

---

Minutes

*Of the*  
**HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE**  
Held on  
**Tuesday 10<sup>th</sup> September 2019, 7.30 p.m.**  
**Herstmonceux Village Information Centre**

**In attendance, Councillors;** Ian Stewart – Chairman; Jo Angear, Cllr Heather Kenward.

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

**Members of the public** - None

Item No	Minutes
1.	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
1.1	Cllr Chapman and Cllr Goodsell.
2.	<b>DECLARATIONS OF MEMBERS' INTERESTS</b>
2.1	Cllr Stewart and Cllr Angear declared interests regarding the Herstmonceux Village Hall application. There were no other declarations of interests further to the ones stated 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 questions from members of the public.
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>
5.1	There was no report from the Personnel Committee.
6.	<b>FINANCE MATTERS</b>
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. <b>Action – Recommendation to Full Council.</b>
6.3	b) Bank Reconciliation(s)

6.4 The RFO informed Members that all the bank reconciliations are up to date and the latest ones are pending approval.

c) Bank Summary

6.5 It was agreed to note the bank summary. It was agreed to close the Barclays Extra  
6.6 Account. **Action – Recommendation to Full Council.**

d) Cost Centre report

6.7 It was agreed to note the Cost Centre report.  
6.8

e) Grant application(s) –To consider grant applications in accordance with the Grant  
6.9 Policy

6.10 Various grants were considered. It was agreed to recommend to Full Council the following amounts:

- 6.11
- 1) St Wilfrid's Hospice- £100
  - 2) All Saints Church - £500 restricted solely towards the upkeep of the church yard.
  - 3) Herstmonceux Football Club - £500
  - 4) Cuckmere Bus - £500
  - 5) Herstmonceux Cricket Club - £1,000 As this amount is over £500 the Cricket Club will be sent a monitoring and evaluation form and a receipt for the item which was requested to fund will be requested.
  - 6) First Wartling Brownies - £100 towards a healthy activity or equipment
  - 7) Wealden Works – Members declined the application as there were not sufficient Herstmonceux beneficiaries who would benefit.

6.12 In order to remain quorate, it was agreed to defer the Herstmonceux Village Hall Grant Application decision to Full Council – **Action Full Council decision.**

6.13 f) To consider any other grant applications after this agenda has been published.

6.14 There were no other grant applications for consideration.

16.15 g) Quotations for work on behalf of Herstmonceux Parish Council

16.16 There were no other quotations for consideration.

16.17 h) Additional Hours for Staff – Clerk

16.18 It was agreed to recommend the additional hours of 20.50 be approved by Full Council.  
**Action – Recommendation to Full Council.**

16.19 i) Any other financial matters which cannot be held over until the next meeting  
The RFO advised that she has sent out a single page project sheet for inclusion in the budget and she will be sending out the budget template in due course once she has ascertained the outturn of each and every budget heading. The RFO advised that this will be in line with last year's spreadsheets.

16.20 A discussion was held regarding Section 106 funds, CIL receipts and Public Works Loan Board applications. Members were advised to consider new projects and the 2020 -2021 budget bearing in mind that Herstmonceux Parish Council do not know when they will receive CIL payments.

## 10. FINANCE OFFICER REPORT AND RECOMMENDATIONS FOR DECISION

10.1 a) Cheque signatories

- 10.2 The RFO informed Members that she now has a contact number and it may be prudent to contact the bank with a cheque signatory present, to remove a former Cllr and add 2 new Members.
- 10.3       b) VAT Submission
- 10.4 The RFO informed Members that the Parish Council is now tax digital and a VAT claim raised has now cleared in the bank for £2,979.04.
- 10.5       c) Members Allowances
- 10.6 Members agreed to recommend to Council the payments of those Members wishing to be claim Members allowances be paid the amount to the 4 Members of the Council wishing
- 10.7 to claim to claim in accordance with Wealden District Council Guidance, which is £163 for Members and £281 for the Chairman. **Action – Recommendation to Full Council.**
11.       **PARISH HANDYPERSON** -Approval contract
- 11.1 This item was discussed, it was agreed to recommend approval to Full Council. – **Action – Recommendation to Full Council.**
12.       **HERSTMONCEUX RECREATION GROUND** -To receive an update or agree any actions requiring attention
- 12.1 No update was received.
13.       **VARIATION OF STAFF HOURS AND CONTRACTS** – To alter staff hours and adjust the contracts accordingly
- 13.1 It was agreed to recommend the amended hours for the RFO to be 6 per week. It was agreed that the Chairman send notice to the Payroll Officer regarding the variation of hours. **Action – Recommendation Personnel Committee.**
14.       **RATIONALISATION AND AWARDING OF CONTRACTS FOR MINOR MAINTENANCE AND GROUNDS WORKS IN THE PARISH FOR 2019 TO 2021** – Update and progress and to agree any further actions.
- 14.1 This was covered at a previous meeting.
15.       **CORRESPONDENCE AND CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED**
- 15.1 There was no correspondence for consideration.
16.       **ITEMS FOR REFERRAL TO NEXT AGENDA**
- 16.1 There were no items for referral.
17.       **URGENT ITEMS THAT CANNOT BE HELD OVER TO THE NEXT MEETING AT THE CHAIRMAN’S DISCRETION**
- 17.1 There were no items for consideration.
18.       **CLOSE OF THE MEETING**
- 18.1 There being no further business, the meeting closed at 8.20