

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 12th May 2025 7.00p.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: 8th May 2025

Committee Members: Cllr.K.Game, Cllr.S.Game, Cllr.Colin.Keane; Cllr.D.Harding, Cllr,J.Harrison, Cllr.I.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 11th April 2025
 - 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

 - i Approve any variation to hours for April 2025 for May 2025 Payroll submission.
 - ii Mileage Claims for Payroll submission
 - iii Receive any other Personnel items
7. **FINANCE MATTERS**

To **Recommend to Full Council for Approval** the following:
Financial Year End reporting April 30th 2025

 - i. Bank Reconciliations
 - v. Barclaycard Reconciliation
 - vi. Bank Summary
 - vii. Bank Transfers Report
 - viii. Reserves Balances and Transfers report
 - ix. Statement of Accounts
 - x. Net Cost Centre report
 - xii. Payments and Receipts May 2025
 - xiii. Quotes for Consideration & Recommendation
 - Other received following publication of Agenda

ADDITIONAL MATTERS:

- i. Annual insurance renewal
 - ii. Approve Standing Orders and Direct Debits for 2024/2025
 - iii. Skate Park Refurbishment Phase 2 – Agree options for winter installation
 - iv. Any other financial matters which cannot be held over until the next meeting
8. Annual Governance and Accountability Return 2024/25,
- Review Internal Auditors year-end report for any comments needing further discussion
 - Annual External Audit – updates
 - Exercise of Public Rights for year ending 2024/2025 – confirm publication of notice
9. **UPDATES ON FINANCE AND GENERAL PURPOSES COMMITTEE ONGOING ITEMS – Any updates for matters below**
- i Village Hall Lease Aide Memoire
 - ii Public Toilets – any updates on refurbishment ideas and Community Asset Transfer
 - iii Lease matters – Bowls Club and Old Surgery
10. **AUDIT, FGP GOVERNANCE AND ACCOUNTABILITY; KEY POLICY DOCUMENT REVIEW AS PER BUSINESS RISK MANAGEMENT DIARY OR OTHER**
- i 2025 – 2028/30 Operational Plan
 - ii Skate Park Refurbishment Phase 2 – decision on ramp choices and budget source
 - iii Unity Trust new Councils banking and account options for future considerations
11. **RELEVANT CORRESPONDENCE RECEIVED, INCLUDING AFTER AGENDA PUBLICATION**
- i Community Led Infrastructure report (WDC)
 - ii Councillor Ward Budgets (WDC)
12. **ITEMS FOR THE NEXT AGENDA**
- Voting on Committee Chair and Vice Chair
 - Review of Financial Regulations
13. **CLOSE OF MEETING**

Date of next meeting – 10th June 2025