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 17 March 2022 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 11 February 2022

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

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 17 February 2022 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 11 (February 2022): To note:

5.1 **Payments** of £38,032.77 (excl. VAT).

5.2 **Receipts** of £14,135.46 (VAT Not Applicable).

6. Financial monitoring for Month 11 (February 2022): 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.

7. Deposits and investments for Month 11 (February 2022): To note:

7.1 The Parish Council held the following balances on 28 February 2022:

Financial Institution	Account Type	Maturity Date	Amount
Unity Trust	Current Account	N/A	£179,765.98
Nationwide	95 Day Savings Account	95 days' notice	£84,336.72
Cambridge & Counties BS	3 Year Fixed Term Bond	21/06/2022	£48,000.00
Cambridge & Counties BS	1 Year Fixed Term Bond	28/11/2022	£50,000.00
United Trust Bank	1 Year Fixed Term	18/12/2022	£100,000.00
Hodge Bank	1 Year Fixed Term	14/02/2023	£99,787.50

7.2 The funds held in CCLA shares on 28 February 2022 of £46,410.38.

7.3 The Hodge Bank one year fixed term bond holding £85,000 (plus interest £212.50), matured on 14 January 2022 and a decision was made at the 9 December 2021 Committee (Minute F21/22.069.5) to reinvest the balance and increase it to £100,000. However, although Hodge bank was instructed to also reinvest the £212.50 interest received, they actually transferred it into the Unity Trust Bank current account. Hence

the balance for Hodge Bank shows as £99,878.50. The £212.50 has now been returned to the Hodge Bank Account returning the balance to £100,000. This will be shown in the Bank Statement next month.

8. **Parish Action Plan:** To review the Parish Action Plan Version 20 as agreed at Council on 24 February 2022.

9. **Reserves Policy:** To consider the financial Reserves Policy for recommendation to Council on 24 March 2022 for approval and adoption.

10. **Ear Marked Reserve:** To review the earmarked reserves and agree to recommend any adjustments to Council for approval and adoption.

11. **Asset Register:** To re-consider the final draft asset register for recommendation to Council for approval and adoption.

12. **National Pay Award:** To note the National Joint Council for Local Government Services (NJC) new rates of pay applicable from (and backdated to) 1 April 2021 and the effect on the 2020/21 and 2022/23 budgets.

13. **Land at Brown Twins Road:** To receive a verbal update on quotes for Surveying the land at Brown Twins Road/Trinity Court owned by West Sussex County Council.

14. **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.