

AGENDA

**To all Members of
HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE**
You are hereby summoned to the next FGP committee meeting on:

Tuesday 6th JUNE 2017, 7.30 p.m.
Meeting Room, Village Information Centre, Gardner Street, Herstmonceux

Meeting called by: **C J Harrison - Clerk to the Council**

Signed: *CJ Harrison*

Date: **25 May 2017**

Committee Members Councillors: Jo Angear; Malcolm Bradshaw (**Chair**); Mick Goodsell; Heather Kenward; Stephen Nash; Ian Stewart;

AGENDA:

- 1. APPOINTMENT OF VICE CHAIRMAN of FINANCE & GENERAL PURPOSES COMMITTEE**
- 2. APPOINTMENT OF PERSONNEL SUB-COMMITTEE**
- 3. APPOINTMENT OF CHAIRMAN of PERSONNEL SUB-COMMITTEE**
- 4. APPOINTMENT OF VICE-CHAIRMAN of PERSONNEL SUB-COMMITTEE**
- 5. APOLOGIES FOR ABSENCE**
- 6. DECLARATIONS OF MEMBERS' INTERESTS**
- 7. DISPENSATION REQUESTS**
- 8. 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.
- 9. PERSONNEL SUB-COMMITTEE REPORT**

To receive a Report from the Personnel Sub-Committee (if applicable).
- 10. CURRENT YEAR EXPENDITURE**

Quotations received and other expenditures items requiring recommendation to Full Council for work in the current year
- 11. FINAL ACCOUNTS 2016/2017**
 - a) To receive a copy of the Final Accounts for 2016/17 from the RFO
 - b) To answer the questions and statements required on the Annual Return for 2016/17.
 - c) To receive the Internal Audit Report of the 2016/17 Accounts following the Internal Audit taking place on 02nd June 2017.
- 12. APPOINTMENT of INTERNAL AUDITOR for the 2017/18 Accounts**

13. REPORT on PARISH NOTICEBOARDS

To receive and discuss the report on the Parish Noticeboards carried out by Councillor Mrs. Kenward, and recommend any actions required to Full Council.

14. BUSINESS CONTINUITY PLAN

Update.

15. AGREEMENT FOR THE SALE AND PURCHASE OF TELEPHONE KIOSK(S) TO A LOCAL AUTHORITY IN ENGLAND OR WALES

Perusal of Terms and Conditions of BT contract

16. VILLAGE HALL / SURGERY ACCESS ROAD

Update.

17. BANKING PROVISION

Update.

18. RECREATION GROUND CAR PARK ACCESS ROAD:

Update.

19. MEMBER SUGERIES

Provision of a suitable sign for display regarding Member Surgeries, and general advertising of the surgeries.

20. NEIGHBOURHOOD PLAN

Commence discussions on how to initially feed into the Estimate procedure, requirements under the Neighbourhood Plan, on the assumption that the Neighbourhood Plan becomes adopted.

21. PARISH WEBSITE

Update, any required financial costs to get website up and running.
Required involvement of Mr. James Gallifant

22. DATE OF NEXT MEETING – Tuesday 1st AUGUST 2017

23. ITEMS FOR AGENDA

Grants Report 2017/18.

Estimates Procedure 2018/19

Personnel Sub-Committee: Staff Appraisals Report, Job Descriptions, and any amendments recommended to Contracts of Employment

24. CLOSE OF MEETING