

## MINUTES

### HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE MEETING Tuesday 8<sup>th</sup> May 2018, 8.00 p.m.

**Attended:** Councillors: Jo Angear; Mick Goodsell; Heather Kenward; Stephen Nash and Ian Stewart

**Also, in attendance:** – Clare Harrison – Clerk; Karen Crowhurst - RFO– who took Minutes

**Members of the Public** - None

Item no	Minutes	Action
	The Chairman opened the meeting.	
<b>FGP.01.05.18</b>	<b>APOLOGIES FOR ABSENCE</b> There were no apologies	
<b>FGP.02.05.18</b>	<b>DECLARATIONS OF MEMBERS' INTERESTS</b> There were no declarations of Member's Interests.	
<b>FGP.03.05.18</b>	<b>DISPENSATION REQUESTS</b> There were no dispensation requests.	
<b>FGP.04.05.18</b>	<b>PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS</b> There were no public questions or comments.	
<b>FGP.05.05.18</b>	<b>PERSONNEL</b> I To receive any report(s) from the Personnel Sub Committee No report was received from the Personnel Sub Committee.  ii ESFOA Pensions Update Members noted the pensions update.  iii 2018 /2019 National Salary Award Members noted the 2018/2019 National Salary Award.	
<b>FGP.06.05.18</b>	<b>CURRENT YEAR EXPENDITURE</b> The RFO informed Members of pending payments to be made it was agreed to recommend approval of all payments raised at the Full Council Meeting. Members also approved the additional staff hours presented by the RFO which will be ratified at Full Council  Quotations received and other expenditures items requiring recommendation to Full Council for work in the current year, including:  i ICO registration renewal (expiry date 5th June 18) It was agreed to recommend registration and payment of £35 to Full Council. ii Defibrillator update The Clerk informed Members that she has been looking into this matter in depth. This included the type of defibrillator case which	<b>Recommend FC</b>      <b>Recommend FC</b>     <b>Recommend FC</b>

would fit into the telephone kiosk as the current case will not fit onto the original location of the village public house. The Clerk advised that she is currently seeking clarification of supply of electricity and other factors at the kiosk, prior to installation., the cost of which is approximately £450. The Clerk also advised that one of the quotations received includes signage This item was discussed in depth. It was then agreed to request the Council agree to the purchase of a new defibrillator case up to the value of £500 as quoted by Community Heart Trust. This will be subject to the electricity supply. It was further agreed for Full Council to make recommendations for other areas to install a defibrillator.

**Recommend  
FC**

iii Street Lighting Structural Testing 2018  
Members agreed that the recommendation to Full Council is to proceed with the structural testing at the cost of £10 per column equating 22 Columns for Herstmonceux £220 and a £60 administration fee.

**Recommend  
FC**

**FGP.07.05.18 INSURANCE RENEWAL QUOTATIONS**

To receive, consider, and recommend to Full Council an Insurance Provider for the ensuing year(s).

Members received the information provided by the RFO. Members requested to know the cost of cover for the previous year. This was confirmed by the Clerk. It was agreed to find out whether the current insurance provider is still available to provide insurance given there was a 3-year long term agreement. Members then agreed to investigate the insurance quotations provided at the Full Council meeting in order to make a more informed decision.

**Recommend  
FC**

**FGP.08.05.18 INSURANCE CLAIM – COOPERS CROFT**

To update the meeting as to whether the Parish Council has received from the Sussex Road Policing Unit, the information required to make the claim for the bench at Coopers Croft.

The Clerk informed Members that to date she has not received any further information. Therefore, this item is ongoing.

**FGP.09.05.18 GENERAL DATA PROTECTION**

To receive and ratify any further action necessary for HPC GDPR compliance and to authorise any necessary spend, under DELEGATED POWERS, in relation to these compliance items.

i ICO statement on GDPR

ii Ref bullet item above - Data Protection Officer (DPO) research (minute ref 18.04.340iii) - receive report from Clerk. AGREE or DEFER purchase of DPO package.

iii AGREE and RATIFY acceptance of Uniserve quote for Start-up / Migration of LCN email accounts

iv AGREE and RATIFY new email and cloud storage accounts for Officers of Microsoft Office Business Premium £9.40 + VAT per month per user (2), as per Uniserve recommendation and any ongoing service support costs

v AGREE and RATIFY new email and cloud storage accounts for Councillors of Microsoft Office 365 Business Essentials @ £3.80 + VAT per month per user (10 +1 Councillors), as per Uniserve recommendation and any ongoing service support costs

**Recommend  
FC**

All the items above were considered together. After listening to the advice from the Clerk it was agreed to recommend appointing the Local Council Public Advisory Service to act as the Data Protection Officer on behalf of Herstmonceux Parish Council, for £150.

