

**Minutes of the Finance and General Purposes Committee Meeting**  
**Held on 11<sup>th</sup> December 2018**  
**In Herstmonceux Village Information Centre**

**In attendance:** Jo Angear; Mick Goodsell; Heather Kenward; Stephen Nash; Ian Stewart;

**Also, in attendance:** Karen Crowhurst – RFO

<b>Item No</b>	<b>Minutes</b>
<b>1. APOLOGIES FOR ABSENCE</b>	Cllr Graham Lee and Clare Harrison – Clerk.
<b>2. DECLARATIONS OF MEMBERS' INTEREST</b>	Members declared the same interests as at the beginning of the administration term.
<b>3. DISPENSATION REQUESTS</b>	No dispensation requests were received.
<b>4. PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS</b>	This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.  There were no questions or comments from Members of the public.
<b>5. PERSONNEL</b>	I. To receive any report(s) from the Personnel Sub Committee No report was received.
<b>6. CURRENT YEAR EXPENDITURE</b>	Quotations received and other expenditures items requiring recommendation to Full Council for work in the current year, including: i Payments and receipts It was agreed to recommend approval of the payments list presented to Full Council. It was further agreed to additional payments being made which could not be held over to the next Finance and General Purposes Committee Meeting and to ratify these payments at the January Full Council meeting. <b>Action- Recommend approval to Full Council and recommend making additional payment.</b>  ii Cost Centre report The RFO informed Members that there have been some technical issues due to a windows update. The laptop had to be restored by the IT Company. However, there will be a full report for the January meeting.  iii Bank reconciliation(s)

The RFO and Cllr Kenward have agreed to meet in due course to go through any outstanding bank reconciliations.

iv Approval of staff hours for payment

The RFO informed Members that there are no additional hours for approval.

v Grant applications update

The RFO informed Members that the grant for HATS is on the payments list.

vi To approve the budget and precept amount for ratification at Full Council

After careful consideration it was agreed to recommend to Council approval of the budget presented and approve the amount of £71,109 Precept for the 2019 – 2020 Financial year. **Recommend approval to Full Council**

vii Proposed dog bin outside The Horshoe Inn – update and actions

Cllr Kenward informed Members of the current situation which is on-going.

viii Any other Financial matters that cannot be held over to the next meeting.

The RFO drew Members attention to the decision-making process for the Amenities Committee and recommended in future that all decisions which have a financial impact go as recommendations to the Finance and General Purposes Committee which will then be approved via the minutes or further recommendations. The RFO advised that this will assist with her being able to keep on top of issuing Works Orders and other Financial Transactions. The RFO advised that all quotations and invoices be sent directly to her in order to avoid non-payment or authorisation. Members discussed this in depth and agreed with the proposal on a 3-month trial basis.

**7. INSURANCE CLAIM – COOPERS CROFT**

To update the meeting as to whether the Parish Council has received from the Sussex Road Policing Unit, the information required to make the claim for the bench at Coopers Croft.

The RFO advised that this item is still on-going. It was agreed to remove this item from future agendas.

**8. HERSTMONCEUX RECREATION GROUND**

Any available updates

No updates were received.

**9. PUBLIC CONVENIENCES**

Any available update

It was reported that all the work arrangements are in hand.

**10. GRANT DECISIONS**

The outstanding grant for the Village Hall will be considered in January.

**11. TENDERS FOR WORKS**

The RFO informed Members that Tenders have been received and she will prepare the costs for the next meeting.

**12. RESPONSIBLE FINANCE OFFICER UPDATE**

i Banking arrangements

There was nothing further to report.

ii VAT

There was nothing further to report.

iii Estimates planning for Councillors and Working Groups

Previously covered in the budget item.

iv Three-year small contracts

The RFO advised that this is all in hand.

v Verge cutting contract

This is ongoing. ESCC are currently re-doing maps pertaining to the verges for Herstmonceux.

vi External Audit Report

It was agreed to remove this item.

**13. CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED**

The RFO informed Members that a thank you letter has been received from 1<sup>st</sup> Wartling Brownies for the grant awarded to them. The RFO advised Members that the annual subscription has arrived for CPRE. Members noted the correspondence. It

**14. ITEMS FOR NEXT AGENDA**

There were no items for referral.

**15. CLOSE OF MEETING**

There being no further business, the meeting closed at 7.50pm.