MINUTES of the Meeting of THE FINANCE & GOVERNANCE Committee held at 7.30pm on Thursday 18 June 2020 via Teams Video Conferencing.

Members present:

Malcolm Llewellyn (Chair)	Seth Jee
Allan Brown	John Lowman
Stephen Hand	Duncan Ranger
Rodney Jackson	Claire Majsai

Also present: Sarah Groom, Clerk to the Council & Andy Beams, Locum Finance Officer

F20/21.001 Apologies for absence and declarations of interest: Apologies for absence were received and accepted from Cllr Julia Shorrocks (Vice-Chair). There were no declarations of interest.

F20/21.002. Minutes of the meeting of Finance & Governance Committee of 21 May 2020: The minutes were received and accepted and would be signed by the Chairman at the next available opportunity.

F20/21.003 Adjournment for questions from the public: There being no members of the public present the committee was not required to adjourn the meeting in accordance with Standing Orders.

F20/21.004 Payments and receipts: At the last Committee meeting the April and May 2020 figures had been presented on spreadsheets. This was because the previous year's accounts had not yet been closed. The new figures for April 2020 onwards were now loaded on the RBS accounting software package. The Committee noted the following:

i. Payments of £27,723.46 for Month 2 (May 2020).
ii. Receipts of £2,156.64 for Month 2 (May 2020) and it was:

RESOLVED: That the Committee NOTED payments of £27,723.46 and receipts of £2,156.64 for Month 2 (May 2020).

F20/21.005. Financial monitoring: The Committee considered the account records in accordance with the Financial Regulations of the Council, as follows:

i. Bank Reconciliations for cashbooks 1 and 3, where there has been activity, for month 1 (April 2020) and month 2 (May 2020). The other cashbook balances had not changed;
ii. The new Balance Sheets for month 1 (April 2020) and month 2 (May 2020); and
iii. Detailed Income and Expenditure by Budget Heading for month 2 (May 2020).

The Locum Finance Officer highlighted the figure on the Balance Sheets that show the Current Year Fund. This figure should be closely monitored as, if it goes into a negative position, it means the Council is starting to eat into its reserves.

Cllr Llewellyn explained that each Committee now has responsibility for their own budget and can spend on items within that budget. For any expenditure outside of the budget a request would need to be made to the Finance & Governance Committee. The new coding framework introduced this year and explained further under minute F20/21.007, allows the income and expenditure reports to make comparisons for each cost centre and nominal code which can be more easily interrogated across the Council. A few accrual codes from last year are still showing as XXX but these areas of work will soon be completed. These include the street

lighting maintenance item and the renovation of the Garden of Rest. At the next Committee meeting Members will receive the first quarter figures which will give a clearer picture of the impact of COVID-19 on the Council's finances and will assist the Council's decision making on expenditure going forward.

RESOLVED: The Committee AGREED:

i. **the bank reconciliations, which would be signed by Cllr Julia Shorrocks for Month 1 (April 2020) and Month 2 (May 2020);**
ii. **the Balance Sheets for Month 1 (April 2020) and Month 2 (May 2020); and**
iii. **the Detailed Income and Expenditure by Budget Heading for Month 2 (May 2020).**

F20/21.006. Deposits and investment: The Committee noted the current funds held by the Council in the Public Sector Deposit Fund at 31 May 2020 as £46,336.32 and it was:

RESOLVED: That the Committee NOTED the current funds held by the Council in the Public Sector Deposit Fund at 31 May 2020 as £46,336.32.

F20/21.007. Reconfiguration of Rialtus Business Suite Accounting System: The Committee considered the content of the briefing note provided explaining the new framework behind the accounting system to make financial information clearer and to allow each committee to take responsibility for financial decisions within its remit. Cllr Jee enquired about the worth of including admin recharges to each cost centre or "department" of the Council. Cllr Llewellyn and Cllr Hand explained that this matter had been thoroughly explored before and discounted as the time and effort involved in a re-charging system was not justified by the relatively small figures involved. The Locum Finance Officer was thanked for all his excellent work to ensure this had been completed and it was:

RESOLVED: That the Committee AGREED the new framework behind the accounting system and that the Clerk should forward the briefing note to the office staff for inclusion on the Community Engagement and Estates & Facility Management Committee agendas and that each Committee should receive a report on its own budget position at each of its meetings.

F20/21.008. Asset Register: The Committee considered the revised Asset Register at 31 March 2020. The recent Internal Audit Report letter of 15 May 2020 recommended a summary of the changes over the past year was added to the Asset Register. Cllr Lowman had also requested that South Avenue (the road) was included. Cllr Llewellyn outlined the aspiration for all the Council's assets to be re-counted and mapped on the Parish On-line mapping software. A revised Asset Register which includes South Avenue and now highlights the changes made over the past year was consideration and it was:

RESOLVED: That the Committee RECOMMENDS the revised Asset Register to Council for approval and adoption.

F20/21.009. Hurstpierpoint Village Centre End of Year Accounts to 31 March 2020: The Committee considered the income and expenditure for the year ending 31 March 2020 for the Hurstpierpoint Village Centre Charity. Cllr Llewellyn explained that the 2018/19 figures had been provided as an indicative comparison for information purposes only as the Parish Council had not been managing the venue at that time. For 2020/21, a new RBS Accounting package is being purchased for the Village Centre accounts in order that the figures can be managed and monitored in the same format as the Parish Councils, although they are still entirely separate entities. The Locum Finance Officer would provide more detail on the breakdown of the management and miscellaneous cost headings. An annual report with notes to explain the accounts will also be provided to the Trustees at the AGM on 23 July 2020 and it was:

RESOLVED: That the Committee RECOMMENDS the Income and Expenditure for Year Ending 31 March 2020 for the Hurstpierpoint Village Centre Charity to the Village Centre Trustees for approval and adoption at the AGM on 23 July 2020 at 6.30pm.

F20/21.010. National salary award update: The Committee noted that the National Joint Council for Local Government Services (NJC) is still yet to agree the new pay scales for 2020-2021, to be implemented from 1 April 2020. When agreement is eventually reached, any increase is likely to be backdated to 1 April 2020. An estimate of a 2.5% increase was used to support the budget setting process for 2020/21.

F20/21.011. Date of the Next Meeting: The Council diary of meetings had already been agreed for the Council year ending May 2021, and the Clerk would re-circulate the dates for information noting which meetings were currently being held as Microsoft video conferencing Teams meetings.

The Committee RESOLVED that in view of the confidential nature of the following item, the press and public be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential matters:

FG20/21.012.1 Kiddie Capers Childcare: The Committee considered a confidential briefing note regarding correspondence from Kiddie Capers Childcare regarding their Lease at Court Bushes Community Hub. The matter was discussed and a recommendation was agreed for approval and adoption by the Council.

RESOLVED: That the Committee RECOMMENDS a proposal to Council for approval and adoption.

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.

There being no other business the Chairman closed the meeting at 8.28pm.

Chairman