

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 06th FEBRUARY 2018, 7.30 p.m.

The Meeting Room, Herstmonceux Village Information Centre, Gardner Street, Herstmonceux

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

Signed: *CJ Harrison*

Date: 31st January 2018

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 any report(s)
- 6. CURRENT YEAR EXPENDITURE**

Quotations received and other expenditures items requiring recommendation to Full Council for work in the current year
- 7. RECREATION ACCESS ROAD**

To receive an update on the Recreation Access Road and on quotations in respect of work on the project as received by the date of the meeting.
- 8. HERSTMONCEUX GRANTS SCHEME REVIREW**

To undertake a review of the Herstmonceux Grants Scheme, agree Grants Policy wording, website advertisement of the Scheme, and the Application Form.

9. GENERAL DATA PROTECTION

To identify a timetable to introduce required policies and procedures, update Risk Management Policy to cover required aspects of the new GDPR, following the training course attendance on 01 February 2018.

10. POLICY REVIEW

1. To receive a copy of the 'Email and Internet Usage Policy', to discuss and recommend adoption to Full Council (Copies will be circulated at meeting).
2. To receive a copy of the 'Grievance Policy', to discuss and recommend adoption to Full Council (Copies will be circulated at meeting).
3. To receive and discuss the requirement for a 'Lone Worker Policy' and to receive any draft 'Lone Worker Policy' available for recommendation to Full Council (copies of HSE guidance to Lone Workers to be circulated at meeting).

10. PUBLIC CONVENIENCES

1. To receive an update as to the Licence from Wealden District Council, and, if received and agreed, to recommend its adoption to Full Council.
2. To seek suitable quotations for the refurbishment of the building, to apply for monies awarded under the Wealden District Council's Communal Toilet Scheme, to set a timetable for the re-opening of the public toilets to the general public.
3. To re-affirm the insurance requirements of the property from the Licence.

11. STREET LIGHTING

1. To receive report back on the current position regarding the installation of two new lights in Hailsham Road, following a meeting with Mr. Eric Ware of ESCC Highways, and make further recommendations to Full Council.
2. To receive up to date report on the review of the Street Lighting inventory and to undertake a comparison with current inventory held in Parish Council records.

12. THE OLD SURGERY – GARDEN AREA

To discuss any requirements for the garden area at The Old Surgery, West End.

13. VILLAGE HALL ACCESS ROAD – BOX-JUNCTION MARKINGS

To discuss and recommend to Full Council a contribution sum towards the marking of a box-junction outside the Pharmacy and on the stretch opposite the Health Centre – quotation notified as £450 plus VAT.

14. INTERNAL CONTROLS – REGISTRATION OF HPC ITEMS

To receive report from Clerk as to the current records being introduced to record the following:

1. Keys to Parish Office

www.herstmonceuxparish.org

Clerk: clerk@herstmonceuxparish.org.uk
Finance Officer: finance@herstmonceuxparish.org.uk

2. Keys to Safe
 3. BarclayCard
 4. Equipment – Computer, etc., with serial numbers
15. **PHOTOCOPIER REVIEW**
Review of the current machine efficiency and quarterly charges
16. **DATE OF NEXT MEETING – Tuesday 6th March 2018**
The meeting will be held in the meeting room of **Herstmonceux Village Information Centre.**
17. **ITEMS FOR NEXT AGENDA**
18. **CLOSE OF MEETING**