HURSTPIERPOINT & SAYERS COMMON PARISH COUNCIL

Dear Councillor,

Committee Members are summoned to attend the **MEETING** of the **Finance & Governance Committee** to be held on **Thursday 18 March 2021 at 7.30pm** via Microsoft Teams Video Conferencing.

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 Thursday 18 March 2021 to be sent an email or telephone invitation.

Sarah Groom, Clerk to the Council & Responsible Finance Officer Friday 12 March 2021

Committee Membership: Cllr Malcolm Llewellyn (Chair), Cllr Julia Shorrocks (Vice-Chair), Cllr Allan Brown, Cllr Rodney Jackson, Cllr Seth Jee, Cllr John Lowman, Cllr Duncan Ranger.

AGENDA

1. **Apologies for absence:** To receive and accept apologies for absence.

2. **Declarations of interest:** To note any declarations of interest.

3. **Minutes of the previous meeting of the Finance & Governance Committee:** To receive and adopt the minutes of the 18 February 2021 Finance & Governance Committee meeting.

4. **Adjournment for questions from the public:** To consider adjourning the meeting in accordance with Standing Orders, to receive questions from members of the public.

5. **Payments and receipts:** The committee is asked to:

   5.1 Note payments of £27,265.90 (excl. VAT) for month 11 (February 2021).
   5.2 Note receipts of £1,727.38 (no VAT) for month 11 (February 2021).

6. **Financial monitoring:** To note the account records for month 11 (February 2021) in accordance with the Financial Regulations of the Parish Council, as follows:

   6.1 Bank Reconciliations.
   6.2 Balance Sheet.
   6.3 Detailed Income and Expenditure by Budget Heading.
   6.4 Summary Income and Expenditure.

7. **Deposits and investment:** As of 28 February 2021, the Parish Council held the following balances.

Financial Institution	Account Type	Maturity Date	Amount
Unity Trust	Current account	n/a	£146,451.67
Nationwide	95 Day Savings Account	95 days' notice	£54,107.44
Nationwide	2 Year Fixed Term Bond	11/02/2021	£33,614.78
Cambridge & Counties BS	3 Year Fixed Term Bond	10/05/2021	£51,716.82
Cambridge & Counties BS	3 Year Fixed Term Bond	14/11/2021	£36,559.10
United Trust Bank	1 Year Fixed Term	17/12/2021	£85,000.00
Hodge Bank	1 Year Fixed Term	13/01/2022	£85,000.00

   7.1 At 28 February 2021 a further £46,388.38 is held with the CCLA in shares.
   7.2 From 1 March 2021, the 95 Days Saving Account with Nationwide has been amalgamated with the 2 Year Fixed Term Bond Account with Nationwide. At the January Committee meeting it was confirmed the balance at Nationwide would be reduced to below £85,000 once the accounts were

combined. Now this has happened, the combined balance is £88,095.09. It is therefore recommended that £4,000 is transferred, to reduce the balance below £85,000 allowing for interest during the year.

8. **Action Plan:** To review the Action Plan Version 15, adoption by Council on 25 February 2021.

9. **Review of the Coronavirus Cancellation Policy:** To review the Coronavirus Cancellation policy agreed by the Council on 23 April 2020 (Minute C19/123: Coronavirus Cancellation Policy) and agree to extend it to 30 June 2021.

10. **Reserves Policy:** To consider a financial Reserves Policy for recommendation to Council on 25 March 2021 for approval and adoption.

11. **IT Audit:** To consider a briefing note regarding the IT Audit by Joel Baker Computers and agree the creation of an ear marked reserve to fund improvements to the IT infrastructure.

12. **Cemetery Chapel Repairs:** To consider transferring any unspent funds from the Cemetery Property Maintenance code 201-5400 at year end, to create an ear marked reserve for future Cemetery Repairs.

13. **Court Bushes Community Hub Outside Decking:** To consider appointing VG Builders to complete the external decking at Court Bushes Community Hub, at a revised cost of £11,358 and to note the successful bid to Mid Sussex District Council for Section 106 funding of (£10,998) towards completing the work.

14. **Purchase of a Speed Indicator Devise:** To consider a briefing note recommending the purchase of a dedicated Speed Indicator Devise for use solely within the parish.

15. **WSALC:** To receive a verbal update on WSALC and the subscriptions proposed for 2021/2022.

16. **To note any further information items, correspondence received or requests.**

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.