

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 14th January 2025 7.00 p.m
Herstmonceux Village Information Centre

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

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

Signed: *CJ Harrison*

Date: 9th January 2025

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

1. **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE**
2. **TO RESOLVE TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**
 - i Minutes for Approval and Adoption, meeting dates 10th December 2024
 - ii Any outstanding actions
3. **DECLARATIONS OF MEMBERS' INTERESTS**
4. **DISPENSATION REQUESTS**
5. **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.
6. **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 extra hours for November and December 2024 for January 2025 Payroll submission. Recommend to Full Council
 - ii Receive any other Personnel items
7. **FINANCE MATTERS**

To **Recommend to Full Council for Approval** the following:
Month end reports - December 2024

 - i. Bank Reconciliations
 - ii. Barclaycard Reconciliation
 - iii. Bank Summary
 - iv. Bank Transfers Report
 - v. Statement of Accounts Q3
 - vi. Net Cost Centre report Q3
 - vii. VAT Summary for VAT 100 submission preparation - Quarter 3
 - viii. Payments and Receipts January 2025
 - ix. Quotes for Consideration & Recommendation – Wall mounted heaters to office, New defibrillator cabinet installation; any further quotes received following publication of

ADDITIONAL MATTERS:

- x. HPC Grant Funding round 2, FY 24/25 – 31st January 2025. Deadline reminder
 - xi. Reserves Review – Reserves Balances (and Transfers); Agree proposed Reserve balances as per Clerk/RFO report and **Recommend to Full Council**
 - xii. Any other financial matters which cannot be held over until the next meeting
8. **ASSESSING OF TENDER SUBMISSIONS, PARISH CONTRACTS 2025 – 2028**
- i Confirmation of all presented Applications being received within 12noon 12/12/2024 deadline and opened in presence of 2 Councillors and Clerk
 - ii Confirmation of numbers of tenders received for each contract area
 - iii Assessment of applications meeting of HPC and ESCC (Verges only) criteria
 - iv Assessment of applications meeting all other criteria
 - v Assessment of costings
 - vi **Recommend Approval to Full Council**
9. **BUDGET AND PRECEPT SETTING 2025-2026**
Presentation and final draft consideration of circulated Budget 2025-2026
- i Addition of Recommended Contract costs to new budget
 - ii Proposals for any final amendments
 - iii **Agree final budget and Recommend Approval** to Full Council
 - iv Note Council Tax Base for 2025 – 2026
 - v **Recommendations for Full Council Precept setting 2025 - 2026**
10. **UPDATES ON FINANCE AND GENERAL PURPOSES COMMITTEE ONGOING ITEMS – Any updates for matters below**
- i Posey Green Land Transfer – confirmation of new Asset to add to the Asset Register
 - ii Village Hall Lease Aide Memoire
 - iii Public Toilets – updates on seeking of chartered surveyor quotes for HPC proposals and Community Asset Transfer discussions with WDC
 - iv Licence between Bowls Club and Parish Council
11. **FGP GOVERNANCE AND ACCOUNTABILITY; KEY POLICY DOCUMENT REVIEW AS PER BUSINESS RISK MANAGEMENT DIARY OR OTHER**
- i Investment Policy for Approval and Recommending
 - ii 2025 – 2028 Operational Plan preparations
12. **TENDER SUBMISSION**
13. **RELEVANT CORRESPONDENCE RECEIVED, INCLUDING AFTER AGENDA PUBLICATION**
14. **ITEMS FOR THE NEXT AGENDA**
15. **CLOSE OF MEETING**

Date of next meeting – 11th February 2025