



Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

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 18 January 2024 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 12 January 2024

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 7 December 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 9 (December 2023):** To note:
 - 5.1 Payments of £9,231.96 (EX VAT). This does not include December 2023 salaries.
 - 5.2 Receipts of £9,224.46 (VAT N/A).
 - 5.3 Bank Reconciliations.
 - 5.4 Balance Sheet.
 - 5.5 Nominal Ledger.
 - 5.6 Income and Expenditure.
 - 5.7 Q3 VAT Claim.
 - 5.8 The funds held in CCLA shares on 31 December 2023 is £104,619.32.
 - 5.9 Deposits and investments accounts held on 31 December 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	28/11/2024
United Trust Bank	1 Year Fixed Term	19/12/2024
Redwood Bank	1 Year Fixed Term	17/02/2024

- 5.10 To consider in advance of detailed information being available, the Redwood Bank 1 Year Fixed Term Deposit which matures on 17 February 2024.

- 6. Village Centre Financial Monitoring for Month 9 (December 2023):** To note:
- 6.1 Payments of £4,403.80 (VAT N/A).
 - 6.2 Receipts of £4,693.35 (VAT N/A).
 - 6.3 Bank Reconciliations.
 - 6.4 Balance Sheet.
 - 6.5 Income and Expenditure.
 - 6.6 Deposit accounts held on 31 December 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. Estates & Facilities Update:** To receive and note an update report on Estates & Facilities Management.
- 9. Telephony VOIP:** To consider and agree a Teams solution for the future of Telephony for phone and broadband services.
- 10. Grounds Maintenance Contract:** To consider and agree the specifications and contracts for grounds maintenance services to be issued seeking quotes for April 2024 to March 2029.
- 11. Sonic Tomography Tree Surveys:** To consider and agree quotes for carrying out tree works for two trees in the Wilderness and two trees in Ladies Walk, following sonic tomography surveys as recommended in the last tree risk assessment surveys.
- 12. South Avenue Tree Planting Proposal:** To consider and agree the proposals to plant locally grown and donated trees on South Avenue Recreation Ground.
- 13. Credit Unions:** At the 19 October 2023 Committee (Minute F23/24.068.1), the Committee noted a letter from the Boom Credit Union and agreed to consider the advantages and disadvantages of credit unions in general at a later date.
- 14. Assets of Community Value:** At the 19 October 2023 Committee (Minute F23/24.068.2), the Committee considered adding further assets of community value in the parish to the register kept by MSDC and agreed to make this a future agenda item. At Council on 30 November 2023, it was agreed to add the Methodist Church on Cuckfield Road to the MSDC list of Assets of Community Value (Minute C23/24.094). This was completed on 8 December 2023.
- 15. 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.
