

MINUTES

HERSTMONCEUX PARISH COUNCIL FINANCE AND GENERAL PURPOSES (FGP) COMMITTEE
Tuesday 12th November 2024 7.00 pm
Herstmonceux Village Information Centre

Committee Members in attendance: Cllr.K. Game, Cllr. S. Game, Cllr.C. Keane; Cllr,J.Harrison,
Cllr.I.Stewart.

ESCC and WDC Cllrs: None

Officers of the Council: Assistant Clerk

Members of the Public: None

No.	Item	Action
1. FGP_24.11.01	OPENING OF MEETING AND APOLOGIES FOR ABSENCE The Chair opened the meeting at 7.00pm and advised all that the meeting was being recorded. Apologies had been received from: Cllr Harding- previous commitment	Apologies recorded and noted
2. FGP_24.11.02	ELECTION OF VICE-CHAIR FOR FINANCE AND GENERAL PURPOSES COMMITTEE i For November meeting in the event of the absence of the Chair The Chair was in attendance, there was no need to elect a Vice-Chair for this meeting.	
3. FGP_24.11.03	TO RESOLVE TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING i Minutes for Approval and Adoption, meeting dates 8 th October 2024 It was RESOLVED to accept that the Minutes of the Finance and General Purposes Committee Meeting 8 th October 2024 be Approved. Proposed Cllr. I. Stewart Seconded Cllr. C. Keane All in Favour. ii Any outstanding actions There were no outstanding actions. Some items are ongoing.	Minutes to file and website
4. FGP_24.11.04	DECLARATIONS OF MEMBERS' INTERESTS As at beginning of this Council term Specific to this agenda: Cllr. I. Stewart item 9i.	
5. FGP_24.11.05	DISPENSATION REQUESTS None had been received.	
6. FGP_24.11.06	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.

No members of the public were present.

7. FGP_24.11.07 **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.

There were none.

- ii Approve any mileage claims for November POA

The clerk had submitted a mileage claim for attendance at a training course in Heathfield and Waldron Parish. It was **proposed** by Cllr. I. Stewart. To accept the mileage claim **Seconded** by Cllr. C. Keane. **All in Favour.**

Mileage claims to POA.

- iii Receive any report from the Personnel Sub-Committee

None had been submitted however a meeting is arranged for 21st November with a number of items to report on.

Agenda to be published 13/11/2024

8. FGP_24.11.08 **FINANCE MATTERS**
To **Recommend to Full Council for Approval** the following:
Month End reporting 31st October 2024

Reports to file

- 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

The above reports had been circulated prior to the meeting.

No questions were arising. The above documents were Proposed to be **Recommended to Full Council for Approval by Cllr. I. Stewart. Seconded Cllr. K. Game. All in favour.**

- viii. Payments and Receipts November 2024

Payments to be processed according to Financial Regs

Payments and Receipts list circulated prior to the meeting.

Payments Totalling £9,230.84

Receipts totalling £13,224.40 Including CIL receipt £ 9,730.69– 1st April 2024 – 30th September 2024.

The Payment and receipts were **proposed** to be recommended for full council approval by Cllr. I. Stewart. **Seconded** by Cllr. K. Game. Further payments and receipts may be added to the list prior to FLC for FCL approval.

ix. Quotes for Consideration & Recommendation

Quotes to be requested.

- Replacement office AC unit – uneconomical to repair. No further quotes sought.

The Assistant Clerk advised that quotes for a new radiator for the non-heated end of the office would be sought.

Works Order to be issued.

- Woodland View Hedge – one off cut; quotes from 5 contractors received.

Quotes had been circulated prior to the meeting and a comparison table drawn up for consideration and discussion. The quote from Honeysett Ground care for £900 was **Recommended for Full Council for Approval** by Cllr. I. Stewart, seconded Cllr. K. Game. **All in favour.**

- Replacement CCTV camera

Quote received from MAS regarding the quote for replacement CCTV. After a reviewed the two quotations the FGP committee feel second quote of £943.78 would be better suited due to better capabilities and would be more beneficial for the safety of uses on the Recreation ground. It was recommended for FLC approval that the quote is accepted and paid for with CIL if appropriate. **Proposed** by Cllr. I. Stewart. **Seconded** by Cllr. K. Game. **All in favour.**

- Water supply consolidation – fresh and waste; Recreation Ground and WCs

Defer this item for December with further clarification of like for like quotes required.

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.
Defer to Full Council no later.
- xi. Any other financial matters which cannot be held over until the next meeting
Defib discussion to FLC with suggestion of looking for grant funding.

9. **UPDATES ON FINANCE AND GENERAL PURPOSES COMMITTEE**
FGP_24.11.09 **ONGOING ITEMS AND NEW ITEMS – Any updates for matters below.**

- i Village Hall Lease

No further updates from solicitor

- ii Public Toilets – any update

No further updates

iii Bowls Club –Lease or Licence – HPC to ascertain legal costs.
Officer to request likely cost of drawing up this document.

No further updates

10. **FGP GOVERNANCE AND ACCOUNTABILITY; AUDIT, KEY POLICY DOCUMENT REVIEW AS PER BUSINESS RISK MANAGEMENT DIARY OR OTHER**

FGP_24.11.10

i Contracts – Tendering Process updates

No further packs requested. Await receipt of tenders into the office on closure day.

ii Visioning Day feedback - Climate Action activity updates;
preparing of new operational business plan.

Council is asked to commit to the Carbon Literacy Course, a minimum of 6 councillors and all staff to attend; to approve Furnace Brook as the course delivery venue for 2 x 3hr sessions; to cover any certification cost (expected to be £10 p/p) and Chairs Hospitality budget to cover refreshments.

Additional places can be opened to key community partners plus neighbouring parish council clerks / officers.

Commitment is yes with numbers to be confirmed with the offer of places for other councillors.

iii Working Group and Committee Annual Estimate Sheets v2 for Budget Setting

Cllr. K. Game to discuss with Clerk Streetlighting and Grounds budget for FLC.

11. **BUSINESS PLAN 2022 – 2025; ACTION PLAN MONITORING AND AGREEING FUTURE IMPROVEMENT PRIORITIES**

FGP_24.11.11

i Wealden Funding opportunities for Courts refurbishment, increase on court games offer and ideas for extending use of these facilities.

Take to full council for discussion.

ii All Weather Track – next steps to be agreed.
Waiting on further information

iii Lime Cross HPNP Policy 6 – Any Pre-Planning Stages feedback for any financial decisions needing recommending.

Take to FLC for discussion.

12. **RELEVANT CORRESPONDENCE RECEIVED, INCLUDING AFTER AGENDA PUBLICATION, FOR NOTING OR ACTION**

FGP_24.11.12

i Relevant correspondence received after publication of this agenda –
- NALC Employers NI update

Herstmonceux Parish Council

Finance and General Purposes Committee

clerk@herstmonceuxparish.org.uk / Tel: 01323 833312

Noted that the budget will have to adjusted by appropriate % to cover NI increase.

13. **ITEMS FOR THE NEXT AGENDA**
FGP_24.11.13

14. **CLOSE OF MEETING**
FGP_24.11.14 **The meeting closed at 19.48.**

Date of next meeting – 10th December 2024