

LYMINGE PARISH COUNCIL

FINANCE AND ADMINISTRATION COMMITTEE

**THIS IS THE AGENDA FOR
A MEETING OF THE ABOVE PARISH COUNCIL COMMITTEE TO BE HELD ON
MONDAY 5TH FEBRUARY IN THE RIGDEN ROOM AT THE TAYNE CENTRE, LYMINGE
STARTING AT 6:30PM.
YOU ARE HEREBY SUMMONED TO ATTEND.**

1. Welcome, apologies and declarations of interest

A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted.

A member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote.

A member who declares a voluntary interest will be allowed to speak and vote on the matter should they wish.

Finance

2. Management accounts:

1. April - February actuals vs budget
2. Bank reconciliation as of 31.01.24 - to approve
3. To consider and agree the following costs:
 - a. Quote for signs: £168
 - b. Projector lamp replacement: £107.08
4. Payment schedule - For approval:
 - a. Etchingill Village Hall - £10 - Room hire
 - b. Lyminge Association - £100 - Newsletter
 - c. Lyminge Methodist Church - £20 - Room hire
 - d. PAYE - £624.78 - Employee back pay

3. Website hosting

- To discuss the current website hosting and SSL certificate, any changes and to agree any associated costs.

4. Funding applications

1. Received: None
2. To agree to apply to: Parish Council Winter Support Grant

Administration

5. Recruitment strategy

1. To discuss and review the council's recruitment strategy.

6. Annual Parish Meeting and Annual Meeting of the Parish Council

1. To discuss and set the date for the Annual Parish Meeting and Annual Meeting of the Parish Council.

7. Committees (includes sub-committees and working groups)

1. Planning committee:
 - To consider the formation of a planning committee and to outline their terms of reference. *For recommendation to Full Council.*
2. Community engagement and events committee:
 - To consider the formation of a community engagement and events committee and to outline their terms of reference. *For recommendation to Full Council.*
 - To consider any necessary budget to be allocated to the committee. *For recommendation to Full Council.*
3. Neighbourhood Plan working group:
 - To outline the terms of reference for the Neighbourhood Plan working group.
4. Play park working group:
 - To outline the terms of reference for the Play Park working group.
5. Historic working group:
 - To outline the terms of reference for the Historic working group.

8. Policies

1. Committee and working group policy
2. Councillor expenses policy

9. Correspondence

1. To discuss and vote on Lyminge Primary School's request to use Jubilee Field for football matches.

10. Employment

1. To agree the contract of employment for the parish council handyman.

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