order

Email received from APC about contractors' quotes. This has been forwarded for Cllr Porter to discuss with APC.

- v. License between Bowls Club and HPC
- No update
- vi. Up to date position regarding lease of section106 funds by WDC in respect of Woodland View

Cllr Alder in correspondence with Cllr Pam Doodes, Stacy Robins from Planning is looking into this, and Cllr Pam Doodes will send an update.

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BUSINESS AND ACTION PLANNING 2022 – 2025

- i. **Any amendments and action to be taken**
- ii. **Reserve and CIL funds review in conjunction with (i)**

- It was discussed that Black Cat device should come out of CIL account.
- Cllr Harding discussed action to put funding on each step of the business plan with each action. Currently waiting for pricing costs regarding the pavilion and football ground.
- Projects to be put on the business plan:
 1. Speedwatch, Black cat and feasibility study.
 2. Sports pavilion and football field
 3. Skatepark improvements
 4. Toilets- Arrange a meeting to discuss pushing forward with the toilet project.
- Publish business plan and adopt as part of the process of council work.

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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.
- Currently accessing the forms for Bank accounts. Cllr Stewart and Cllr Kenward trying to find them currently.

10 **AUDIT**

- i. Audit due 28th April and they have sent quite a long list of their requirements. Action required if RFO has not returned to work.
 - Proposal put forward to delay in view of the circumstances, but it was discussed, and councillors felt they could manage the deadline.

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

There were None

12 **ITEMS FOR REFERRAL TO NEXT AGENDA**

None

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

None to note

Jubilee committee need to know if there is available grant for spending. It was note that there are various fund raising activities for this also.

14 **CLOSE OF THE MEETING**

The meeting closed at 20.47

Date of next meeting – 10th May 2022