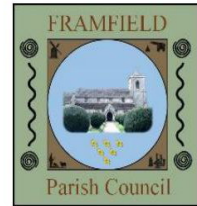


FRAMFIELD PARISH COUNCIL

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, Hall and Mrs Naylor, of the Framfield Parish Council you are hereby summoned to a Finance and General Purposes Committee Meeting to be held remotely, on Tuesday, 10 November 2020 at 7 pm.

On 4 April 2020, the Government brought the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely. Members of the public still have the right to attend and will be given the link for the meeting prior to the meeting. However, questions from the public should be received 2 days in advance of the meeting by email to the Parish Clerk.

Meeting called by: Ann Newton – Clerk to the Council – 3 November 2020

Ann E Newton

If any elements of this agenda contain staffing or contractual 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

The Chairman and Vice-Chairman of the Committee will be the Chairman and Vice-Chairman of the Council in line with the terms of reference for the Committee.

1. Apologies for Absence

2. Declarations of Interest

3. To accept the Minutes of the last meeting (11 November 2019)

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).

- Emergency Plan – ongoing.
- Donations/Grant Policy – ongoing.

5. Items for Discussion/Resolution

General Administration

- Adoption of the Parish Asset List – attached – minor addition.

- Adoption of the Parish Council Risk Assessment – attached - minor changes.
- Adoption of the Financial Regulations – on website - no changes.
- Adoption of the Standing Orders – on website - no changes.

- ESCC: Urban Grass-cutting 2021-22
- Grounds Maintenance Contract 2021,2022 and 2023 – report attached.
- Parish Magazine 2021-22 – report attached.
- Parish Council meeting dates for 2021 - attached.

Staffing


- Staff Salary Review.
- Grounds Manager:
 - Permanent contract - following 6 months satisfactory employment.
 - Allocation of salary.
- Resolve to move the Clerk's annual gratuity (pension sum) into the relevant account.

Finance

- CIL receipts – received to date – included in finance pack.
- Draft Budget for discussion/update on bank balances and PC budget versus spend – papers attached.
- Review/confirmation of Reserves – included in finance pack.
- Cross-checking of payments.

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

7. Date of the next Committee Meeting.



ANN NEWTON/03 November 2020
Parish Clerk (01825) 890182. (clerk@framfieldcouncil.org.uk)