

MINUTES

**HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE meeting Tuesday
10th July 2018, 7.30 p.m.**

Councillors in attendance: Cllr Ian Stewart (Chairman) Cllr Jo Angear; Cllr Mick Goodsell; Cllr Heather Kenward; Cllr Graham Lee and Cllr Stephen Nash.

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

Members of the Public - None

Item no	Minutes	Action
FGP_18.07.01	APOLOGIES FOR ABSENCE Apologies were received from Cllr Angear for lateness.	
FGP_18.07.02	DECLARATIONS OF MEMBERS' INTERESTS There were declarations of Members' interests as stated when elected as Herstmonceux Parish Council Members.	
FGP_18.07.03	DISPENSATION REQUESTS There were no dispensations requested.	
FGP_18.07.04	PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS There were no members of the public present, therefore no questions or comments were received.	
FGP_18.07.05	PERSONNEL To receive a verbal report from the Personnel Sub Committee including nomination for Chair of Personnel Sub-Committee and confirmation of undertaking of Clerks Annual Appraisal 04.07.18 Cllr Nash provided a report of the Line Management and Appraisal meeting which included the suggested appointment Cllr Stirling Reed as Chairman for the Personnel Committee. Proposed by Cllr Nash and seconded by Cllr Goodsell that Cllr Stirling-Reed be appointed Chair of Personnel Committee. Agreed by all. The Clerk reported that the appraisal form template and this years completed Clerks appraisal has been circulated to the Personnel Sub-Committee for their comments.	Recommend to Council
FGP_18.07.06	CURRENT YEAR EXPENDITURE Quotations received and other expenditures items	

requiring recommendation to Full Council for work in the current year, including:

i Payments and receipts

A query was raised regarding voucher number 92 which the RFO agreed to investigate. It was then agreed to recommend approving and accepting the payments and receipts lists presented by the RFO. Including voucher 90 a reimbursement of expenses. which Members agreed to ensure payment is made.

**Recommend
to Council**

ii Cost Centre report

Members noted the Cost Centre Report.

iii Bank reconciliation(s)

The RFO informed Members that all the bank accounts have now been reconciled and she will meet with Cllr Kenward shortly for approval of the reconciliation documents.

**Recommend
to Council**

iv Approval of staff hours for payment

Members accepted the additional hours presented for additional work carried out by the Clerk. It was agreed to recommend this to Full Council. It was also agreed to recommend the hours and expenses for the Locum RFO. This was proposed and seconded all were in favour.

**Recommend
to Council**

v Any other Financial matters

The RFO reported that the Clerk and RFO are on leave during August and recommended the F&GP meeting be cancelled. Practicalities were discussed. It was agreed for the RFO to use her discretion to make payments and the payments and receipts list be presented to Council.

**Recommend
to Council**

The commemoration memorial board cost of £25 was also discussed it was agreed to recommend this to Council.

**Recommend
to Council**

FGP_18.07.07 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.

After a short discussion it was agreed it was not possible to establish who caused the damage. The Committee agreed to replace the bench. A new bench was discussed it was agreed to ensure that the new bench remains in keeping with the other benches in the parish and quotations be obtained.

**Recommend
to Council in
August**

FGP_18.07.08 CIL – MEANINGFUL PROPORTION PAYMENTS

WDC CIL Guidance for infrastructure improvement costs and Claim

forms

This item is ongoing. The Chairman agreed to send the Section 106 list to the RFO as the new development currently taking place is not CIL payment

Cllr Stewart

FGP_18.07.09 VILLAGE HALL ACCESS ROAD

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

A quotation has been received for £550 it was anticipated that a drawing would be available to Members for consideration. It was agreed to discuss this at Full Council.

Recommend to Council

Cllr Nash will seek a written report as he will be attending a meeting in due course.

Cllr Nash

FGP_18.07.10 HERSTMONCEUX RECREATION GROUND

I. Agree meeting date
On going as awaiting Environmental reports.

FGP_18.07.11 PUBLIC CONVENIENCES

- i To receive any further quotes for the 'Schedule of Works' as requested by FCL

Cllr Angear left the meeting.

4 Contractors carried out site visit 3 quotations were received after 4 which met the specification requested. After considering best value for money it was agreed to recommend that contractor 1 Angears be appointed for the estimated amount£4350 it was agreed to clarify whether the baby changing unit has been quoted for. This was proposed and seconded all were in favour.

Recommend to Council

Cllr Angear re-joined the meeting.

- ii To consider, agree and recommend chosen contractor for necessary works to reopen public conveniences.

This was covered under the item above.

- iii Update on licence matters

This item is still on-going. The changes to the licence requested by the Parish Council have now been accepted..

FGP_18.07.12 STREET LIGHTING

An update was received. This will be discussed further at another meeting.

FGP_18.07.13 FLAGPOLE

Requirement for a Flagpole, position and installation. It was agreed to remove this item from the agenda until a decision can be made.

FGP_18.07.14 WEBSITE and IT SUPPORT

i Report on Website Options

The Clerk reported that she is investigating alternative website provision. The Clerk requested that a brief be considered to ensure adequate provision is sourced and provided a paper outlining this.

It was agreed for the Clerk to circulate the document to establish from Members the expectations and criteria to contact website providers.

The Clerk

ii Arrangements for Councillor email account training

A training session will be held on 31st July 2018 2 to 4pm at VIC

FGP_18.07.15 RESPONSIBLE FINANCE OFFICER HANDOVER UPDATE

To receive general information from the RFO

The RFO reported that the banks have been contacted to change mandates and she will be in receipt of a new Barclay card soon.

FGP_18.07.16 RECEIVED CORRESPONDENCE OR TO CONSIDER ANY CORRESPONDENCE AFTER THIS AGENDA HAS BEEN PUBLISHED

i Cricket Club and Dura Sport

This was discussed. No decisions were made.

FGP_18.07.17 ITEMS FOR NEXT AGENDA

Moving the Telephone Kiosk

FGP_18.07.18 CLOSE OF MEETING

There being no further business, the meeting closed at 8.54.

DATE OF NEXT MEETING – Tuesday 11th September 2018
Herstmonceux Village Information Centre