

EAST HOATHLY with HALLAND PARISH COUNCIL

Members of East Hoathly with Halland Parish Council Finance and General Purpose committee are summoned to attend a meeting to be held in the Village Hall on **Monday 16th of July, 2018 at 7pm.**

Signed *Malcolm Ramsden*

10th July, 2018

AGENDA

1. PUBLIC PARTICIPATION

Members of the public are welcome and encouraged to attend. The first fifteen minutes of the meeting will be available for the public to express a view or ask a question on relevant matters on the agenda. The public and press are also welcome to stay and observe the rest of the meeting.

2. DECLARATIONS OF INTEREST

Members are invited to make any declaration of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered.

3. APOLOGIES – to receive apologies for absence

4. MINUTES

- 4.1 To resolve that the minutes of the Finance and General Purpose Meeting held on Monday 6th November, 2017 be taken as read, confirmed as a correct record and signed by the Chairman
- 4.2 Matters outstanding from minutes (not listed as separate agenda items)
 - 5.6 Quarterly ROSPA inspection
 - 7.1(a) Financial Regulations adoption
 - 9.1 February, 2018 meeting

5. GENERAL PURPOSE

- 5.1 To consider approval of Clerk's contract before proposal to Full Council
- 5.2 To consider approval of RFO's contract before proposal to Full Council
- 5.3 To review administration process for Garden Plots (to include Community Plots)
- 5.4 To approve dates of future meetings of this committee

6. WAR MEMORIAL SPORTS GROUND TRUST (COUNCIL AS TRUSTEE)

- 6.1 To review administration of bank account
- 6.2 To note progress regarding subscriptions and fees

7. NEIGHBOURHOOD PLAN

- 7.1 To discuss projected costs
- 7.2 To consider proposal to Full Council regarding consultant for remaining stages of the Neighbourhood Plan
- 7.3 To review 2017/18 expenditure against Neighbourhood Plan Earmarked Reserve
- 7.4 To consider implications regarding 2019/20 budget

8. FINANCE

- 8.1 To note progress regarding Internal Auditor's recommendations
- 8.2 To agree Members Audit process and timetable
- 8.3 To approve direct debit payment suppliers for recommendation to Full Council
- 8.4 To note payments/receipts against budget
- 8.5 To review, for proposal to Full Council, presentation of financial information
- 8.6 To consider early indication of requirements for 2019/20 budget and Reserves
- 8.7 To discuss clarification of Earmarked Reserves purpose and timetable
- 8.8 To consider recommendation to Full Council of changes to Earmarked Reserves
- 8.9 To note financial information since last meeting
- 8.10 To note update regarding Internet Banking

9. ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE

10. DATE OF NEXT MEETING

- 10.1 To note that the next meeting of the Full Council will be held at the Village Hall on Monday, 23rd July, 2018 at 7pm
- 10.2 Refer to agenda item 5.4 for F&GP committee meeting dates