

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 5th SEPTEMBER 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: 30th AUGUST 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).

 1. Staff Appraisals, Contract of Employment & Job Description review.
 2. Changes to Employment Law (Councillor Bradshaw)
 3. Clerk to the Neighbourhood Steering Group.
 4. Grievance Procedure – recommendation to FCL
 5. Composition of Personnel Sub-Committee - Recommendation.
- 6. CURRENT YEAR EXPENDITURE**

Quotations received and other expenditures items requiring recommendation to Full Council for work in the current year
- 7. ESTIMATE WORKING SHEETS 2017/18 (Revised), 2018/19 (Original)**

To receive Estimate Working Sheets to Committees, Working Groups, and individual Councillors to complete in respect of financial projects and provisions for consideration for inclusion in the Annual Estimates.
- 8. FORMER PUBLIC CONVENIENCE BUILDING - UPDATE**

To receive an update report on the Surveyor report and the recommendation to Wealden District Council of the Parish Council's interest in purchasing the building.

9. APPOINTMENT of INTERNAL AUDITOR for the ensuing year

1. To Receive responses from references in respect of Mr Keith Robertson.
2. Arrange Interim Internal Audit Review – October 2017.
3. Arrange Final Internal Audit Review – June 2018.

10. INSURANCE – KEY PERSON COVER

To receive update in being able to obtain Key Person Cover, as recommended by the Internal Auditor in his 2016/17 Audit report.

11. VILLAGE HALL ACCESS ROAD - UPDATE

Update Report.

12. RECREATION GROUND ACCESS ROAD – UPDATE

Update Report.

13. NEIGHBOURHOOD PLAN

- a) Update of Neighbourhood Plan costs.
- b) Update: 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) Update: setting up of a working group(s) to assess implications of the adoption of the NPD.

20. HIGHWAYS VERGE-CUTTING TENDER

RFO to seek permission to Advertise the Highways Verge-cutting Tender for 2018-19, and liaise with East Sussex Highways regarding any further changes / requirements to be imposed.

21. BANKING PROVISION

Update.

22. DATE OF NEXT MEETING – Tuesday 3rd OCTOBER 2017

23. ITEMS FOR AGENDA

ESTIMATE WORKING SHEETS: To receive Estimate Working Sheets and discuss the various financial provisions / projects put forward by Committees, Work Groups, and Individual Councillors.

CONTRACT SPECIFICATION REVIEWS: To discuss and schedule the Amenities Committee, and Work Groups to undertake a review of the Council's Grounds Maintenance / Small Contracts in readiness for going out to tender in October 2018 for the period 2019/20 to 2021/2022 (three year).

24. CLOSE OF MEETING