**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 March 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 March 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 16 February 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 11 (February 2023):** To note:

5.1 Payments of £24,212.50 (EX VAT). This does not include February Salaries.
5.2 Receipts of £107,677.93 (VAT N/A). This includes the £100,000 transfer from CCLA.
5.3 Bank Reconciliations.
5.4 Balance Sheet.
5.5 Nominal Ledger (Year to Date).
5.6 Income and Expenditure.
5.7 The funds held in CCLA shares on 28 February 2023 of £100,382.24. See 5.9 below.
5.8 Deposits and investments accounts held on 28 February 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 |
| Redwood Bank | 1 Year Fixed Term | 17/02/2024 |

5.9 To note the opening of the new Redwood account on 16 February 2023. The transfer of the £100,000 from the CCLA account, as agreed at the last Committee (Minutes F22/23.082ii) was transferred back to the Unity Trust Bank current account on 27 February 2023 and then into the new Redwood Bank Account on 2 March 2023.

**6. Village Centre Financial Monitoring for Month 11 (February 2023):** To note:

6.1 Payments of £2,679.35 (VAT N/A).
6.2 Receipts of £4,258.77 (VAT N/A).
6.3 Bank Reconciliations.

6.4 Balance Sheet.
6.5 Income and Expenditure.
6.6 Deposits and investments accounts held on 28 February 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 |

6.7 To note that following the Trustees decision on 23 February 2023, to move the Shawbrook Bank Account 60 Day Notice Account to their Easy Access account for a better rate of interest, this has not been possible. The Shawbrook Bank will only offer the Village Centre charity the 60 Day Notice Account or a 12 month fixed term account with no withdrawals. At the February 2023 Committee meeting, the Committee had agreed to transfer £45,000 from the Shawbrook Bank Account into the CAF Gold Account (via the CAF Cash Account) and leave £20,000 in the Shawbrook Bank Account (Minute F22/23.083). The Committee is asked to agree a way forward.

**7.** **Parish Action Plan:** To review the items for the Committee on the Parish Action Plan 2022/23 and 2023/24 Plan.

**8.** **Financial Risk Management Review:** To review the Parish Councils exposure to financial risk in 2022/2023 and agree any necessary changes or actions required for 2023/2024.

**9.** **Provisional Year End Adjustments:** To consider and agree the provisional adjustments required for the year end to ensure modifications for creditors, debtors, accruals and receipt in advance are allowed for, and agree any transfers to or from the general reserve and earmarked reserves.

**10.** **Electricity and Gas Contracts:** To review the electricity supply contracts that expire on 31 May 2023 for the Chapel, Public Toilets and Streetlighting currently with SSE Scottish Hydro and Court Bushes currently with Ecotricity, and the Gas Supply at the Village Centre with Crown Gas and Power.

**11.** **Supply of Water and Sewerage Services:** To review the current arrangements for the supply of water and sewerage services and consider and agree options going forward.

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

**12.1** **Joint Panel on Accountability and Governance:** To note the Joint Panel on Accountability and Governance (JPAG) for Local Councils met on 19 January 2023 to discuss and agree on changes to the Practitioners Guide 2023. The guide contains the proper practices for the governance and accounts of smaller authorities, best practice guidance for internal auditors and supporting information for officers. The Practitioners Guide 2023 will be updated and available in March 2023.

*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.*