

Dear Councillor,

Committee Members are summoned to attend the **MEETING** of the **Finance & Governance Committee** to be held on **Thursday 14 October 2021 at 7.30pm** in the **Hurstpierpoint Village Centre Conference Room**. Members of the public have a right to and are invited to attend the meeting.

Sarah Groom, Clerk to the Council & Responsible Finance Officer

Friday 8 October 2021

Committee Membership: Cllr Malcolm Llewellyn (Chair), Cllr Duncan Ranger (Vice-Chair), Cllr Allan Brown, Cllr Peter Griffiths, Cllr Rodney Jackson, Cllr Seth Jee, Cllr John Lowman, Cllr Claire Majsai, (plus one vacancy).

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 16 September 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 for Month 6 (September 2021):** To note:
 - 5.1 Payments of £25,856.65 (excl. VAT).
 - 5.2 Receipts of £138,111.92 (VAT Not Applicable). This includes the second half year precept payment of £132,260.00)
6. **Financial monitoring for Month 6 (September 2021):** To note the account records 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 Quarterly VAT Return.
7. **Deposits and investment:** To note that as of 30 September 2021, the Parish Council held the following balances:

Financial Institution	Account Type	Maturity Date	Amount
Unity Trust	Current account	n/a	£473,348.68
Nationwide	95 Day Savings Account	95 days' notice	£84,336.72
Cambridge & Counties BS	3 Year Fixed Term Bond	10/05/2021	£48,000.00
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

The Committee is asked to note that at 30 September 2021 a further £46,396.80 is held with the CCLA in shares.

8. **Review of 2020/21 External Audit Report:** To note the comments made on the External Auditor's (Moore West Sussex) Certificate for the 31 March 2021 accounts.
 9. **Half Year Financial Analysis:** To review and assess the Parish Council's financial position at the half year stage and agree any actions or remedies required.
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10. **Budget and Precept Setting Timetable:** To review the proposed timetable, principle and assumptions to commence the budget setting exercise for 1 April 2022 to 31 March 2023.
11. **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.
