

MINUTES

Of the

HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE

Meeting held on:

**Tuesday 8th January 2019, 7.30 p.m.
Herstmonceux Village Information Centre**

Attended by: Cllr Stewart – Chairman Cllr Angear, Cllr Goodsell, Cllr Kenward, and Cllr Nash.

Also, in attendance: Karen Crowhurst - RFO

| Item | Minutes |
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| 1. APOLOGIES FOR ABSENCE | |
| 1.1 | Apologies were received from Cllr Lee and Cllr Goodsell. |
| 2. DECLARATIONS OF MEMBERS' INTERESTS | |
| 2.1 | Members declared the same interests as at the beginning of the administration term. Cllr Stewart and Cllr Angear regarding a grant at the Village Hall. |
| 3. DISPENSATION REQUESTS | |
| 3.1 | There were no dispensation requests. |
| 4. PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS | |
| | This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes. |
| 4.1 | There were no public questions. |
| 5. PERSONNEL | |
| 5.1 | i To receive any report(s) from the Personnel Sub Committee |
| 5.2 | It was reported that there will be a review of the Council operations in due course. |
| 6. CURRENT YEAR EXPENDITURE | |
| | Quotations received and other expenditures items requiring recommendation to Full Council for work in the current year, including: |
| 6.1 | i Payments and receipts |
| 6.2 | It was agreed to recommend approval of the payments and receipts list |

presented by the RFO to Full Council for Approval – **Recommend approval by Council.**

6.3 ii Cost Centre report

6.4 It was agreed to note and accept the Cost Centre Report.

6.5 iii Bank reconciliation(s)

6.6 The RFO informed Members that she will be meeting with Cllr Kenward in due course

iv Approval of staff hours for payment

6.7 It was agreed to recommend the additional 15.20 hours for the Clerk to Full Council. – **Action- Recommend approval to Full Council.**

6.8 v Grant applications update

6.9 The RFO informed Members that further information has been received from the Village Hall about the purpose of the grant, after some consideration and discussion it was agreed, Action £2,500 – **Action- Take to Full Council for decision as the meeting was not quorate**

6.10 vi Signage to Recreation Ground

6.11 Cllr Kenward advised that she has endeavoured to obtain 3 quotations £494.38 including licence by ESCC. **Action – Recommend approval by Full Council.**

6.12 It was agreed **Action – Recommend approval by Full Council**

6.13 vii Any other matters that cannot be held over until the next meeting.

6.14 There are none

7. **TENDERS/QUOTATIONS FOR WORK**

- i. To consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential tender nature of the business to be transacted.

7.1 There were no members of the public present.

7.1 ii. To approve contractors for work. (Documents previously circulated.)

7.2 This was discussed it was agreed for the Clerk and RFO to look through the submitted quotations for a comparison document to be presented to Full Council.

- 7.3 iii. Quotation of works regarding new signage at Hailsham Road
- 7.4 This was covered earlier on in the proceedings.
- 8. **HERSTMONCEUX RECREATION GROUND** - Any available updates
- 8.1 Members were advised that a meeting has been scheduled for 24th January 2019.
- 9. **PUBLIC CONVENIENCES** - Any available updates
- 9.1 Some refurbishments are underway; therefore, this item is ongoing.
- 10. **GRANT DECISIONS**
- 10.1 This was covered earlier in the proceedings.
- 11. **RESPONSIBLE FINANCE OFFICER UPDATE**
 - i. Verbal report and to agree any actions arising from the report
- 11.1 The RFO informed Members that a VAT claim has been submitted.
- 11.2 The status of reserves was discussed Members were satisfied that they are shown in the relevant systems recorded them well.
- 12. **CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED**
- 12.1 There was no correspondence for consideration.
- 13. **ITEMS FOR NEXT AGENDA**
- 13.1 It was agreed to add an item for priorities for CIL and other large income for expenditure for example Section 106 Funds.
- 14. **CLOSE OF MEETING**
- 14.1 There being no further business, Cllr Stewart closed the meeting at 8.06pm.