



Hurstpierpoint & Sayers Common Parish Council
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Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Dear Councillor,

Committee Members are summoned to attend the **Meeting** of the **Finance, Governance & Estates Committee** to be held on **Thursday 19 October 2023 at 7.30pm** at Hurstpierpoint Village Centre. 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 13 October 2023

Committee Membership: Cllr Duncan Ranger (Chair), Cllr Rodney Jackson (Vice-Chair), Cllr David Evans, Cllr Mark Froud, Cllr Malcolm Llewellyn, Cllr Claire Majsai and Cllr Annette Street.

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 & Estates Committee:** To receive and adopt the minutes of the 19 September 2023 Finance, Governance & Estates 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 6 (September 2023):** To note:
 - 5.1 Payments of £35,564.06 (EX VAT).
 - 5.2 Receipts of £169,615.69 (VAT N/A). This includes receipt of the second half year precept of £151,819.
 - 5.3 Bank Reconciliations.
 - 5.4 Balance Sheet.
 - 5.5 Nominal Ledger.
 - 5.6 Income and Expenditure.
 - 5.7 Q2 VAT Return.
 - 5.8 The funds held in CCLA shares on 30 September 2023 are to be confirmed at the meeting.
 - 5.9 Deposits and investments accounts held on 30 September 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	22/06/2024
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

- 6. Village Centre Financial Monitoring for Month 6 (September 2023):** To note:
- 6.1 Payments of £7,555.94 (VAT N/A).
 - 6.2 Receipts of £5,352.24 (VAT N/A).
 - 6.3 Bank Reconciliations.
 - 6.4 Balance Sheet.
 - 6.5 Income and Expenditure.
 - 6.6 Deposit accounts held on 30 September 2023 are i) CAF Cash Current Account; and ii) CAF Gold Savings Account. Maturity dates do not apply.
- 7. Parish Action Plan:** To review the items for the Committee on the Parish Action Plans 2023/2024.
- 8. Review of 2022/23 External Audit Report:** To note the External Auditor's (Moore West Sussex) Certificate for the 31 March 2023 accounts and recommend it to Council for adoption.
- 9. Parish Council Half Year Financial Analysis:** To review and assess the Parish Council's financial position at the half year stage and agree any actions or remedies required including any changes to earmarked reserves.
- 10. Village Centre Half Year Financial Analysis:** To review and assess the Village Centre's financial position at the half year stage and agree any actions or remedies required for recommending to the Trustees.
- 11. Internal Audit:** To consider the report of the first internal audit of 2023/2024, which took place on 3 October 2023 and agree any improvements required.
- 12. Budget and Precept Setting Timetable:** To review the proposed timetable, principles and assumptions to commence the budget setting exercise for 1 April 2024 to 31 March 2025 and recommend it to Council for adoption.
- 13. Court Bushes Container Project:** To consider a briefing note setting out the proposals for the purchase of a storage container for Court Bushes Community Hub Car Park.
- 14. Estates & Facilities Update:** To receive and note an update report on Estates & Facilities Management.
- 15. To note any further information items, correspondence received or requests.**
- 15.1 To note a letter from Boom Credit Union and consider whether to make this a future agenda item.
 - 15.2 To consider adding assets of community value in the parish.

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.
