

To all Members of  
**HERSTMONCEUX PARISH COUNCIL FINANCE AND GENERAL PURPOSES (FGP) COMMITTEE**  
You are hereby summoned to a Finance and General Purposes Committee meeting on:  
Tuesday 12<sup>th</sup> November 2024 7.00 pm  
Herstmonceux Village Information Centre

**MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC**

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

Signed: *CJ Harrison*

Date: 5<sup>th</sup> November 2024

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**Committee Members:** Cllr.K.Game, Cllr.S.Game, Cllr.D.Harding, Cllr.C.Keane; Cllr,J.Harrison,  
Cllr.I.Stewart.

1. **OPENING OF MEETING AND APOLOGIES FOR ABSENCE**
2. **ELECTION OF VICE-CHAIR FOR FINANCE AND GENERAL PURPOSES COMMITTEE**
  - i For November meeting in the event of the absence of the Chair
3. **TO RESOLVE TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**
  - i Minutes for Approval and Adoption, meeting dates 8<sup>th</sup> October 2024
  - ii Any outstanding actions
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 & Meetings) Act 1960**

  - i Approve any staff extra hours for October 2024 for payroll submission
  - ii Approve any mileage claims for November POA
  - iii Receive any report from the Personnel Sub-Committee
8. **FINANCE MATTERS**

To **Recommend to Full Council for Approval** the following:  
Month End reporting October 31<sup>st</sup> 2024

  - i. Bank Reconciliations
  - ii. Barclaycard Reconciliation
  - iii. Bank Summary
  - iv. Bank Transfers Report
  - v. Reserves Balances and Transfers report
  - vi. Statement of Accounts
  - vii. Net Cost Centre report

- viii. Payments and Receipts November 2024  
Including CIL receipt – 1st April 2024 – 30th September 2024
  
- ix. Quotes for Consideration & Recommendation
  - Replacement office AC unit – uneconomical to repair. No further quotes sought
  - Woodland View Hedge – one off cut ; quotes from 5 contractors received
  - Replacement CCTV camera
  - Water supply consolidation – fresh and waste; Recreation Ground and WCs

**ADDITIONAL MATTERS:**

- x. Cambridge and Counties; FCL\_24.10.08vii – confirm and agree one year bond opportunities for Agreeing and Acceptance for further 12 months
  - xi. Any other financial matters which cannot be held over until the next meeting
- 9. UPDATES ON FINANCE AND GENERAL PURPOSES COMMITTEE ONGOING ITEMS AND NEW ITEMS – Any updates for matters below**
- i Village Hall Lease
  - ii Public Toilets – any update
  - iii Bowls Club –Lease or Licence – HPC to ascertain legal costs
- 10. FGP GOVERNANCE AND ACCOUNTABILITY; AUDIT, KEY POLICY DOCUMENT REVIEW AS PER BUSINESS RISK MANAGEMENT DIARY OR OTHER**
- i Contracts – Tendering Process updates
  - ii Visioning Day feedback - Climate Action activity updates; preparing of new operational business plan
  - iii Working Group and Committee Annual Estimate Sheets v2 for Budget Setting
- 11. BUSINESS PLAN 2022 – 2025; ACTION PLAN MONITORING AND AGREEING FUTURE IMPROVEMENT PRIORITIES**
- i Wealden Funding opportunities for Courts refurbishment, increase on court games offer and ideas for extending use of these facilities
  - ii All Weather Track – next steps to be agreed
  - iii Lime Cross HPNP Policy 6 – Any Pre Planning Stages feedback for any financial decisions needing recommending
- 12. RELEVANT CORRESPONDENCE RECEIVED, INCLUDING AFTER AGENDA PUBLICATION, FOR NOTING OR ACTION**
- i Relevant correspondence received after publication of this agenda
- 13. ITEMS FOR THE NEXT AGENDA**
- 14. CLOSE OF MEETING**

Date of next meeting – 10<sup>th</sup> December 2024