

MINUTES

HERSTMONCEUX PARISH COUNCIL
FINANCE & GENERAL PURPOSES (FGP) COMMITTEE
Tuesday 14th June 2022 7.00 p.m.

Councillors in attendance: Cllr Angear, Cllr Harding, Cllr Kenward

Clerk/RFO in attendance – Clare Harrison

Members of the Public - 0

No	Agenda Items	Action
1. FGP_2022.06.01	TO ELECT A CHAIR AND VICE/DEPUTY CHAIR OF FINANCE The meeting opened at 19.01hrs. The Outgoing Chair reminded all that the meeting was being recorded. The outgoing Chair of the Finance and General Purposes Committee asked for nominations for the election of the Chair. Cllr. Angear Proposed Cllr. Kenward, seconded by Cllr.Harding. All in favour. Cllr.Kenward was unanimously elected as Chair of Finance and General Purposes Committee for the coming Council year. The Finance and General Purposes Committee were asked for nominations for the election of Vice-Chair for the Finance and General Purposes Committee. Cllr.Kenward Proposed Cllr.Stewart, seconded by Cllr.Angear . All in favour. Cllr. Stewart was unanimously elected as Vice-Chair of the Finance and General Purposes Committee for the coming Council year.	
2. FGP_2022.06.02	APPROVE FINANCE AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE The Finance and General Purposes Committee (TOR) had been circulated prior to the meeting. <ul style="list-style-type: none">The TOR were approved and adopted with the following recommendations: FGP Committee proposed the following amendments: No.6 read Committee Chair and Vice Chair. No.11 to read at least one working day prior to FGP or Full Council Proposed to agree the amendments above Cllr. Angear, Seconded Cllr. Harding. All in favour.	Clerk - Updated version to the website
3. FGP_2022.06.03	TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE Apologies had been received from: Cllr Alder – Family commitment Cllr Game – Family commitment Cllr Stewart – Self-Isolating Apologies were accepted for all.	Apologies recorded
4. FGP_2022.06.04	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 Proposed Cllr.Kenward, seconded Cllr.Harding, all in favour.	Recommendations to be highlighted in blue

ii Any outstanding actions
None were reported.

5. **DECLARATIONS OF MEMBERS' INTERESTS**
FGP_2022.06.05 Declarations of Member's Interests were as declared at beginning of this administration term.

Specific to this agenda – none.

6. **DISPENSATION REQUESTS**
FGP_2022.06.06 There were none

7. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**
FGP_2022.06.07 No members of the public were present.

8. **PERSONNEL**
FGP_2022.06.08 The Sub-Committee had not met and no report was submitted.
A Personnel Sub-Committee Meeting date is to be agreed.

9. **FINANCE MATTERS**
FGP_2022.06.09 To **Recommend to Full Council for Approval** the following:
Month end reports - May 2022

- i. Bank Reconciliations
- ii. Barclaycard Reconciliation
- iii. Bank Summary
- iv. Reserves Balance and Transfers report
- v. Cost Centre report
- vi. Statement of Accounts

The documents above had been circulated prior to the meeting.
There were no questions about the above financial reports. All the above documents were **Proposed** to be **Recommended to Full Council** to be **Approved** by Cllr.Harding, seconded Cllr.Kenward **All in favour.**

vii. Payments and Receipts June 2022
There were no receipts to note at the time of the FGP meeting.
It was **Proposed to Recommend to Full Council** by Cllr. Harding seconded by Cllr. Angear that the presented lists of payments totalling £7,560.83 (excl VAT) be **Approved. All in favour.**

Clerk to check that new VHall admin is aware of rent payment arrangement

It was noted by the Finance and General Purposes Committee that the following Additional Payments and Receipts would be added to the POA prior to FCL:

Jubilee Costs – Beacon Lighting event costs - £150.00 (CC1821)

Jubilee Costs – Photo Booth Costs – £280.00 (CC1820)

It was **Proposed to Recommend to Full Council** by Cllr.Kenward seconded by Cllr.Harding that the additional payments totalling £430.00 (excl VAT) be **Approved. All in favour.**

Letter of thanks to be written to Bill Gower for paying for the booklet publication.

Additional matters:

i **Propose** any Virements

Cllr Kenward **proposed** to vire

508 Barclaycard Payment to Barclaycard Fees - budget of £200

510 Bank Charges reduce from £300 to £100. £200 to 508

RFO to amend budget in Scribe

Proposed Cllr. Harding. Seconded Cllr. Angear. **All in Favour.**

- ii **Approve** extra hours to date for June Payroll submission.

Recommend to Full Council

It was **Proposed to Recommend to Full Council** by Cllr. Kenward seconded by Cllr. Harding that additional time for the Administration Assistant of **27** hours (1st May – 31 May) be **Approved for payment All in favour.**

- iii Note increase in hourly rate by 65p by Fresh Cleaning (public toilets cleaning contractor).

Noted. FGP Committee to review budget implication once information confirmed and discuss further.

- iv Update on replacement horse in playpark

FGP have agreed to purchase a new one from Reserves. Cllr Game investigating suitable suppliers.

