
**Minutes
Of the
HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP)
COMMITTEE
Held on
Tuesday 11th June 2019, 7.30 p.m.
Herstmonceux Village Information Centre**

In attendance, Councillors; Ian Stewart – Chairman; Jo Angear, Mick Goodsell Cllr Heather Kenward and Cllr Simon Chapman.

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

Members of the public - None

1.	TO RECEIVE APOLOGIES FOR ABSENCE
1.1	There were no apologies for absence.
2.	DECLARATIONS OF MEMBERS' INTERESTS
2.1	There were no other declarations of interests further to the ones stated 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 questions or comments from members of the public.
5.	APPROVAL OF NEW COMMITTEE MEMBER Agree and APPROVE new committee member for recommendation to Full Council
5.1	It was agreed to recommend to Full Council that Cllr Chapman be appointed as a Member to the Finance and General Purposes Committee. Action – Recommendation to Full Council.
6.	FINANCE MATTERS
6.1	a) Payments and Receipts for approval

6.2	It was agreed to recommend to Full Council approval of the payments and receipts presented. Action – Recommendation to Full Council.
6.3	b) Bank Reconciliation(s)
6.4	The RFO informed Members that all the bank reconciliations are up to date and are pending approval.
6.5	c) Bank Summary
6.6	It was agreed to note the bank summary. It was agreed to close the Barclays Extra Account. Action – Recommendation to Full Council.
6.7	d) Cost Centre report
6.8	It was agreed to note the Cost Centre report.
6.9	e) Grant application(s)
6.10	A grant from the Allotment Association was considered. It was agreed to recommend the amount of £700.00. Subject to sight of insurance and Health and Safety matters. Action – Recommendation to Full Council.
6.11	f) Quotations for work on behalf of Herstmonceux Parish Council Policy 7 – Operational cleaning and opening costs of former public toilet site, Herstmonceux
6.12	It was agreed to recommend to Full Council that the proposed work and costs presented by Company 1 a deep clean on a Saturday would be £32 (16p/h) - £1664+VAT per year which breaks down to £32p/52xwks.
6.13	Company 1 also offer an an option for a quick clean on a Sunday if 7-day opening is required at an extra £16.00 p/w (hourly rate). be accepted and approved. Action – Recommendation to Full Council.
6.14	g) Additional Hours for Staff – Clerk
6.15	It was agreed to recommend to full Council that the 13.05 additional hours be approved. . Action – Recommendation to Full Council.
6.16	h) Any other financial matters which cannot be held over until the next meeting
6.17	There were no further financial matters for consideration.
7.	PARISH HANDYPERSON Approval of draft contract
7.1	This item is on-going.
8.	HERSTMONCEUX NEIGHBOURHOOD PLAN POLICIES AND CIL FUNDING
8.1	To receive an update or agree any actions requiring attention regarding:

	a) Policy 6 – Sports, Leisure and Recreation Facilities in Herstmonceux Parish
8.2	An update was provided, it was agreed to establish a Working Group to take into accounts requests made by Parish Council Members. It was further agreed to appoint a Working Group at the next Full Council meeting. Action – Recommendation to Full Council.
8.3	b) Policy 8 – Refurbishment and extension to the carpark (& access road) at Herstmonceux Recreation Ground
8.4	No decision made
8.5	c) Policy 9 – Rights of Way in Herstmonceux – Section 106 Lime Roughts
8.6	No decisions were made, it was reported that there will be a meeting in due course.
8.7	d) Lime Cross Play Area
8.8	No decisions made and on-going.
8.9	e) Herstmonceux Skate Park – ROSPA report, short and long term planning
8.10	It was agreed to proceed with any remedial work identified in the report. Action – Recommendation to Full Council.
9.	CORRESPONDENCE AND CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED Pensions Contributions
9.1	The RFO informed Members that she had sent the form in the post and sent a scanned version and is trying to dispute that this has not been received.
10.	ITEMS FOR REFERRAL TO NEXT AGENDA
10.1	There were no items for referral.
11.	URGENT ITEMS THAT CANNOT BE HELD OVER TO THE NEXT MEETING AT THE CHAIRMAN’S DISCRETION
11.1	There were no urgent items for consideration.
12.	CLOSE OF THE MEETING
12.1	There being no further business, the meeting closed at 20.08