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 16 February 2023 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 10 February 2023

Committee Membership: Cllr Duncan Ranger (Chair), Cllr Allan Brown, Cllr Rodney Jackson, Cllr Malcolm Llewellyn, Cllr John Lowman, Cllr Martin Machan, 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 19 January 2023 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. Parish Council Financial Monitoring for Month 10 (January 2023): To note:

5.1 Payments of £289,451.21 (Ecl. VAT). This includes the transfers to the Unity Trust Savings Account (£100,000) and the CCLA (£150,000).
5.2 Receipts of £106,553.69 (VAT N/A). This includes £100,000 from the Hodge Bank.
5.3 Bank Reconciliations.
5.4 Balance Sheet.
5.5 Income and Expenditure.
5.6 The funds held in CCLA shares on 31 January 2023 of £200,121.11. See 5.9 & 5.10 below.
5.7 Deposits and investments accounts held on 31 January 2023:

Financial Institution	Account Type	Maturity Date
Unity Trust	Current Account	N/A
Unity Trust	Savings Account	N/A
Nationwide	95 Day Savings Account	95 Days notice
Cambridge & Counties BS	1 Year Fixed Term Bond	22/06/2023
Cambridge & Counties BS	1 Year Fixed Term Bond	28/11/2023
United Trust Bank	1 Year Fixed Term	19/12/2023

5.8 To note the opening of the Unity Trust Savings Account on 10 January 2023.

5.9 To note the CCLA Shares were topped up by £53,108.41 on 23 January 2023 as agreed at the last Committee (Minute F22/23.074(ii)).

5.10 To note the closing of the Hodge Bank Account on 17 January 2023 and the transfer of the £100,000 to the Unity Trust current account. The £100,000 from the closed Hodge Bank Account was also moved to the CLLA on 23 January 2023 as agreed at the last Committee (Minute F22/23.074 (iii)), whilst the new Redwood Bank account is opened.

5.11 To note the application to open the new Redwood account was submitted on 31 January 2023.

6. Village Centre Financial Monitoring for Month 10 (January 2023): To note:

6.1 Payments of £16,606.06 (VAT N/A). This includes a £10,000 transfer to the CAF Gold account.
6.2 Receipts of £11,694.45 (VAT N/A). This includes a £10,000 transfer from the Shawbrook Bank.
6.3 Bank Reconciliations.
6.4 Balance Sheet.
6.5 Income and Expenditure.
6.6 Deposits and investments accounts held on 31 January 2023:

Financial Institution	Account Type	Maturity Date
CAF Bank	CAF Cash Current Account	N/A
CAF Bank	CAF Gold Account	N/A
Shawbrook Bank	60 Days Notice	60 Days Notice
Shawbrook Bank	Fixed Term Deposit	Closed 9.1.23

6.7 The Shawbrook Bank Fixed Term Deposit Account was closed on 9 January 2023, (as agreed at the 17 November 2022 Committee meeting: Minute F22/23.056ii) and the £50,000 funds transferred to both the CAF Gold Bank Account (£10,000) and the Shawbrook 60 Day Notice Account (£40,000).

7. Parish Action Plan: To review the items for the Committee on the Parish Action Plan and agree new items for the 2023/2024 plan.

8. Reserves Policy: To consider a revised version of the Policy for recommendation to Council and consider transfers to/from the Earmarked Reserves for final agreement at the March Finance & Governance Committee for recommendation onto the March Council.

9. Savings and Investment Policy: To consider a revised version of the Policy for recommendation to Council.

10. Document Retention Policy: To consider a revised version of the Policy for recommendation to Council. This now includes reference to the handling of electronic documents such as emails.

11. Village Centre Budget 2023/2024: To review the proposed budget for the Village Centre for recommendation to the Village Centre Trustees for adoption on 23 February 2023.

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

The Committee is asked to RESOLVE 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:

13. Assistant Clerk (2) Vacancy: To note the resignation of the Assistant Clerk and agree the next steps to recruit a replacement.

14. Bank Mandate Update: To note the updated bank accounts and signatories for the Parish Council and Hurstpierpoint Village Centre charity.