

## Lyminge Parish Council

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**NOTICE IS HEREBY GIVEN THAT AN ORDINARY MEETING OF Lyminge Parish Council FINANCE AND ADMINISTRATION COMMITTEE is to be held on Monday 14th February 2022 at 7.00 p.m. at Tayne Centre, Rigden Rm**

All members of the public are invited to attend the meeting and may speak during item 3.

### AGENDA

- 1 **Apologies for Absence**
- 2 **Declarations of Councillor Interests** (Disclosable Pecuniary or Voluntary Declarations) on any items on the agenda.
- 3 **Adjournment of Meeting for public session** (maximum of 15 minutes in total)
- 4 **To approve the minutes of the committee meeting of 10 January 2022** (attached)
- 5 **Matters arising from Minutes** not covered in this agenda.

#### Administration

- 6 **Tayne Field – Thoughtful Food** – Request for use of field for event to be held on Saturday 21<sup>st</sup> May 2022 – 10am till 1pm. (attached)
- 7 **Queen’s Platinum Jubilee**
  - 7.1 To approve grant request form (to follow)
  - 7.2 To receive any costings and agree recommendations to full council
  - 7.3 To discuss any other administrative requirements and agree any action
- 8 **Jubilee Field**
  - 8.1 Barrier repairs – to agree any action
  - 8.2 Fitness equipment repairs – to receive report from Clerk and agree any action (to follow)
  - 8.3 Moles – to agree any action
- 9 **Website updates...**
- 10 **Review effectiveness of last Internal Audit** – to review 2020/21 Internal Audit Report (to follow) against the Effectiveness of the Internal Audit Report document (to follow)
- 11 **Review grounds maintenance schedule for 2022/23** - agree any action (to follow)
  - 11b **Running track** – to be discussed
- 12 **Review street furniture cleaning schedule for 2022/23** - agree any action (to follow)
  - 12b **Telephone Box Book Exchange** – to discuss following verbal feedback with Councillor Baldwin.
- 13 **St Eadburgs Well New Public Notice** – To approve draft notice and agree any action (to follow)
- 14 **Etchinghill Noticeboard** – Discuss repair / replacement – quote (to follow)

#### Finance

- 15 **Management Accounts:**
  - 12.1 To receive and approve **Management Accounts for 31 January 2022** (to follow)
  - 12.2 To authorise the Chairman to sign the **bank reconciliation for 31 January 2022** (to follow)
- 16 **Accounts for payment** - To authorise January’s payment list (to follow)
- 17 **Funding Applications** —None at present.
- 18 **Date of next meeting:** Monday 14<sup>th</sup> March in the Rigden Rm, Tayne Centre.