

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 9th August 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: 2nd August 2022

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

1. **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
2. **TO RESOLVE TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**
 - i Minutes for Approval and Adoption, meeting dates 12th July 2022
 - ii Any outstanding actions
3. **DECLARATIONS OF MEMBERS' INTERESTS**
4. **DISPENSATION REQUESTS**
5. **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.
6. **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
7. **FINANCE MATTERS**

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

 - i. Bank Reconciliations
 - ii. Barclaycard Reconciliation
 - iii. Bank Summary
 - iv. Reserves Balance and Transfers report
 - v. Statement of Accounts
 - vi. Cost Centre report
 - vii. Payments and Receipts August 2022

Additional matters:

- i **Propose** any Virements
- ii **Approve** any extra hours to date for August Payroll submission. **Recommend** to Full Council
- iii Update on replacement horse in playpark
- iv CIL monitoring report - receive and make any recommendations
- v ROSPA annual inspection – receive reports

- vi Old Surgery Statement of Accounts
 - vii Barclays Bank online banking – Councillor actions update
 - viii Consider any quotations for work on behalf of Herstmonceux Parish Council
 - ix Any other financial matters which cannot be held over until the next meeting
- 8. 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 Woodland View S106 Indemnity Agreement and Contractor Quote
 - iv Streetlighting design and liability discussions
 - v Netting jobs at Recreation Ground and Bowls Club communication
 - vi BT contract
 - vii Public Toilets Licence and Parish Council communication with Wealden District Council (WDC) for long term planning of this facility
- 9. HPC GRANTS SCHEME APPLICATIONS**
- viii Herstmonceux Bowls Club
 - ix All Saints Church
 - x St Wilfrids Hospice
 - xi HATS
- 10. KEY POLICY DOCUMENT REVIEW AS PER BUSINESS RISK MANAGEMENT DIARY**
Agree any amendments and recommend to Full Council for Adoption:
- i Risk Management Document
- 11. BUSINESS PLAN 2022 – 2025; ACTION PLAN MONITORING**
- i Progress Updates including
 - Streetlighting project Objective 3, Action 21
 - ii Consider any further Action Plan Objective action proposals
 - iii Reserve and CIL - review of allocated funds
- 12. FGP GOVERNANCE AND ACCOUNTABILITY**
- i Audit Monitoring – External Report feedback
 - ii Review and Agree Hire Charges for 2023 onwards, Recommend to Full Council for Adoption
 - iii Review Hire Agreement documents
 - iv Contracts Monitoring - discuss
- 13. RELEVANT CORRESPONDENCE RECEIVED, INCLUDING AFTER AGENDA PUBLICATION**
- i Unity Trust Bank Registered User update
- 14. ITEMS FOR THE NEXT AGENDA**
- 15. CLOSE OF MEETING**

Date of next meeting – 13th September 2022