**FGP.10.05.18 CIL – MEANINGFUL PROPORTION PAYMENTS**

WDC CIL Guidance for infrastructure improvement costs and Claim forms

The RFO advised Members that when CIL payments have been received, that the payments and planning application reference number should be included on the Parish Council Website. Members were in full agreement to add this to the website for all CIL payments. The Clerk showed Members a document regarding CIL expenditure and protocol.

**FGP.11.05.18 VILLAGE HALL ACCESS ROAD**

Update meeting on the box junction markings and an updated quotation via Dr. Simmonds.

Members requested the RFO establish whether a Works Order has been issued regarding this matter.

**FGP.02.05.18 HERSTMONCEUX RECREATION GROUND**

i Receive, consider and ACCEPT JMLA Fee Proposal (Ref FCLmin.18.03.309)

Members agreed to the proposal in principle and agreed to discuss the next Access Working Group meeting,

**RFO**

ii Agree meeting date

Cllr Nash agreed to arrange a meeting on a date suitable for all.

**FGP.13.05.18 PUBLIC CONVENIENCES - To receive any updates on the 'Schedule of Works' report (Angears Builders).**

This item remains ongoing.

**Cllr Nash**

**FGP.14.05.18 STREET LIGHTING - Receive any updates on the Street Lighting in Hailsham Road Herstmonceux.**

**Clerk**

This item is ongoing. The Clerk suggested that she find out the current position regarding this item.

**FGP.15.05.18 FLAGPOLE** - Requirement for a Flagpole, position and installation – Councillor Nash.

Cllr Nash reported that he had met with the Fire Officer at Herstmonceux Fire Station, who recommended the Council write a proposal for consideration. Cllr Nash agreed to continue liaising with the Fire Service.

**Cllr Nash**

**FGP.16.05.18 WEBSITE and IT SUPPORT**

i Update on the Parish Council's new website, discuss and recommend as to continue, or to go elsewhere to get a website that is more to the requirements of the Parish Council.

The Clerk informed Members that the current website provider is due to retire quite soon. The Clerk provided information about a new provider who would be able to tailor a package to meet the Parish Council's needs. The previous arrangement for a new website has not been met. Considering this, it was agreed for the Chairman to write to the person who has set up the new website which is not yet live and request some form of reimbursement. Members agreed to also look at alternative website providers. The Clerk agreed to look into this.

**Clerk & Cllr  
Stewart**

ii To discuss future IT Support requirements, having regard to what is in place, and to recommend to Full Council.

The Clerk reported that the company used to assist with GDPR have been very efficient. No decisions were made for recommendation to Council.

**FGP.17.05.18 RESPONSIBLE FINANCE OFFICER HANDOVER UPDATE** - To receive general information from new RFO. Accounts records and reports to setup SCRIBE. RFOs meeting arranged for Thursday 03 May 2018. Attendance at Internal Audit Review of 2017-18 Final Accounts on 24 May 2018.

The RFO reported that the current year's budget and budget headings are now on the new system as well as all the receipts from 1<sup>st</sup> April. The payments are nearly up to date. The RFO reported that she attended a handover session with the Locum RFO and will be attending another session at the end of the week. The RFO further reported that she will be attending the Internal Audit.

The RFO advised that she will need to be able to access internet banking and a new form will need to be completed for permission to be granted.

**FGP.18.05.18 RECEIVED CORRESPONDENCE**

i Countrymans - Highways Grass Cutting

Members noted this item of correspondence.

ii NALC Chief Officers Bulletin

Members noted this item of correspondence.

iii Bus Stop benches

The Clerk and RFO informed Members that a request has been made to install a seat at one of the bus stops in the Parish. After a short discussion It was agreed to refer this to the Amenities Committee for consideration.

**FGP.19.05.18 ITEMS FOR NEXT AGENDA**

There were not items submitted for the next agenda.

There being no further business, the meeting closed at 9.15pm.

The date of the next meeting is to be confirmed.