

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 8th May 2018, 8.00 p.m.
Herstmonceux Village Hall**

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

Signed: *CJ Harrison*

Date: 02nd May 2018

Committee Members Councillors: Jo Angear; 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**
 - i To receive any report(s) from the Personnel Sub Committee
 - ii ESFOA Pensions Update
 - iii 2018 / 2019 National Salary Award
- 6. CURRENT YEAR EXPENDITURE**
Quotations received and other expenditures items requiring recommendation to Full Council for work in the current year, including:
 - i ICO registration renewal (expiry date 5th June 18)
 - ii Defibrillator update
 - iii Street Lighting Structural Testing 2018
- 7. INSURANCE RENEWAL QUOTATIONS**
To receive, consider, and recommend to Full Council an Insurance Provider for the ensuing year(s).
- 8. INSURANCE CLAIM – COOPERS CROFT**
To update the meeting as to whether the Parish Council has received from the Sussex Road Policing Unit, the information required to make the claim for the bench at Coopers Croft.

9. GENERAL DATA PROTECTION

To receive and ratify any further action necessary for HPC GDPR compliance and to authorise any necessary spend, under DELEGATED POWERS, in relation to these compliance items.

- i ICO statement on GDPR
- ii Ref bullet item above - Data Protection Officer (DPO) research (minute ref 18.04.340iii) - receive report from Clerk. AGREE or DEFER purchase of DPO package.
- iii AGREE and RATIFY acceptance of Uniserve quote for Start-up / Migration of LCN email accounts
- iv AGREE and RATIFY new email and cloud storage accounts for Officers of Microsoft Office Business Premium £9.40 + VAT per month per user (2), as per Uniserve recommendation and any ongoing service support costs
- v AGREE and RATIFY new email and cloud storage accounts for Councillors of Microsoft Office 365 Business Essentials @ £3.80 + VAT per month per user (10 +1 Councillors), as per Uniserve recommendation and any ongoing service support costs

10. CIL – MEANINGFUL PROPORTION PAYMENTS

WDC CIL Guidance for infrastructure improvement costs and Claim forms

11. VILLAGE HALL ACCESS ROAD

Update meeting on the box junction markings and an updated quotation via Dr. Simmonds.

12. HERSTMONCEUX RECREATION GROUND

- i Receive, consider and ACCEPT JMLA Fee Proposal (Ref FCLmin.18.03.309)
- ii Agree meeting date

13. PUBLIC CONVENIENCES

To receive any updates on the 'Schedule of Works' report (Angears Builders).

14. STREET LIGHTING

Receive any updates on the Street Lighting in Hailsham Road Herstmonceux.

15. FLAGPOLE

Requirement for a Flagpole, position and installation – Councillor Nash.

16. WEBSITE and IT SUPPORT

- i Update on the Parish Council's new website, discuss and recommend as to continue, or to go elsewhere to get a website that is more to the requirements of the Parish Council.
- ii To discuss future IT Support requirements, having regard to what is in place, and to recommend to Full Council.

17. RESPONSIBLE FINANCE OFFICER HANDOVER UPDATE

To receive general information from new RFO. Accounts records and reports to set-up SCRIBE. RFOs meeting arranged for Thursday 03 May 2018. Attendance at Internal Audit Review of 2017-18 Final Accounts on 24 May 2018.

www.herstmonceuxparish.org

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

18. RECEIVED CORRESPONDENCE

- i Countrymans - Highways Grass Cutting
- ii NALC Chief Officers Bulletin
- iii Bus Stop benches

19. ITEMS FOR NEXT AGENDA

20. CLOSE OF MEETING

DATE OF NEXT MEETING – Tuesday 5th June 2018
Herstmonceux Village Information Centre