



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 7 December 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 1 December 2023

Committee Membership: Cllr Duncan Ranger (Chair), Cllr Rodney Jackson (Vice-Chair), Cllr David Evans, Cllr Mark Froud, Cllr Malcolm Llewellyn, Cllr Claire Majasai 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 23 November 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 8 (November 2023):** To note:
 - 5.1 Payments of £25,429.65 (EX VAT). This includes November 2023 salaries.
 - 5.2 Receipts of £7,109.43 (VAT N/A). This includes £1,900 interest earned on the C&C Bank matured fund.
 - 5.3 Bank Reconciliations.
 - 5.4 Balance Sheet.
 - 5.5 Nominal Ledger.
 - 5.6 Income and Expenditure.
 - 5.7 The funds held in CCLA shares on 30 November 2023 is to be confirmed.
 - 5.8 Deposits and investments accounts held on 30 November 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

- 5.9 To review the United Trust Bank 1 Year Fixed Term Deposit which matures on 19 December 2023 and consider whether to reinvest the £100,000. Details to follow.

- 6. Village Centre Financial Monitoring for Month 8 (November 2023):** To note:
- 6.1 Payments of £11,239.04 (VAT N/A). This includes an £8,000 transfer to the CAF Gold Account.
 - 6.2 Receipts of £2,737.70 (VAT N/A).
 - 6.3 Bank Reconciliations.
 - 6.4 Balance Sheet.
 - 6.5 Income and Expenditure.
 - 6.6 Deposit accounts held on 30 November 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. Draft Council Budget 2024/25:** To review and assess the Parish Council budget requirements for 2024/25 and recommend them to Council for approval.
- 9. Estates & Facilities Update:** To receive and note an update report on Estates & Facilities Management.
- 10. Litter and Dog Bin Audit Recommendation:** To consider a briefing note and review the recommendations following the litter and dog bin audit.
- 11. To note any further information items, correspondence received or requests.**

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.
