

## **Minutes**

*Of the*

**HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE**

**Held on**

**Tuesday 11<sup>th</sup> June 2019, 7.30 p.m.**

**Herstmonceux Village Information Centre**

**In attendance, Councillors;** Ian Stewart – Chairman; Jo Angear and Mick Goodsell;

**Also, in attendance;** Karen Crowhurst – RFO  
Clare Harrison - Clerk

Members of the public - None

<b>Item No</b>	<b>Minutes</b>
1.	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
1.1	Apologies were received from Cllr Kenward.
2.	<b>DECLARATIONS OF MEMBERS' INTERESTS</b>
2.1	Members declared the same interests as at the beginning of the administration term.
3.	<b>DISPENSATION REQUESTS</b>
3.1	There were no dispensation requests.
4.	<b>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b> 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.	<b>PERSONNEL</b> – To receive any report(s) from the Personnel Committee for noting or action <b><i>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</i></b>
	Members agreed that the meeting notes from their last meeting will also act as a briefing paper outlining recommendations of appointment
6.	<b>FINANCE MATTERS</b>
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 informed Members that the Bank reconciliations are up to date and she will be meeting with Cllr Kenward to sign them off.
- 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 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.
- 6.13 g) Additional Hours for Staff – Clerk
- 6.14 It was agreed to recommend approval of the additional 7 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. **ANNUAL RETURN & FINAL ACCOUNTS 2018-2019 – FINAL ACCOUNTS DOCUMENT AND COPY OF AUDIT FORM PREVIOUSLY CIRCULATED**
- 7.1 a) Income and expenditure for the year – To approve end of year accounts
- 7.2 These were previously approved for recommendation to Full Council. **Action – Recommend to Full Council**
- 7.3 b) End of year Bank reconciliation(s) Business account and Community Account
- 7.4 Members agreed to recommend the Bank reconciliation be approved by Full Council. **Action – Recommend to Full Council**
- 7.5 c) Approve sections 1 – Annual Governance Statement
- 7.6 Although previously approved Members agreed to recommend approval to Full Council. **Action – Recommend to Full Council**
- 7.7 d) Approve Section 2 – Accounting Statements
- 7.8 Members agreed to recommend approval to Full Council and noted that the accounts reflect payments and receipts rather than income and expenditure. The RFO advised

- 7.9 Members that the Internal Auditor has approved the final figures. **Action – Recommend to Full Council**
- 7.10 e) To sign the Audit form for submission to External Auditors Subject to Internal Audit by the deadline 1<sup>st</sup> July 2019
- 7.11 It was agreed to recommend the Chairman and the Clerk sign the Annual return. **Action – Recommend to Full Council**
- 7.12 f) Effectiveness of Audit – To agree Herstmonceux Parish Council have effective control measures in place
- 7.13 It has been previously agreed to recommend to Full Council that Herstmonceux Parish Council has effective control measures in place. **Action – Recommend to Full Council**
- 7.14 g) Internal Auditors Report – Previously Circulated
- 7.15 Members noted the Internal Audit report which included the Council moving to payments and receipts.
8. **FINANCE OFFICER REPORT AND RECOMMENDATIONS FOR DECISION**
- 8.1 a) Cheque signatories
- 8.2 It was agreed to approach Cllr Alder and other Members to act as signatories.
- 8.3 b) Scribe move to web-based system
- 8.4 The RFO informed Members that the Finance Package is now web-based. This has led to the change of format for some of the reports. The RFO also advised that the new system is compliant with digital VAT.
- 8.5 c) Members Allowances
- This was discussed it was agreed to urge Cllr's to respond to the Clerk as to whether Members wish to claim allowances from Wealden District Council so the RFO can prepare in readiness for submission to Payroll Services. **Action- Request response from Members**
9. **HERSTMONCEUX RECREATION GROUND** -To receive an update or agree any actions requiring attention
- 9.1 It was noted that ROSPA have been on site. Members requested the RFO contact the contractor regarding carrying out work to the access.
10. **RATIONALISATION AND AWARDING OF CONTRACTS FOR MINOR MAINTENANCE AND GROUNDS WORKS IN THE PARISH FOR 2019 TO 2021**
- 10.1 Due to Cllr Goodsell having to leave the meeting the meeting would then not be quorate it was agreed to defer this item to Full Council.
11. **CORRESPONDENCE AND CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED**
- 11.1 There was no correspondence for consideration.

**12. ITEMS FOR REFERRAL TO NEXT AGENDA**

12.1 There were no items for referral.

**13. URGENT ITEMS THAT CANNOT BE HELD OVER TO THE NEXT MEETING AT THE CHAIRMAN'S DISCRETION**

13.1 There were no urgent items for consideration.

**14. CLOSE OF THE MEETING**

14.1 There being no further business, the meeting closed at 7.57pm.