

MINUTES

HERSTMONCEUX PARISH COUNCIL
Finance and General Purposes Committee Meeting
Tuesday 12th June 2018, 8.00 p.m.

Councillors in attendance: Jo Angear; Mick Goodsell; Heather Kenward; Stephen Nash and Ian Stewart

RFO – Karen Crowhurst who took the minutes; Locum RFO - Simon Goacher

Clerk – Clare Harrison

Members of the Public - None

Item no	Minutes	Action
FGP_18.06.01	ELECTION OF CHAIR OF FINANCE AND GENERAL PURPOSES COMMITTEE It was proposed by Cllr Angear that Cllr Stewart be nominated as Chair. This was seconded by Cllr Nash. It was then resolved that Cllr Stewart be duly elected as Chair to the Finance and General Purposes Committee. All were in favour.	
FGP_18.06.02	APOLOGIES FOR ABSENCE Apologies were received from Cllr Graham Lee.	
FGP_18.06.03	DECLARATIONS OF MEMBERS' INTERESTS Declarations made upon acceptance of Office are still withstanding. Cllr Nash declared a further interest with as he is a trustee of the vic. Cllr Angear declared a pecuniary interest with regard to item 13 on the agenda and agreed to leave the meeting.	
FGP_18.06.04	DISPENSATION REQUESTS There were no dispensation requests.	
FGP_18.06.05	PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS There were no public questions or comments.	
FGP_18.06.06	PERSONNEL SUB-COMMITTEE REPORT There were no reports.	
FGP_18.06.07	CURRENT YEAR EXPENDITURE Quotations received and other expenditures items requiring recommendation to Full Council for work in the current year, including: It was agreed to recommend the payments list presented by the RFO. i ICO registration renewal (expiry date 5 th June 18) The RFO informed Members that this has been paid by Direct Debit and the amount payable was £40.00 ii Cost Centre report at 04 June 2018 Members noted the cost centre report submitted by the RFO	

iii Bank Reconciliation

Members noted the Bank Reconciliation for the Unity Trust account and agreed to recommend approval to Council.

**Recommend
FC**

iv Bank Summary

Members noted the Bank Summary document presented by the RFO.

v To note Payment of Insurance

Members noted that the insurance has now been paid which was authorised by Cllr Kenward and Cllr Stewart.

The RFO provided information of additional payments and requests for hours and expenses for the Clerk and RFO. It was agreed to recommend these to Full Council. The RFO also reported that she is still waiting to hear from the bank regarding her being able to access internet banking. The RFO advised Members that it would be prudent to continue providing support for payments to be made.

It was agreed to extend the Locum RFO time until the new RFO has been accepted by the bank for banking and payment purposes.

**Recommend
FC**

The RFO reported on her progress as well as the handover arrangements which is of benefit.

FGP_18.06.08 END OF YEAR ACCOUNTS AND INTERNAL AUDIT

- i. To approve the end of year Accounting Statement and income and expenditure for the financial year 2017-2018
- ii. To approve the end of year bank reconciliation
- iii. To approve to approve the Annual Governance Statement section 1
- iv. To approve the Accounting Statement Section 2
- v. To accept the Internal Auditors report and agree any actions arising from it
- vi. Effectiveness of audit
- vii. To recommend the above to Full Council

The Locum RFO explained all the documents above and provided the necessary information. The Locum RFO highlighted the clear report from the Internal Auditor and advised that there are no actions arising from the report. Attention was also drawn to the Public Rights notice which will be displayed shortly.

After going through each document, it was agreed to recommend all the above to Full Council.

**Recommend
FC**

FGP_18.06.09 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.

There was no further information or report regarding this item therefore this item remains ongoing.

FGP_18.06.10 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 To receive a report on progress

The Clerk reported that there should not be any further expenditure. However, as previously agreed by Council Uniserve will provide training sessions for Members. The Clerk also advised that she has now received the agreement for DPO services from the Local Public Advisory Services and is in the process of working through the documentation.

ii To agree any further actions

Members were reminded to complete their GDPR consent forms.

FGP_18.06.11 VILLAGE HALL ACCESS ROAD

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

The Clerk and Chairman apprised Members about the current position and advised that the documents required are now in the hands of the Solicitors. The delay has been due to some additional additions to the agreement. The RFO sought clarification and advised it would be prudent to compare the original to the amended in order for Council to achieve what they want. The Chairman advised that he has looked at both documents.

The Clerk

Members discussed this further and agreed in principle to the associated costs and to be mindful of any changes.

FGP_18.06.12 HERSTMONCEUX RECREATION GROUND

i JMLA Fee Proposal (Ref FCLmin.18.03.309) to AGREE and sign

Members discussed the proposal after the Clerk informed them of the current position which requires action in order for work to commence. Members considered carefully the proposal and the need to confirm the appointment of JMLA before a site visit can be carried out.

Members considered this carefully and agreed in principle to appoint JMLA subject to Council approval on Monday 18th June 2018. It was further agreed for the Clerk to contact the company advising them of this. The proposal to use a graduate was also discussed. This was also agreed in principle.

**The Clerk
Recommend
to Council**

ii PJC Fee Proposal (Ref FCLmin.18.03.309) to AGREE and sign

Members considered the proposal carefully and agreed to recommend to Council to proceed at the cost of £820.35

**Recommend
to Council**

FGP_18.06.13 PUBLIC CONVENIENCES - To receive any updates on the 'Schedule of Works' report (Angears Builders).

Cllr Angear left the meeting.

After endeavouring to obtain 3 quotations Members considered the one submitted which contained the work requested. After some discussion it was agreed to recommend to Council to approve the work for the amount of £4,350. It was also agreed to use the £700 in the budget and offset the rest by using General Reserves.

**Recommend
to Council**

Cllr Angear re-joined the meeting.

FGP_18.06.14 FLAGPOLE - Requirement for a Flagpole, position and installation –
Councillor Nash.
Cllr Nash provided a brief update; this item remains ongoing.

Cllr Nash

FGP_18.06.15 WEBSITE and IT SUPPORT

i To consider service provision and agree appointment of service provider
ii To discuss future IT Support requirements, having regard to what is in place, and to recommend to Full Council.

The Clerk informed Members that she will be sending out details of service providers in due course.

The Clerk

FGP_18.06.16 RESPONSIBLE FINANCE OFFICER HANDOVER UPDATE - To receive general information from new RFO.
This was covered earlier in the proceedings.

FGP_18.06.17 RECEIVED CORRESPONDENCE
There was no correspondence.

FGP_18.06.18 ITEMS FOR NEXT AGENDA
There were no items submitted for the next agenda.

There being no further business, **the meeting closed at 8.42pm.**

Date of next meeting – 10th July 2018