

## **MINUTES**

of

### **HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE**

Meeting held on:

**Tuesday 13<sup>th</sup> November 2018, 7.30 p.m.**  
**Herstmonceux Village Information Centre**

**Attended by:** Cllr Nash who chaired the meeting, Cllr Angear, Cllr Goodsell, Cllr Naish,

**Also, in attendance:** Clare Harrison – Clerk and Karen Crowhurst - RFO

<b>Item</b>	<b>Minutes</b>
<b>1. APOLOGIES FOR ABSENCE</b>	
1.1	Apologies were received from Cllr Ian Stewart.
<b>2. DECLARATIONS OF MEMBERS' INTERESTS</b>	
2.1	Members declared the same interests as at the beginning of the administration term.
<b>3. DISPENSATION REQUESTS</b>	
3.1	There were no dispensation requests.
<b>4. PUBLIC QUESTIONS OR COMMENTS ON AGENDA ITEMS</b>	
	This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.
4.1	There were no public questions.
<b>5. PERSONNEL</b>	
5.1	i To receive any report(s) from the Personnel Sub Committee
5.2	Personnel Sub Committee have approved the Equalities Policy
<b>6. CURRENT YEAR EXPENDITURE</b>	
	Quotations received and other expenditures items requiring recommendation to Full Council for work in the current year, including:
6.1	i Payments and receipts
6.2	It was agreed to recommend approval of the payments and receipts list presented by the RFO to Full Council for Approval – <b>Recommend approval by Council.</b>

- 6.3 ii Cost Centre report
- 6.4 After a couple of queries it was agreed to note the Cost Centre Report.
- 6.5 iii Bank reconciliation(s) final
- 6.6 The RFO informed Members that she will be meeting with Cllr Kenward prior to the Full Council to go through the bank reconciliations. It was agreed to recommend approval of the Bank Reconciliations presented to Full Council subject to approval by Cllr Kenward – **Recommend approval.**
- 6.7 iv Approval of staff hours for payment
- 6.8 It was agreed to recommend the additional 9.30 hours for the Clerk to Full Council. – **Recommend approval.**
- 6.9 v Councillor Expenses
- 6.10 This has already been covered at a previous meeting.
- vi Grant applications update
- 6.11 After receiving the accounts from HATS it was agreed to recommend the amount of £1,500 as a grant to Full Council. **Recommend the amount £1,500** it was agreed to send a holding email.
- 6.12 vii To agree expenditure and payments proposed by the Footpaths Working Group and Amenities Committee.
- 6.13 This was recently ratified by Full Council.
- 6.14 viii Budget Estimates and budget update
- 6.15 After careful consideration and receiving the budget estimates. It was agreed for the RFO to establish the final amounts for budget for the December meeting. Members to submit to the RFO for final figures in order to approve the final budget **Action – RFO and Members of the Parish Council**
- 6.16 ix Proposed dog bin outside The Horseshoe Inn
- 6.17 It was agreed to refer this item to Amenities - **Action – refer to Amenities which is the appropriate Committee**
- 6.18 X Consideration of litter bin for Cowbeech request
- 6.19 It was agreed to defer this to the Amenities Committee - **Action – refer to**

**Amenities.**

6.20 xi WC replacement light fitting

6.21 It was agreed to pay the amount of £70.50 plus Vat **Recommend to Council.**

xii WC Baby Change Unit

6.22 It was agreed to request that users take the soiled nappies away with them.  
Discussions were held regarding the type of unit it was agreed for the clerk to

6.23 liaise with the contractor to establish appropriate unit up to a cost of £220 plus  
Vat. **Recommend to Council**

6.24 xiii Christmas Lights

6.25 It was agreed to supply lights at a cost of £390 – it was agreed to request the  
use of reserves for £,1000 - **Recommend to Council.**

6.26 Xiv New Website quotes – as shortlisted by the Communications Working  
Group

6.27 Members considered the proposals of the Communications Working Group  
who considered various quotations. It was agreed to recommend to Council  
the preferred Contractor. The Clerk explained the costs and service provided. -  
**Recommend to Council.**

6.28 xv Any other Financial matters that cannot be held over to the next  
meeting.

6.29 There were no other matters for consideration.

**7. 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.

7.1 The Clerk informed Members that she has written to the resident concerned.

**8. DURA SPORT PITCH FOR THE CRICKET CLUB – To agree an action(s) arising from uplift grant**

8.1 This was discussed earlier in the proceedings.

**9. HERSTMONCEUX RECREATION GROUND - Any available updates**

9.1 i Consider and Approve Arboricultural Survey Fee Proposals for recommendation to  
Full Council

- 9.2 2 quotations were received and considered further to the previous one submitted. It was agreed to use PJC for £570 plus VAT subject to Council approval. **Recommend to Council.**
- 9.3 ii Any other available updates
- 9.4 There were no updates.
10. **PUBLIC CONVENIENCES** - Any available updates
- 10.1 i Communication from Housing and Services Support Dept
- 10.2 The communication was noted.
- 10.3 ii Any other available updates
- 10.4 There were no further updates.
11. **GRANT DECISIONS**
- 11.1 This was covered earlier in the proceedings.
12. **REPORT OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2018/2019**
- 12.1 Members noted the report and the allowances.
13. **RESPONSIBLE FINANCE OFFICER UPDATE**
- 13.1 i Banking arrangements
- 13.2 There were no further banking arrangements for consideration.
- ii VAT
- 13.3 The RFO informed Members that she has submitted a VAT claim for the amount of £ The RFO also reported that she is still awaiting correspondence from HMRC regarding the last claim.
- 13.4 iii Estimates planning for Councillors and Working Groups
- 13.5 This was covered earlier in the proceedings.
- 13.6 iv Three-year small contracts
- 13.7 The RFO advised that she has sent out all tender documents for a 3-year period.

[www.herstmonceuxparish.org](http://www.herstmonceuxparish.org)

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13.8 v Verge cutting contract

13.9 The RFO advised an invoice has been raised and the Clerk has sent out the maps and all other information required by ESCC.

13.10 vi External Audit Report

13.11 This has previously been noted.

**14. CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED**

14.1 Members noted a letter from Victim Support for the grant award.

**15. ITEMS FOR NEXT AGENDA**

15.1 There were no items for the next agenda.

**16. CLOSE OF MEETING**

16.1 At time the Cllr Nash Closed the meeting at 9.00pm.