

AGENDA

To all Members of
HERSTMONCEUX PARISH COUNCIL FINANCE & GENERAL PURPOSES (FGP) COMMITTEE
You are hereby summoned to the next FGP committee meeting on:
Monday 20th May 2018, 7.30 p.m.
Herstmonceux Village Information Centre

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

Signed: *CJ Harrison*

Date: 13th May 2019

Committee Members Councillors: Cllr Angear, Cllr Goodsell, Cllr Kenwood and Cllr Stewart.

Agenda Items

1. **ELECTION OF CHAIRMAN**
2. **REVIEW OF STAFF SALARIES**
 - a. To consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.
3. **TO RECEIVE APOLOGIES FOR ABSENCE**
4. **DECLARATIONS OF MEMBERS' INTERESTS**
5. **DISPENSATION REQUESTS**
6. **PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA**

This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.
7. **PERSONNEL** – To receive any report(s) from the Personnel Committee for noting or action
A resolution will be made to exclude press and members of the public in the event of making any staffing decisions being made in accordance with the Public Bodies (Admissions t Meetings) Act 1960
8. **FINANCE MATTERS**
 - a) Payments and Receipts for approval
 - b) Bank Reconciliation(s)
 - c) Bank Summary
 - d) Cost Centre report
 - e) Grant application(s) – Victim Support
 - f) Quotations for work on behalf of Herstmonceux Parish Council
 - g) Additional Hours for Staff – Clerk

- h) Insurance renewal
 - i) Review of Staff Salaries
 - j) Renewal of Data Protection Officer Fees - £40 or £60
 - k) Park Fund CIL Contribution and any other matters
 - l) To decide whether to employ a handyman or enter into a handyman arrangement for with Herstmonceux Parish Council
 - m) Any other financial matters which cannot be held over until the next meeting
9. **ANNUAL RETURN & FINAL ACCOUNTS 2018-2019 – FINAL ACCOUNTS DOCUMENT AND COPY OF AUDIT FORM PREVIOUSLY CIRCULATED**
- a) Income and expenditure for the year – To approve end of year accounts
 - b) End of year Bank reconciliation(s) Business account and Community Account
 - c) Approve sections 1 – Annual Governance Statement
 - d) Approve Section 2 – Accounting Statements
 - e) To sign the Audit form for submission to External Auditors Subject to Internal Audit by the deadline 1st July 2019
 - f) Effectiveness of Audit – To agree Herstmonceux Parish Council have effective control measures in place
 - g) To approve or amend the statement of reserves presented
10. **FINANCE OFFICER REPORT AND RECOMMENDATIONS FOR DECISION**
- a) Benefits of General Power of Competence – Documents previously circulated
 - b) Grant applications policy including application form and monitoring and evaluation form- Documents previously circulated
 - c) To agree the Terms of Reference for the Finance and General Purposes Committee
11. **HERSTMONCEUX RECREATION GROUND** -To receive an update or agree any actions requiring attention
12. **PUBLIC CONVENIENCES** - To receive an update or agree any actions requiring attention
13. **CORRESPONDENCE RECEIVED & AFTER THIS AGENDA HAS BEEN PUBLISHED**
- a) District Council and Town and Parish Council election costs – Previously circulated
14. **ITEMS FOR REFERRAL TO NEXT AGENDA**
15. **CLOSE OF THE MEETING**