FGP Recommend to Full Council that one more communication attempt be made to the member of the public responsible for the damage to the play item, requesting that he confirm his intentions by 30th June 2022 (an offer to pay the replacement cost by installments has been made), **and if no response received then Council will consider further action. FGP Committee recommend that Full Council consider reporting the incident and damage, with the Council CCTV footage to Sussex Police should no return communication be made by 30th June.**

Pending FCL approval:
Works order to be issued;

- v Consider additional items for insurance inclusion; Approve and **Recommend** any quoted premiums for Insurance Schedule

Additional premium for adding the CCTV and lighting is £54.94 including insurance premium tax. It was **Proposed to Recommend to Full Council** by Cllr. Kenward and seconded by Cllr. Angear **to accept the additional premium. All in favour.**

Communicate to Zurich;

- vi Barclays Bank application for online banking commencement

It was **Proposed to Recommend to Full Council** by Cllr. Kenward seconded by Cllr. Harding **to start this process using current signatories. All in favour.**

Office staff and Cllr Kenward actions;

- vii Consider any quotations for work on behalf of Herstmonceux Parish Council

Ash Tree Removal vii – 2 x quotes have been received. This work needs doing as a Health and Safety matter.

It was **Proposed to Recommend to Full Council** by Cllr. Angear seconded by Cllr. Harding that the quote from Salvidges @ £320.00 (excl VAT) be **Approved. All in favour.**

Works order to be issued.

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

There were none.

Updates on Finance and General Purposes Committee ongoing items

- i Old Surgery Energy Performance Certification

Discussed at Amenities. Further investigation needed. The Committee recommend that Cllr Watson and Cllr Harding meet with the Office Staff to review the report and propose a way forwards.

Clerk - Date to be agreed.
Report to be re-circulated

ii Licence between Bowls Club and the Parish Council
Due to the current workload, this item was deferred until the July meeting.

RFO to draft in readiness for July FGP

iii Updates on Woodland View S106 - including Indemnity Agreement received from WDC

The Indemnity Agreement had been received by post and scrutinised by Cllrs Stewart and Harding. Both Cllrs agreed the content and had no queries for East Sussex CC or Wealden DC. **Proposed to Recommend to Full Council** by Cllr.Kenward, seconded by Cllr.Angear, that the Indemnity Agreement be **Approved** and signed at Full Council on the 20th of this month. **All in favour.**

To be signed and submitted to ESCC

iv Streetlighting design and liability discussions
Deferred. Cllr Lee leading on this

v Public Toilets Licence and Parish Council communication with Wealden District Council (WDC) for long term planning of this facility
Meeting date proposal information awaited from Wealden DC.

11.
FGP_2022.06.11

FINANCIAL REGULATIONS REVIEW

Agree any amendments and recommend to Full Council for Adoption. Having carefully considered the risks to the day to day administration of the Council regarding staff sick leave, it was Recommended that the amendment below to the Herstmonceux Parish Council Financial Regulations be **Approved** by Full Council. **All in favour.**

Clerk to instigate agreed amendments

“In the absence of the RFO the statutory duties of this role, as outlined in these Financial Regulations, will be undertaken by another designated officer of the Council”

Other amendments agreed by the Finance and General Purposes Committee were as follows:

- Remove NALC header
- 2.2 clarify Full Council Chair
- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £1000;

Proposed to Recommend to Full Council by Cllr.Harding and seconded by Cllr.Kenward. **All in favour.**

12.
FGP_2022.06.12

BUSINESS PLAN 2022 – 2025; ACTION PLAN MONITORING

i Progress Updates
In respect of the monitoring sheet, priorities:
1. Black Cat to be ordered.
25. Quote awaited (Bus Shelter related)

Clerk to update the monitoring sheet and circulate

ii Consider any further Action Plan Objective action proposals
Ongoing consideration

iii Reserve and CIL - review of allocated funds
It was Proposed by Cllr Kenward, seconded by Cllr Harding that, for the purposes of transparent and effective CIL monitoring, that any income

Clerk to action transfer

from CIL interest should be transferred to the Council current account. **All in favour. Recommend to Full Council**

following FCL approval

13.
FGP_2022.06.13

FGP GOVERNANCE AND ACCOUNTABILITY

- i Approve updated Asset Register – Agree additions, **Recommend to Full Council for Adoption**

It was **Proposed** by Cllr.Kenward seconded by Cllr.Harding that the updated Asset Register, as at 31/03/2022, of a Total Asset Value of £453,863.88 be **Approved. All in favour. Recommend to Full Council.**

To website and AGAR

- ii Review Green Space Rental Agreements - Agree any amendments, **Recommend to Full Council for Adoption**

Full review of this item was deferred to a later FGP meeting, July 2022. Update contacts prior to sending out to school for Sports Day 2022.

- iii Risk Management Actions – update

Further identification of risk are likely be identified through the discussions at the planned ExtraOrdinary Full Council Meeting to receive the report from Steve Brigden.

The Finance and General Purposes Committee discussed and agreed to increase the review of the Risk Management document to twice a year, in August and February.

FGP agenda item standing in August in addition to February

- iv Contracts Monitoring – discuss

The FGP Committee will consider a methodology, similar to the Business Plan monitoring document, to effectively monitor the Council contracts via both the Amenities and FGP Committee. For further discussion in July FGP.

To July FGP agenda

- v **Audit Monitoring – preparation and/or feedback**

The RFO presented the **Accounting Statements in the AGAR** that had been prepared on a receipts and payments basis following the guidance in Governance and Accountability for Smaller Authorities. **The document had been duly signed prior to presenting to the authority for approval.**

The RFO confirmed that the AGAR Form 3, S1&S2 and the notice for the Exercise of Public Rights had been prepared for publication on the 21st June, following Full Council.

14.
FGP_2022.06.14

RELEVANT CORRESPONDENCE RECEIVED, INCLUDING AFTER AGENDA PUBLICATION

There was none.

15.
FGP_2022.06.15

ITEMS FOR THE NEXT AGENDA

As noted in agenda items above.

16.
FGP_2022.06.16

CLOSE OF MEETING

The meeting closed at 21.29

Date of next meeting – 12th July 2022