

Minutes

of the

HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE

held on:

Monday 20th May 2018, 7.30 p.m.

Herstmonceux Village Information Centre

Attended by: Committee Members Councillors: Cllr Angear, Cllr Goodsell, Cllr Kenwood and Cllr Stewart.

Also, in attendance: Karen Crowhurst – RFO & Clare Harrison - Clerk

Agenda Items

1. **ELECTION OF CHAIRMAN**

- 1.1 A nomination was received for Cllr Stewart which was accepted. Therefore, it was **resolved** that Cllr Stewart, be duly elected as Chairman of the Finance and General Purposes Committee.

2. **REVIEW OF STAFF SALARIES**

a. 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 nature of the business to be transacted.

- 2.1 The Clerk and RFO left the meeting.

- 2.2 Once staff returned it was agreed to recommend to council that the Clerk move Spinal column 19 with effect from passing the CILCA qualification RFO to spinal column 21. **Action to recommend approval to Full Council and the RFO to contact the Payroll Officer.**

This item was discussed after item 10 on the Agenda.

3. **TO RECEIVE APOLOGIES FOR ABSENCE**

- 3.1 There were no apologies for absence.

4. **DECLARATIONS OF MEMBERS' INTERESTS**

- 4.1 There were no other declarations of Members interest.

5. **DISPENSATION REQUESTS**

- 5.1 There were no dispensation requests.

6. **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.

6.1 There were no members of the public in attendance.

7. **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 t Meetings) Act 1960

7.1 There was no report was received.

8. **FINANCE MATTERS**

8.1 a) Payments and Receipts for approval

8.2 It was agreed to recommend to Full Council the approval of payments as presented. **Action – Recommend approval.**

8.3 b) Bank Reconciliation(s)

8.4 The RFO and Cllr Kenward reported that the bank reconciliations have been signed and agreed.

8.5 c) Bank Summary

8.6 Members noted the Bank Summary Report.

8.7 d) Cost Centre report

8.8 Members noted the Cost Centre Report.

8.9 e) Grant application(s) – Victim Support

8.10 After careful consideration it was agreed to recommend the amount of £150 be granted to Victim Support as a grant. **Action – Recommend a grant amount of £150 to Full Council.**

8.11 f) Quotations for work on behalf of Herstmonceux Parish Council

8.12 There were no quotations for consideration.

8.13 g) Additional Hours for Staff – Clerk A

8.14 It was agreed to retrospectively recommend that 16.45 additional hours be approved. **Recommend to Full Council.**

8.15 h) Insurance renewal

8.16 The RFO informed Members that they are now in year 2 of the 3-year fixed term. It was therefore agreed to inform Council. **Action – Advise Council that there is a fixed term arrangement in place, therefore the payment has been made so the insurance did not lapse.**

8.17 i) Review of Staff Salaries

8.18 This was covered at item 2 on the agenda.

8.19 j) Renewal of Data Protection Officer Fees - £40 or £60

8.20 The RFO reminded Members that the amount is automatically debited from the bank account as it is an annual payment.

8.21 k) Park Fund CIL Contribution and any other matters

8.22 The contribution amount was noted.

- 8.23 l) To decide whether to employ a handyman or enter into a handyman arrangement for with Herstmonceux Parish Council
- 8.24 The pros and cons of employment versus self-employment was discussed. It was agreed to recommend is to employ a contractor on a one year fixed term contract which be reviewed this will include a probationary period of 6 months and a 3 month appraisal and allow the freedom of Council to monitor if employment of a contractor works for the Council as a whole. **Action – Recommend approval.**
- 8.25 m) Any other financial matters which cannot be held over until the next meeting
There were no other financial matters for consideration.
9. **ANNUAL RETURN & FINAL ACCOUNTS 2018-2019 – FINAL ACCOUNTS DOCUMENT AND COPY OF AUDIT FORM PREVIOUSLY CIRCULATED**
- 9.1 a) Income and expenditure for the year – To approve end of year accounts
- 9.2 Members agreed to recommend approval the statement of accounts and payments and receipts for the year.
- 9.3 b) End of year Bank reconciliation(s) Business account and Community Account
- 9.4 It was agreed to recommend to Council that the end of year bank reconciliation be approved subject to internal audit. **Action – Recommend approval.**
- 9.5 c) Approve sections 1 – Annual Governance Statement
- 9.6 It was agreed to recommend approval of the Annual Governance Statement to Full Council. **Action – Recommend approval by Full Council.**
- 9.7 d) Approve Section 2 – Accounting Statements
- 9.8 It was agreed to recommend to Council that the end of year bank reconciliation be approved subject to internal audit. **Action – Recommend approval.**
- 9.9 e) To sign the Audit form for submission to External Auditors Subject to Internal Audit by the deadline 1st July 2019
- 9.10 It was agreed to approve the final audit form after the Internal Audit has been carried out. The signing of the form will be at the Full Council meeting on 17th June 2019.
- 9.11 f) Effectiveness of Audit – To agree Herstmonceux Parish Council have effective control measures in place
- 9.12 It was agreed to advise Full Council that the Finance and General Purposes Committee considers that Herstmonceux Parish Council has effective control measures in place. **Action – request Full Council approve this.**
- 9.13 g) To approve or amend the statement of reserves presented
- 9.14 It was agreed to consider the reserves and allocation of any earmarked reserves at the next Finance and General Purposes Meeting. The RFO suggested that any projects from the previous accounting year that require payment be paid using General Reserves in order to keep the budget figures on track. This was agreed.
10. **FINANCE OFFICER REPORT AND RECOMMENDATIONS FOR DECISION**
- 10.1 a) Benefits of General Power of Competence – Documents previously circulated
- 10.2 Members noted the benefits of exercising the General Power of Competence.
- 10.3 b) Grant applications policy including application form and monitoring and evaluation form- Documents previously circulated
- 10.4 It was agreed to request Full Council approve the grants application policy including the application form and monitoring and evaluation form.

- 10.5 c) To agree the Terms of Reference for the Finance and General Purposes Committee
- 10.6 The RFO suggested that payments continue being paid on 22nd of each month and the deadline for receiving payments remains at the 9th of each month. The RFO requested that an item be included in the Terms of Reference for urgent payments, to the affect of **Urgent payments will be paid, these will be raised by the RFO and approved by 2 signatories, these payments will then be ratified at the next subsequent Full Council Meeting.** It was agreed to recommend this to Full Council. **Action recommend approval.**
- 10.7 It was also agreed that the Clerk and RFO and Clerk be granted delegated authority to spend up to £1,000 in an emergency in consultation with the relevant Chairman of the relevant Committee or Chairman or Vice Chairman of the Council.
11. **HERSTMONCEUX RECREATION GROUND** -To receive an update or agree any actions requiring attention
- 11.1 The works order has been sent for work to the access road. The date of commencement of work is waiting for confirmation.
12. **PUBLIC CONVENIENCES** - To receive an update or agree any actions requiring attention
- 12.1 There was no further update.
13. **CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED**
- a) District Council and Town and Parish Council election costs – Previously circulated
- 13.1 This was noted.
14. **ITEMS FOR REFERRAL TO NEXT AGENDA**
- 14.1 There were no items for referral.
15. **CLOSE OF THE MEETING**
- 15.1 There being no further business, the meeting closed at 20.42