

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 13th MARCH 2018, 7.30 p.m.
Small Hall, Herstmonceux Village Hall**

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

Signed: *CJ Harrison*

Date: 07th March 2018

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

AGENDA:

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

To receive any report(s)
- 7. CURRENT YEAR EXPENDITURE**

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

To receive a verbal update on the Recreation Access Road.
- 9. LIME CROSS SPORTS GROUND**

To receive a verbal update on the additional strip of land and/or development of sports pavilion.
- 10. GENERAL DATA PROTECTION**

To receive a verbal update on Data Protection, as far as it impacts on the Parish Council.

SLCC GDPR Training, incorporating latest financial requirements – 21st March 2018. Member delegates £75 plus VAT.

11. END OF YEAR RESERVES

1. To receive a verbal report as to the estimate of Reserve Funds as at 31 March 2018.
2. To discuss the possibility of 'Virement' to cover expected costs of Planning Application and Professional Fees in respect of the Lime Cross Sports Pavilion project.

12. PUBLIC CONVENIENCES

3. To receive a verbal update as to the Licence from Wealden District Council, and on any report on the required 'Schedule of Works' report being prepared by Angears Builders.
4. To ascertain whether the Parish Council is in a position 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.
5. Requirement for any Works Orders in this respect

13. STREET LIGHTING

1. To receive any further updates on the Street Lighting in respect of Hailsham Road, Herstmonceux.
2. Requirement for any Works Order in respect of this matter.

13. VILLAGE HALL ACCESS ROAD – BOX-JUNCTION MARKINGS

To receive any further update in respect of the receipt of quotation for the proposed 'No Parking' and 'Box-junctions' approved at Full Council, in conjunction with Dr Simmons.

14. FUNDING REQUEST:

To receive a funding request from Pevensey & Westham Junior Football Club towards new equipment. Request to Herstmonceux parish Council because quite a lot of children attend from within Herstmonceux parish.

15. RETIREMENT OF RESPONSIBLE FINANCE OFFICER

To discuss requirements for purchases and changes required on the retirement of the RFO:

1. Purchase of Money Manager Software Accountancy package (£95 plus VAT).
2. Acquisition or use of a computer for new RFO

3. Changes to access of 'Cloud' stored data on 'Dropbox' to enable new RFO to work and the initial continuation of current RFO for a period.
 4. Changes required to Bank Authorisation – initial 'Hand-over' period.
 5. Current use of official RFO email address and the requirement for a short term second email address for the current RFO during hand-over period, Final Accounts period, and training period.
 6. Hand-over of RFO documentation and storage.
16. **PHOTOCOPIER**
- Verbal report on meeting with Mike Howard of Principal and update as to when new machine arrives etc.
17. **DATE OF NEXT MEETING – Tuesday 3rd April 2018**
- The meeting will be held in the meeting room of **Herstmonceux Village Information Centre**.
18. **ITEMS FOR NEXT AGENDA**
19. **CLOSE OF MEETING**