MINUTES of the Meeting of the FINANCE & GOVERNANCE COMMITTEE held at 7.30pm on Thursday 21 April 2022 in the Village Centre Conference Room.

Members present:	Malcolm Llewellyn (Chair)	John Lowman
	Rodney Jackson	Claire Majsai

Also present: Sarah Groom, Clerk to the Council and Responsible Finance Officer.

F21/22.115 Apologies for absence: There were apologies for absence from Cllrs Brown, Ranger and Jee, and it was:

RESOLVED: That the Committee ACCEPTS apologies for absence from Cllrs Brown, Ranger and Jee.

F21/22.116 Declarations of interest: There were no declarations of interest.

F21/22.117 Minutes of the meeting of Finance & Governance Committee of 17 March 2022: The minutes were received and accepted and signed by the Chair, and it was:

RESOLVED: That the Committee AGREED the minutes of the meeting of 17 March 2022.

F21/22.118 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.

F21/22.119 Payments and receipts for Month 12 (March 2022): The Committee agreed the following:

(i) Payments of £58,674.51 (excl. VAT).
(ii) Receipts of £13,695.94 (VAT Not Applicable), and it was:

RESOLVED: That the Committee AGREED the Payments of £58,674.51 (excl. VAT) and Receipts of £13,695.94 (no VAT) for Month 12 (March 2022).

F21/22.120 Financial monitoring for Month 12 (March 2022): The Committee considered the account records in accordance with the Financial Regulations of the Council, as follows:

(i) Members noted the Bank Reconciliations for March 2022. These would be signed by the Vice-Chair.
(ii) Members noted the provisional Year End Balance Sheet.
(iii) Members noted the provisional Year End Income and Expenditure.
(iv) Members noted the Q4 VAT Return, and it was:

RESOLVED: That the Committee AGREED the following:

i. Bank Reconciliations for Month 12 (March 2022)
ii. Provisional Year End Balance Sheet
iii. Provisional Year End Detailed Income and Expenditure by Budget Heading.
iv. Q4 VAT Return (January to March 2022).

F21/22.121 Deposits and investments:

F21/22.121.1 The Committee noted the current funds held by the Council at Month 12 (March 2022) as follows:

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Financial Institution	Account Type	Maturity Date	Amount
Unity Trust	Current Account	N/A	£126,750.40
Nationwide	95 Day Savings Account	95 days' notice	£84,699.03
Cambridge & Counties BS	1 Year Fixed Term Bond	21/06/2022	£48,000.00
Cambridge & Counties BS	1 Year Fixed Term Bond	28/11/2022	£50,005.63
United Trust Bank	1 Year Fixed Term	18/12/2022	£100,000.00
Hodge Bank	1 Year Fixed Term	14/02/2023	£100,000.00

F21/22.121.2 The Committee noted the funds held in CCLA shares on 31 March 2022 of £46,422.09.

F21/22.122 Provisional Year End Adjustments: The Committee considered a briefing note to review the provisional year end adjustments, accruals, the general reserve and any additional earmarked reserves transfers, and it was:

RESOLVED: That the Committee:

i. **NOTED the adjustments made at the year end for accruals and creditors;**

ii. **NOTED the adjustments made to the earmarked reserves as agreed at the 24 March 2022 Council meeting (Minute C21/22.138.3);**

iii. **AGREED to recommend to Council the creation of a new EMR for Health and Wellbeing projects (391) of £1,000 from the 5650-301 code for the community midwife project. This was originally planned to be managed via the accrual process but the advice from Mulberry & Co was to account for this as an EMR; and**

iv. **NOTED the extra £1,750 available following the re-calculation of the net revenue expenditure and General Reserve at 31 March 2022 will be added to the Hurst Meadows Access EMR as agreed at Council on 24 March 2022 (Minute C21/22.145), which will increase that balance to £5,573.**

F21/22.123 Parish Action Plan: The Committee reviewed the Finance & Governance Section of the Parish Action Plan Version 20 as agreed at Council on 24 February 2022. The Committee noted that should the community governance review approve a separate Sayers Common Parish Council then there would be a significant amount of work for the Committee after September 2022, and it was:

RESOLVED: That the Committee NOTED the Parish Action Plan Version 20 as agreed at Council on 24 February 2022.

F21/22.124 Direct Debit Request: The Committee considered a direct debit to pay the Cemetery Chapel Business Rates (National Non-Domestic Rates) to Mid Sussex District Council. Last year this was £538.07 per annum or £54 per month over ten months, and it was:

RESOLVED: That the Committee AGREED a direct debit to pay the Cemetery Chapel Business Rates (National Non-Domestic Rates) to Mid Sussex District Council.

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F21/22.125 Disposal of Items – Workshop: The Committee considered the briefing note regarding the disposal of some items of equipment in the Cemetery Chapel workshop, and it was:

RESOLVED: That the Committee AGREED that the:

(i) Council Minute archive 1976 to 2019/20 can be removed to safe storage at Chichester Records Office;
(ii) Grave markers would be held on to for now whilst their use was reviewed;
(iii) Old computers would have their hard drives destroyed before disposal;
(iv) Trailer would be held on to for now but the wood chipper and mower can be disposed of, sold if possible, and removed from the asset register; and
(v) a waste disposal and metal recycling firm be used to dispose of the other items with no known value.

Information Items: To note any further information items, correspondence received or requests. There were no information items.

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

Confidential Matters:

F21/22.126 Land at Brown Twins Road: The Committee considered the valuation for the land at Brown Twins Road/Trinity Court owned by West Sussex County Council and agreed to recommend the next steps to Council, and it was:

RESOLVED: That the Committee AGREED to recommend the next steps to Council.

There being no other business, the Chair closed the meeting at 8.45pm.

Chairman

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