

## **AGENDA**

*To all Members of*  
**HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE**  
You are hereby summoned to the next FGP committee meeting on:  
**Tuesday 10<sup>th</sup> September 2019, 7.30 p.m.**  
**Herstmonceux Village Information Centre**

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**Meeting called by: C J Harrison - Clerk to the Council**

**Signed:** *CJ Harrison*

**Date:** 4<sup>th</sup> September 2019

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

### **Agenda Items**

1. **TO RECEIVE APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF MEMBERS' INTERESTS**
3. **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.
5. **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***
6. **FINANCE MATTERS**
  - a) Payments and Receipts for approval
  - b) Bank Reconciliation(s)
  - c) Bank Summary
  - d) Cost Centre report
  - e) Grant application(s) –To consider grant applications in accordance with the Grant Policy  
Herstmonceux Football Club, Herstmonceux Cricket Club, 1<sup>st</sup> Wartling Brownies, Herstmonceux Village Hall, St Wilfrids Hospice, Wealden Works
  - f) To consider any other grant applications after this agenda has been published.
  - g) Quotations for work on behalf of Herstmonceux Parish Council
  - h) Additional Hours for Staff – Clerk
  - i) Any other financial matters which cannot be held over until the next meeting

10. **FINANCE OFFICER REPORT AND RECOMMENDATIONS FOR DECISION**
    - a) Cheque signatories
    - b) VAT Submission
    - c) Members Allowances
  
  11. **PARISH HANDYPERSON**  
Approval of draft contract
  
  12. **HERSTMONCEUX RECREATION GROUND** -To receive an update or agree any actions requiring attention
  
  13. **VARIATION OF STAFF HOURS AND CONTRACTS** – To alter staff hours and adjust the contracts accordingly
  
  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.
  
  15. **CORRESPONDENCE AND CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED**
  
  16. **ITEMS FOR REFERRAL TO NEXT AGENDA**
  
  17. **URGENT ITEMS THAT CANNOT BE HELD OVER TO THE NEXT MEETING AT THE CHAIRMAN’S DISCRETION**
- CLOSE OF THE MEETING**