

To all Members of  
**HERSTMONCEUX PARISH COUNCIL FINANCE AND GENERAL PURPOSES (FGP) COMMITTEE**  
You are hereby summoned to a meeting on:  
Tuesday 10<sup>th</sup> May 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: 6<sup>th</sup> May 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 April 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 May payments and receipts

Additional matters:

- i Update on Payroll submission
- ii. Approve Admin Assist extra hours
- iii Any works orders for recommendation
- iv Cost of replacing broken rocker in play area and payment.
- v Review and approval of current standing orders and direct debits.
- vi To transfer between cost centers 1301, 1302,1303 to simplify jubilee funding.

7. **UPDATES**

- i. Old Surgery EPC reports and works
- ii. License between Bowls Club and HPC
- iii. Up to date position regarding lease of section106 funds by WDC in respect of Woodland View and previously approved quote.
- iv Street lighting quotes
- v. Public toilets

8. **BUSINESS PLAN AND ACTION PLANNING 2022 – 2025**

- i Any amendments and actions to be taken
- ii Reserve and CIL funds review of allocated funds

9 **AUDIT**

Audit date now 16<sup>th</sup> June.

Update on preparation inc AGAR

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

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

12. **ITEMS FOR NEXT AGENDA**

13. **CLOSE OF THE MEETING**

Date of next meeting – 14<sup>th</sup> June 2022