HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

Dear Councillor,

There will be a meeting of the **FINANCE & GOVERNANCE Committee** to be held at 7.30 pm on Thursday 21 May 2020 using Microsoft Teams and Committee Members are summoned to attend.

Members of the public have a right to and are invited to attend the virtual meeting using Microsoft Teams. If you wish to attend, please email the office@hurstpierpoint-pc.gov.uk before 4pm on 21 May 2020 to be sent an electronic invitation.

Sarah Groom, CLERK TO THE COUNCIL & RESPONSIBLE FINANCE OFFICER Friday 15 May 2020

AGENDA

1. Apologies for absence and declarations of interest: To receive and accept apologies for absence and to note any declarations of interest.

2. Minutes of the Previous Meeting of Finance & Governance Committee: To receive and adopt the minutes of the 12 March 2020 Committee meeting. (The meeting of 9 April 2020 was cancelled.)

3. Adjournment for questions from the public: The Committee is to consider whether to adjourn the meeting in accordance with Standing Orders, to receive questions from members of the public.

4. Income and Expenditure for Year Ending 31 March 2020: The Committee is asked to consider and agree the income and expenditure for the year ending 31 March 2020 *(See Item 4 ATTACHED)* and agree to recommend it to Council for approval and adoption as follows:

RECOMMENDATION: The Committee agrees to recommend the Income and Expenditure for Year Ending 31 March 2020 to Council for approval and adoption.

5. Internal Audit Report Letter: The Committee is asked to consider the Internal Audit Report letter dated 15 May 2020 from Mulberry & Co. including the audit findings for action *(See Item 5 ATTACHED)* and agree to recommend it to Council for approval and adoption as follows:

RECOMMENDATION: The Committee agrees to recommend the Internal Audit Report dated 15 May 2020 to Council for approval and adoption, noting the findings that require action.

6. Annual Return 2019/2020: The Committee is asked to consider and agree that the Annual Governance and Accountability Return for the year ending 31 March 2020 accurately presents the financial management of the Council as required by the Accounts and Audit Regulations 2015 and agrees to recommend them to Council for approval and adoption as follows:

6.1 To agree Section 1:The Annual Governance Statement 2019/2020 *(See Item 6.1 ATTACHED).*

RECOMMENDATION: The Committee agrees to recommend the Annual Governance Statement 2019/2020 to Council for approval and adoption.

6.2 To agree Section 2: The Accounting Statement 2019/2020 *(See Item 6.2.1 ATTACHED)* and note the explanation of the difference between boxes 7 & 8 on the return *(See Item 6.2.2 ATTACHED)*.

RECOMMENDATION: The Committee agrees to recommend the Accounting Statement 2019/2020 to Council for approval and adoption.

6.3 To agree the period of the publics' right of inspection will be 15 June 2020 to 24 July 2020 (the Regulations require the period to include 30 workings days and the first ten working days of July).

RECOMMENDATION: The Committee agrees to recommend the period of public inspection of the accounts as 15 June 2020 to 24 July 2020, to Council for approval and adoption.

7. Financial matters:

7.1 Payments and receipts: The committee is asked to *(See Item 7.1 ATTACHED)*:

(i) Note payments of £43,447.05 for month 1 (April 2020)
(ii) Note receipts of £126,970.00 for month 1 (April 2020)

7.2 Financial monitoring: The committee is asked to note the accounts records for month 1 (April 2020), in accordance with the Financial Regulations of the council, as follows:

(i) Unity Trust Bank Statement (See *Item 7.2 ATTACHED)*

7.3 Deposits and investment: The committee is asked to note that the council was holding the following funds on the 31 March 2020 as shown *(See Item 7.3 ATTACHED).*

8. Contracts and leases:

Nothing to report.

9. Financial risk and insurance:

9.1 To note the annual renewal of the Village Centre Insurance cover with Norris & Fisher (Insurance Brokers) Ltd. from 1 April 2020 at a cost of £1,957.33.

9.2 To note the annual renewal of the Parish Council Insurance cover with Zurich from 1 June 2020 at a cost of £3,733.52.

Protocol for filming and recording at public meetings: The council has a protocol for public filming, recording and photography at its meetings, which is available on the council's website or on request at the Parish Office.