

To all Members
of
HERSTMONCEUX PARISH COUNCIL FINANCE AND GENERAL PURPOSES (FGP) COMMITTEE
You are hereby summoned to a Finance and General Purposes Committee meeting on:
Tuesday 14th June 2022 7.00 p.m
Herstmonceux Village Information Centre

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

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

Signed: CJ Harrison

Date: 6th June 2022

Committee Members: Cllr Alder, Cllr Angear, Cllr Game, Cllr Harding, Cllr Kenward (Ch), Cllr Stewart.

1. **TO ELECT A CHAIR AND VICE/DEPUTY CHAIR OF FINANCE**
2. **APPROVE FINANCE AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE**
3. **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
4. **TO RESOLVE TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**
 - i Minutes for Approval and Adoption, meeting dates 10th May 2022
 - ii Any outstanding actions
5. **DECLARATIONS OF MEMBERS' INTERESTS**
6. **DISPENSATION REQUESTS**
7. **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.
8. **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
9. **FINANCE MATTERS**

To **Recommend to Full Council for Approval** the following:
Month end reports - May 2022

Additional matters:

- i **Propose** any Virements
- ii **Approve** extra hours to date for June Payroll submission. **Recommend** to Full Council

- iii Note increase in hourly rate by 65p by Fresh Cleaning (public toilets cleaning contractor).
- iv Update on replacement horse in playpark
- v Consider additional items for insurance inclusion; Approve and **Recommend** any quoted premiums for Insurance Schedule
- vi Barclays Bank application for online banking commencement
- vii Consider any quotations for work on behalf of Herstmonceux Parish Council
- viii Any other financial matters which cannot be held over until the next meeting

10. Updates on Finance and General Purposes Committee ongoing items

- i Old Surgery Energy Performance Certification
- ii Licence between Bowls Club and the Parish Council
- iii Updates on Woodland View S106 - including Indemnity Agreement received from WDC
- iv Streetlighting design and liability discussions
- v Public Toilets Licence and Parish Council communication with Wealden District Council (WDC) for long term planning of this facility

11. FINANCIAL REGULATIONS REVIEW

Agree any amendments and recommend to Full Council for Adoption

12. BUSINESS PLAN 2022 – 2025; ACTION PLAN MONITORING

- i Progress Updates
- ii Consider any further Action Plan Objective action proposals
- iii Reserve and CIL - review of allocated funds

13. FGP GOVERNANCE AND ACCOUNTABILITY

- i Approve updated Asset Register – Agree additions, **Recommend to Full Council for Adoption**
- ii Review Green Space Rental Agreements - Agree any amendments, **Recommend to Full Council for Adoption**
- iii Risk Management Actions - update
- iv Contracts Monitoring - discuss
- v Audit Monitoring – preparation and/or feedback

14. RELEVANT CORRESPONDENCE RECEIVED, INCLUDING AFTER AGENDA PUBLICATION

15. ITEMS FOR THE NEXT AGENDA

16. CLOSE OF MEETING

Date of next meeting – 12th July 2022