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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 20 July 2023 at the Hurstpierpoint Village Centre.

Members present: Duncan Ranger (Chair) Mark Froud
Rodney Jackson (Vice-Chair) Malcolm Llewellyn
Claire Majsai

Also present: Sarah Groom, Clerk to the Council and Responsible Finance Officer and Stephen Witchell, Estates & Facilities Manager. One member of the public.

F23/24.021: Apologies for absence: There were no apologies for absence.

F23/24.022: Declarations of interest: There were no declarations of interest.

F23/24.023: Previous Minutes: The minutes of the Finance, Governance & Estates Committee meeting on 15 June 2023 were received and accepted by the Committee with one minor amendment, and signed by the Chair, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting on 15 June 2023, as amended.

F23/24.024 Adjournment for questions from the public: There was one member of the public present who asked what interest the various bank deposits were earning and whether this could be added to the agenda. The bank reconciliations generally show the current interest rates relevant to the account but the information is also held by the office.

F23/24.025 Parish Council Financial Monitoring for Month 3 (June 2023): The Committee noted:

- (i) Payments of £61,967.33. This includes both May and June salaries and payment for the South Avenue Play Area Safety Surfacing (£17,713).
- (ii) Receipts of £8,353.98 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Cllr Jackson.
- (iv) Balance Sheet.
- (v) Nominal Ledger.
- (vi) Income and Expenditure. The Committee noted that a number of expenditure items were for the year e.g. subscriptions, website, and public toilet washroom services, although it was only the end of the first quarter. Cllr Froud had a number of questions clarified with regards to some budget lines and budgeting generally.
- (vii) Q1 VAT Return.
- (viii) The funds held in CCLA shares on 30 June 2023 of £102,019.52.
- (ix) The deposits and investments accounts on 30 June 2023 were as follows, and it was:

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	22/06/2024
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

RESOLVED: That the Committee **AGREED** the Parish Council financial monitoring for Month 3 (June 2023).

F23/24.026 Village Centre Financial Monitoring for Month 3 (June 2023): The Committee noted:

- (i) Payments of £81,227.48 (VAT N/A). This includes the transfer of £65,000 (originally from the Shawbrook Bank Matured Account) into the CAF Gold Savings Account. It also includes the return of the £10,668.65 on 1 June which was paid into the account in error on 31 May 2023.
- (ii) Receipts of £72,732.22 (VAT N/A). This includes the receipt of the £65,000 matured funds from the Shawbrook Account which is now closed.
- (iii) Bank Reconciliations. These were signed by Cllr Jackson.
- (iv) Balance Sheet.
- (v) Income and Expenditure.
- (vi) Deposits and investments accounts held on 30 June 2023 were as follows, and it was:

Financial Institution	Account Type	Maturity Date
CAF Bank	CAF Cash Current Account	N/A
CAF Bank	CAF Gold Account	N/A

RESOLVED: That the Committee AGREED the Village Centre financial monitoring for Month 3 (June 2023).

F23/24.027: Parish Action Plan: The Committee reviewed the:

i) the Finance & Governance Action Plan:

The Committee noted the next review of the asset register will be in September as part of the internal controls exercise. A report about the future of the Village Centre charity will be on the Trustees AGM agenda on 27 July 2023. There had been teething issues registering with the WSCC councillor and staff training portal and a reminder will be sent from the office about how to register to access the relevant courses. The Sharepoint folder will be worked on over the next few months and the FOI fees will be included in the annual charges review in November.

ii) the Estates & Facilities Action Plan:

The Committee noted updates on the drainage designs for Reeds Lane Recreation Ground and the Section 106 funding that will be available once the designs are approved. The new vehicle gate had been installed at Hovel Field South but the location for the pedestrian gate into Ladies Walk (to be kept locked) will need to be adjusted. Once the Lost Woods Project Team is fully staffed the next phases can progress. Fire door release mechanisms are being explored for Court Bushes. The bin audit has been completed and the results will be circulated to all Councillors, and it was:

RESOLVED: That the Committee AGREED the updated Action Plans for 2023/2024.

F23/24.028: Internal Audit: The Committee considered the offer from Mulberry & Co for a 3-year agreement for the provision of internal audit services. For those councils choosing to take up this option, the £65 hourly rate will be fixed for a three-year period, and it was:

RESOLVED: That the Committee AGREED to respond positively to the offer from Mulberry & Co and request a formal engagement letter for approval at Council.

F23/24.029: To note any further information items, correspondence received or requests.

F23/24.029.1: Estates & Facilities Update Report: The Committee noted the Estates & Facilities Manager's update report. Areas highlighted included: The flint wall repairs in St George's Lane must align with the proposed cycleway. A new flush mechanism for the Trinity Road ladies public toilets is required to replace the faulty proximity flush and a quote will be sought to replace the gents flush at the same time and decommission the electrics. Plans for the Village Garden have been discussed with the contractor following comments made at St Lawrence Fair. The Court Bushes bi-fold doors have been damaged and both the locks and door runners require repair. The Green Circle signs are still to be installed. Cllr Jackson mentioned traveller incursion at Malthouse Lane.

There being no other business, the Chair closed the meeting at 9.21pm.

Chairman