

MINUTES

HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE Tuesday 11th September 2018, 8.00 p.m.

Councillors in attendance: Jo Angear; Mick Goodsell; Heather Kenward; Cllr Graham Lee, Stephen Nash; and Ian Stewart **CH**;

Also, in attendance: Clare Harrison – Clerk and Karen Crowhurst – Responsible Finance Officer.

Item no	Minutes	Action
1. FGP18.09.01	APOLOGIES FOR ABSENCE No apologies were received.	Attendances to be recorded
2. FGP18.09.02 FGP18.09.02.2	DECLARATIONS OF MEMBERS' INTERESTS Members declared the same interests as at the beginning of the administration term. Cllr Angear and Cllr Stewart declared an interest regarding the Village Hall application Cllr Goodsell declared he may have various interests. Cllr Nash declared an interest regarding the grant application submitted by Wartling Brownies.	
3. FGP18.09.03	DISPENSATION REQUESTS There were none.	
4. FGP18.09.04	PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes. There were no public questions or comments	
5. FGP18.09.05	PERSONNEL I. To receive any report(s) from the Personnel Sub Committee It was reported that the Personnel Sub Committee have undertaken review of various policies which have been agreed with the Clerk and the Chair of the Personnel Sub Committee. The Clerk reminded Members that the policies and revisions to the appraisal document had already been agreed in principle, subject to the final amendments from the Personnel Sub Committee Chair. It was further reported the appraisal form has been completed.	

6. CURRENT YEAR EXPENDITURE

- FGP18.09.06 Quotations received and other expenditures items requiring recommendation to Full Council for work in the current year, including:
- FGP18.09.06.1 i Payments and receipts **Recommend approval**
After a few queries, Members noted the payments and receipts and agreed to recommend approval at the Council Meeting.
- FGP18.09.06.2 ii Cost Centre report
After a few queries, Members agreed to note the Cost Centre report and current position of finances for the Council.
- FGP18.09.06.3 iii Bank reconciliation(s) **Recommend approval**
Members were informed that the RFO and Cllr Kenwood have gone through the bank reconciliations and Cllr Kenwood has checked the reconciliations against transactions. It was agreed to recommend approval of the Bank Reconciliations to Council.
- FGP18.09.06.4 iv Approval of staff hours for payment **Recommend approval**
It was agreed to recommend approval of 9.10 additional hours for the Clerk to Full Council.
- FGP18.09.06.5 v Grant applications update
Members considered the Grant requests previously circulated. It was agreed to award the following:
- Cuckmere Community Bus- £500
 - Wartling Brownies - £500
 - Herstmonceux Cricket Club – £1,000
 - Herstmonceux Village Hall – £2,500 in principle once known other sources of funding applied for to continue the project. This was proposed and seconded all agreed.
 - Victim Support - £100
 - Vitality Villages – £500
- Cllr Nash left the meeting** whilst the Brownie application was considered and re-joined the meeting once Members agreed.
Cllr Stewart and Cllr Angear left the meeting whilst the application for the Village Hall was discussed and re-joined the meeting once members considered the application. **Recommend approval**
- It was **agreed** to recommend approval of all the above to Full Council.

FGP18.09.07 The application process was discussed, it was agreed to raise the profile of how to apply in the future, commencing with a Facebook announcement. To promote one of grant applications.

FGP18.09.08 vi Any other Financial matters
There were no other financial matters for consideration.

7. INSURANCE CLAIM – COOPERS CROFT

FGP18.09.07 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.

It was reported that the bench has now arrived and is awaiting installation.

8. CIL – MEANINGFUL PROPORTION PAYMENTS

FGP18.09.08 WDC CIL Guidance for infrastructure improvement costs and Claim forms

There were no further updates.

9. HERSTMONCEUX RECREATION GROUND

FGP18.09.09 Any available updates

Cllr Nash provided a verbal report regarding a meeting held to discuss next actions for the Improvements to the Access Road project. Actions have been agreed.

10. PUBLIC CONVENIENCES

FGP18.09.10 Any available updates

Members were advised that a Works Order will be sent in due course. Electrical matters are in hand and quotations will be obtained. The provision of a baby changing unit is currently being addressed. Members agreed to consider maintenance of the toilets in the budget for the next financial year.

RFO
The Clerk

11. GRANT DECISIONS

FGP18.09.11 This was covered earlier in the proceedings.

12. 1. RESPONSIBLE FINANCE OFFICER UPDATE

FGP18.09.12.1 i Banking arrangements
Members were informed that these are all now completed.

FGP18.09.12.2 ii VAT
Members were advised that the VAT return has been completed.

- FGP18.09.12.3 iii Contract / Project quoting - follow up communication arrangements
The Clerk informed Members of a recent situation regarding quotations and tendering process. It was agreed to ensure unsuccessful quotations and tender companies be written to.
- FGP18.09.12.4 iv Estimates planning for Councillors and Working Groups
It was agreed for Committees to consider estimates for budget consideration.
- FGP18.09.12.5 v Three-year small contracts
The current contracts list has been disseminated to all Members of the Finance and General Purposes Committee for them to consider the next steps for the end of any contract terms.
- FGP18.09.12.6 vi Verge cutting contract
Members agreed to consider whether to continue with the current arrangements.

13. CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED

- FGP18.09.13.1 i Thakeham – Herstmonceux Parish Council use of redundant bus shelter; AGREE removal location

Members agreed with the re-use of the bus shelter rather than disposal. The shelter will be temporarily housed at Little Hollingwood Farm if a permanent location has not been agreed with Highways as at the time of removal
- FGP18.09.13.2 ii ESCC budget planning
The Clerk apprised Members about the proposed cuts and impact on the Parish Council. The cycle of informing Town and Parish Councils is also being considered.

14. ITEMS FOR NEXT AGENDA

- FGP18.09.14 There were none.

15. CLOSE OF MEETING

- FGP18.09.15 There being no further business, the Chairman closed the meeting at 9.30pm.

DATE OF NEXT MEETING – Tuesday 9th October 2018
Herstmonceux Village Information Centre