

## **MINUTES**

**Minutes of the  
HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE  
Held on:  
Tuesday 12<sup>th</sup> February 2018, 7.30 p.m.  
Herstmonceux Village Information Centre**

**Attended by** Cllr Stewart – Chairman Cllr Angear, Cllr Goodsell, Cllr Kenward, Cllr Lee and Cllr Nash.

**Also, in attendance:** Karen Crowhurst – RFO

Members of the public. 1

<b>Item No</b>	<b>Minutes</b>
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>
1.1	There were no apologies for absence.
<b>2.</b>	<b>DECLARATIONS OF MEMBERS' INTERESTS</b>
2.1	Members declared the same interests as at the beginning of the administration term.
<b>3.</b>	<b>DISPENSATION REQUESTS</b>
3.1	There were no dispensation requests.
<b>4.</b>	<b>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	Orders were suspended at 7.32 for a representative of Vitality Villages to explain the purpose of the grant.  The representative provided background information as well as current information and events held as well as a footpath project.  Orders were reinstated at 7.39
<b>5.</b>	<b>PERSONNEL</b>
	i To receive any report(s) from the Personnel Sub Committee
5.1	No report was received.

**6. CURRENT YEAR EXPENDITURE**

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** After careful consideration it was agreed to recommend that Full Council approve the payments and receipts presented by the RFO – **Action Full Council approves.**
- 6.3** ii Cost Centre report
- 6.4** Members noted the Cost Centre report.
- 6.5** iii Bank reconciliation(s)
- 6.6** The RFO reported that the Bank reconciliations have now been approved and signed by Cllr Kenward.
- 6.7** iv Approval of staff hours for payment
- 6.8** The hours requested were 16.45 for the Clerk and 4 for the RFO agreed to recommend approval – **Action recommend Council's approval.**
- 7. Grant applications update**
- 7.1** The RFO advised all grant payments have been made.
- 8. Any other Financial matters that cannot be held over to the next meeting.**
- 8.1** The RFO highlighted that payments received after the 9<sup>th</sup> of each month will be approved and paid at the next subsequent meeting. The RFO informed Members that this would reduce the need for additional payments to be approved and avoid confusion in the future. The RFO did inform Members that anything urgent could be paid after confirming the amount and after consultation with the Chairman or Chairman of the Committee. The matter of Clerk Tax underpayment was discussed it was agreed to pay the amount of £73.37
- 8.2** Purchasing an authorisation stamp for invoices was discussed, it was agreed to Proceed with the purchase of a Authorisation of Transaction Stamp.

**9. GRANT APPLICATION(S)**

**9.1** i Request from Vitality Villages

**9.2** After considering the purpose and amount of grant requested. It was agreed consider a grant in the future advising that there are difficulties as a request for a stile is the responsibility of the landowner and not the Parish Council. It was agreed for the RFO to discuss the grant further and advise of how to proceed in the future.

**10. HERSTMONCEUX RECREATION GROUND**

Any available updates

**10.1** This will be covered at the next Recreation Ground meeting. Cllr Nash informed Members that a meeting had been held recently regarding the access road. A proposal was made for replacing the current post and rail fence. The removal of the gate was also discussed. During the visit other areas of works were identified which will significantly reduce the original cost to the Council. Members were asked to consider a new proposal which includes low cost resurfacing. Members will advise the RFO of any financial implications.

**11. PUBLIC CONVENIENCES**

Any available updates

**11.1** No updates were received.

**12. RESPONSIBLE FINANCE OFFICER UPDATE**

i Verbal report and to agree any actions arising from the report

**12.1** The RFO suggested a meeting be held with her to go through the Financial regulations to suggest amendments on an operational level as well as current legislation. This was agreed. The RFO informed Members that the Clerk now has a new phone, Contractors have been contacted either way.

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

i To consider any correspondence for noting or action

**13.1** Allotment matters were discussed Members were advised that the RFO will be only responsible for the financial aspects of the allotments and the Clerk for operational. The Allotment Association have made a request for assistance with management of fees. A licence is currently being worked on for the licence of the land for the Allotment Association. This will tighten up the way it works. This will be discussed in the future once a final licence is submitted for Council consideration.

**14. ITEMS FOR NEXT AGENDA**

**14.1** A meeting regarding Lime Roughs and Community Infrastructure Levy meeting to discuss expenditure

**15. CLOSE OF MEETING**

- 15.1** There being no further business the Chairman closed the meeting at 8.29pm.