

Minutes

Of the

HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE

You are hereby summoned to the next FGP committee meeting on:

Tuesday 12th March 2018, 7.30 p.m.

Herstmonceux Village Information Centre

In attendance, Councillors; Ian Stewart – Chairman; Jo Angear; Mick Goodsell; Heather Kenward; Graham Lee and Stephen Nash;

Also, in attendance; Karen Crowhurst – RFO

Members of the public - None

Item no	Minutes
1.	TO RECEIVE APOLOGIES FOR ABSENCE
1.1	There were no apologies for absence.
2.	DECLARATIONS OF MEMBERS' INTERESTS
2.1	Members declared the same interests as at the beginning of the administration term.
3.	DISPENSATION REQUESTS
3.1	There were no dispensation requests.
4.	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.
4.1	There were no public questions or comments.
5.	PERSONNEL – To receive any report(s) from the Personnel Committee for noting or action
5.1	There was no report from the Personnel Committee.
6.	FINANCE MATTERS
6.1	a) Payments and Receipts for approval
6.2	Members were satisfied with the payments and receipts lists and agreed to recommend approval by Full Council. Action – Recommend Full Council approval.
6.3	b) Bank Reconciliation(s)

- 6.4 The RFO and Cllr Kenward informed Members that the Bank reconciliations are up to date and the one(s) in March will be the end of year reconciliations and statements.
- 6.5 c) Bank Summary
- 6.6 Members noted the Bank Summary report.
- 6.7 d) Cost Centre report
- 6.8 Members noted the Cost Centre report.
- 6.9 e) Grant application(s)
- 6.10 There were no grant applications for consideration.
- 6.11 f) Quotations for work on behalf of Herstmonceux Parish Council
- 6.12 There were no quotations for consideration. During this item recent hedge cutting in certain areas was discussed, it was agreed a schedule of works be created by the RFO in order to clarify where the contracts have been issued for the works commencing from 1st April 2019. It was further agreed for the Clerk to liaise with Barcombe Landscapes to establish why they undertook the work.
- 6.13 g) Additional Hours for Staff – Clerk 28.40hrs
- 6.14 It was agreed to recommend approval of the additional hours for the Clerk to Full Council.
Action – Recommend Full Council approval.
- 6.15 h) Any other financial matters which cannot be held over until the next meeting
- 6.16 There were no other financial matters for consideration.
7. **FINANCE OFFICER REPORT AND RECOMMENDATIONS FOR DECISION**
- 7.1 a) Parish Council Credit Cards
- 7.2 The RFO informed Members that this is on-going.
- 7.3 b) RFO request the Parish Council moves towards using a debit card of the main active account
- 7.4 The RFO suggested that rather than using a Credit Card the Council use a Debit Card instead. This would be easier to monitor expenditure as the RFO has access to internet banking. The Debit card can then be used for stationary and other accounts for the Clerk and RFO to use. Members agreed that there should be a £500 limit of expenditure for the Clerk and RFO for any transaction. It was agreed to recommend approval of this to Council.
Action – Recommend approval by Council.
- 7.5 c) General update
- 7.6 The RFO informed Members that the end of year is rapidly approaching and highlighted the risk regarding account signatories should there be a contested election and one of the existing signatories does not get elected. It was agreed that this be added to the Annual Statutory Meeting Agenda.

8. **HERSTMONCEUX RECREATION GROUND** -To receive an update or agree any actions requiring attention
 - 8.1 Roadway has now been cleared and the fence will soon be installed. Fencing along the roadway will now be by the woodland area. It was agreed quotations be sought for stock fencing.
 - 8.2 Road surfacing was also discussed it was agreed to obtain quotations for this. The method and type of work will be agreed by the Amenities Committee.
9. **PUBLIC CONVENIENCES** - To receive an update or agree any actions requiring attention
 - 9.1 It was agreed to seek a report from the Clerk
10. **CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED**
 - 10.1 a) District Council and Town and Parish Council election costs – Previously circulated
 - 10.2 Members noted the election costs.
11. **ITEMS FOR REFERRAL TO NEXT AGENDA**
 - 11.1 There were no items for referral.
12. **CLOSE OF THE MEETING**
 - 12.1 There being no further business, the meeting closed at 8.12pm.