

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 1st AUGUST 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: 19 July 2017

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

AGENDA:

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF MEMBERS' INTERESTS**
- 3. DISPENSATION REQUESTS**
- 4. 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.
- 5. PERSONNEL SUB-COMMITTEE REPORT**

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

Quotations received and other expenditures items requiring recommendation to Full Council for work in the current year
- 7. ANNUAL GRANTS REPORT 2017/2018**

To receive a copy of the Annual Grants Report and copies of the Application Forms. **NB: This report will not be available until the evening of the meeting, due to the RFO not being available between 24 July 2017 to 31 July 2017.**
- 8. INTERNAL AUDIT REPORT**

Any items for discussion by the Chairman of F&GP Committee, Councillor Bradshaw.
- 9. APPOINTMENT of INTERNAL AUDITOR for the ensuing year**
 - a)** To appoint an Internal Auditor from suitably qualified persons, with specific Local Government Accounting experience.
 - b)** To discuss whether to adopt the guidance to review the appointment of the Internal Auditor each five-year period.

10. DATA PROTECTION OFFICER, and requirements

- a) To re-affirm that the Data Protection Officer for the Parish Council is the Clerk to the Council.
- b) To discuss / investigate any Data Protection Policy and, if in place, any amendments required.

11. HERSTMONCEUX CRICKET CLUB

- a) To receive a copy of Herstmonceux Cricket Club's Insurance Policy, and
- b) to discuss any further requirements of / by the Club.

12. BUSINESS CONTINUITY PLAN

Update.

13. EAST SUSSEX PENSION FUND

- a) To receive an Administration Strategy Statement 2017, and
- b) to discuss the requirements for the circulation of any Employer publications from the east Sussex Pension Fund, in future.

14. ESTIMATE PROCEDURE 2017/2018

- a) To discuss the Estimate Procedure and Timetable for the Revised Estimates 2017/18, and Original Estimates 2018/19.
- b) Other items to dovetail into the Estimate procedure, such as the revision of the contract specifications by the Amenities Committee (in readiness for contracts starting 01 April 2019).

15. NEIGHBOURHOOD PLAN

- a) Update of Neighbourhood Plan costs.
- b) Discuss the future of Administration and Review of the Neighbourhood Plan, once it has succeeded and been adopted by the residents of Herstmonceux. What resources may be needed??
- c) to recommend to FCL the setting up of a working group to assess implications of the adoption of the NPD.

16. VILLAGE HALL ACCESS ROAD

Update by Clerk to the Council.

17. RECREATION GROUND ACCESS ROAD

Update by Councillor Stephen Nash.

18. FINANCE & GENERAL PURPOSES COMMITTEE VENUE

To discuss if the venue for the F&GP Committee should be changed permanently to the Meeting Room of the Village Information centre, with the exception of the

January meeting, at which the Recommendation of the Precept for the ensuing year is discussed and formulated.

19. MEMBERS ALLOWANCE SCHEME

1. To discuss and recommend the level of Basic & Chairman's Members Allowances for 2017/18 with reference to the Wealden Independent Panel.
2. To discuss Parish Councillor's revising their decisions to receive / waive all or part of their entitlement to the Allowances.

20. BANKING PROVISION

Update.

21. DATE OF NEXT MEETING – Tuesday 5th SEPTEMBER 2017

22. ITEMS FOR AGENDA

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

23. CLOSE OF MEETING