



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 22 February 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 16 February 2024

Committee Membership: Cllr Duncan Ranger (Chair), Cllr Rodney Jackson (Vice-Chair), Cllr David Evans, Cllr Barry Forster, 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 18 January 2024 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 10 (January 2024):** To note:
 - 5.1 Payments of £51,207.98 (EX VAT). This includes December 2023 and January 2024 salaries.
 - 5.2 Receipts of £56,092.65 (VAT N/A). This includes a £45,000 transfer from the Unity Savings account.
 - 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 31 January 2024 is £105,087.46. To note the CCLA funds are not protected by the Financial Services Compensation Scheme (currently £85,000).
 - 5.8 Deposits and investments accounts held on 31 January 2024:

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	01/03/2024

- 5.9 To consider the Redwood Bank offer for the 1 Year Fixed Term Deposit maturing on 1 March 2024, and for any interest to be paid into the Unity Trust Bank current account.

- 6. Village Centre Financial Monitoring for Month 10 (January 2024):** To note:
- 6.1 Payments of £4,907.83 (VAT N/A).
 - 6.2 Receipts of £2,171.35 (VAT N/A).
 - 6.3 Bank Reconciliations.
 - 6.4 Balance Sheet.
 - 6.5 Income and Expenditure.
 - 6.6 Deposit accounts held on 31 January 2024 are i) CAF Cash Current Account; and ii) CAF Gold Savings Account. Maturity dates do not apply.
- 7. Reserves Policy:** To review the Reserves Policy and recommend its re-adoption to Council.
- 8. Savings and Investments Policy:** To review the Savings and Investments Policy, considering adding performance measures, and recommend its re-adoption to Council.
- 9. Parish Action Plan:** To review the items for the Committee on the Parish Action Plans 2023/2024.
- 10. Estates & Facilities Update:** To receive and note an update report on Estates & Facilities Management.
- 11. Grounds Maintenance Contracts:** To consider and agree a revised start date for the new grounds maintenance contracts, to change from 1 April 2024 to 1 October 2024 (to end on 31 March 2029).
- 12. Reeds Lane Drainage Project:** To consider a quote from a drainage specialist to manage the tender process and oversee the works.
- 13. South Avenue Recreation Ground Drainage:** To consider the installation of an underground drain on the access track south of the bowling green to help alleviate surface water run-off.
- 14. Energy Contract Renewals:** To review the current market conditions which are favourable at present, in order to agree new electricity supply contracts for 1 June 2024. Up to date details to follow.
- 15. Court Bushes Community Hub:** To consider two requests for exclusive hire of the Function Room and Club Lounge at Court Bushes received from current users.
- 16. 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.
