

Minutes

Of the

HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE

Held on

Tuesday 9th April 2019, 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.
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	Increment to salaries were discussed due to the Clerk passing her CILCA which triggers an automatic increment. The RFO informed Members that Sussex & Surrey Association are of the view that all Officers of the Council should be on £15 per hour to reflect the skill set required from the posts. Currently Councils are advertising for new Clerks at the rates between £15 - £20 the RFO encouraged Members that this should be considered at the next relevant Committee Meeting and advice can be sought from SSALC via the Council Chairman.
5.2	It was reported that staff appraisals will be carried out shortly.

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 reports.

6.7 d) Cost Centre report

6.8 Members noted the Cost Centre reports, and welcomed the new format for the new financial year.

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. Quotations for the access road was considered at item 8 on the agenda.

6.14 g) Additional Hours for Staff – Clerk 16.45hrs

6.15 It was agreed to recommend approval of the additional hours for the Clerk to Full Council. **Action – Recommend Full Council approval.**

6.16 h) To approve the Asset Register Statement and Assets held by Herstmonceux Parish Council £476159.37

6.17 It was agreed to recommend approval to Full Council to accept the asset register statement and the assets held by Herstmonceux Parish Council.

6.18 i) Any other financial matters which cannot be held over until the next meeting

6.19 There were no other financial matters for consideration.

7. **FINANCE OFFICER REPORT AND RECOMMENDATIONS FOR DECISION**

a) Parish Council Debit/Credit Cards

7.1 The RFO reported that the Barclay Card has now been received.

7.2 b) General update

7.3 There was no update.

7.4 c) To approve the end of year income and expenditure

7.5 This will be presented in May for approval by the Finance & General Purposes Committee and Council.

7.4 d) Internal and External Audit – update and actions

7.5 The RFO informed Members that the Internal Audit will be carried out on May 23rd, 2019. The RFO reported that the deadline for submission to the External Auditors is July 1st, 2019.

8. **HERSTMONCEUX RECREATION GROUND**

8.1 a) To receive an update or agree any actions requiring attention

8.2 b) To consider pursuant to Section 1 (2) of the Public Bodies (Admissions 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 reason of the confidential nature of the business to be transacted.

8.3 c) To consider Access road quotations. (Documents previously circulated)

8.4 Cllr Angear left the meeting.

8.5 Cllr Nash apprised Members about the specification of the quotations and requested a contingency amount of £300 be included. Cllr Nash also apprised Members of the specification of works and informed Members that quotations for fencing will be considered at a future meeting.

8.6 After careful consideration and considering best value for money it was agreed to award the work to Nicholls Bros Sussex Ltd for £8,407 excluding VAT, this will be approved by Full Council, it was also agreed to the amount suggested of £300 for contingency. It was agreed for Cllr Nash to investigate the queries raised by Members. Once all is in order the RFO will issue the Works Order.

8.8 Cllr Angear re-joined the meeting.

9. **PUBLIC CONVENIENCES** - To receive an update or agree any actions requiring attention

9.1 It was agreed to discuss with Full Council the appointment of a cleaning contractor.

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

10.1 No correspondence was considered.

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 20.34