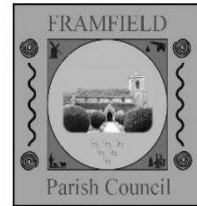


FRAMFIELD PARISH COUNCIL

www.framfieldcouncil.org.uk

Parish Clerk: ANN E NEWTON (Mrs)
'Highlands', Framfield Road
Blackboys, East Sussex TN22 5LR
Telephone: 01825 890182
Email: clerk@framfieldcouncil.org.uk



Dear Councillor

To Councillors Brandon (Chairman), Friend, Gallagher, Mrs Naylor, Mansley and Mrs Sharples of the Framfield Parish Council you are hereby summoned to a Finance and General Purposes Committee Meeting to be held in the Village Hall, Blackboys, on Wednesday, 14 November 2018 at 6.30 pm.

Meeting called by: Ann Newton – Clerk to the Council – 7 November 2018

Ann E Newton

If any elements of this agenda contain staffing matters, these will be discussed in exempt session.

At the Chairman's discretion, members of the Public will have the opportunity to address the Parish Council prior to the commencement of the meeting for a maximum of 5 minutes.

AGENDA

1. Apologies for Absence

2. Declarations of Interest

3. To accept the Minutes of the last meeting (26 February 2018)

4. Matters Arising

(Not to include items which appear elsewhere on the agenda. Clerk to give an update on items which have already been dealt with).

- Asset Register – to be taken forward next year.
- Emergency Plan – to be taken forward next year.

5. Items for Discussion

General Administration

- GDPR – Policies – to be discussed at the next FGP meeting
- Social Media forum – for discussion.
- Donations/Grants Policy – for discussion.
- Future Projects – for discussion.
- Town and Parish Council Allowances (paper already circulated)

Finance

- Discussion on the new way of working/revised budgetary spreadsheets. Comments from informal meeting with Internal Auditor – report attached.

- Invoice/payment and electronic authorisation payment trail – for review/discussion and recommendation to full Council.
- Use of the bank debit card for purchases – for discussion and resolution to full Council.
- Generic invoice for discussion – terms of payment – copy to be circulated at the meeting.
- CIL Payment.
- Draft Budget for discussion – report to follow. (Also copy enclosed on recent SSALC report on Parish/Town precepts).
- Review of Reserves – report to follow.
- Cross-checking of payments.

Proposed future works

- Review of the Financial Regulations
- Review of the Standing Orders.

Consideration of exempt information and exclusion of the public. To give consideration under the Local Government Act 1972, Section 100 (A) (4) to the public being excluded from the meeting for the following item ('Staffing') of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

Staffing

- General staffing matters.
 - Implications from recent reports on staffing – programme for legionella testing etc.
- Salary review – Clerk.
- Contract of employment – RFO.

6. Items for referral by Councillors to the next appropriate Committee or Full Council agenda.

7. Date of the next Committee Meeting.



ANN NEWTON/07 November 2018
Parish Clerk (01825) 890182. (clerk@framfieldcouncil.org.uk)