



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 14 March 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 8 March 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 22 February 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 11 (February 2024):** To note:
 - 5.1 Payments of £23,429.25 (EX VAT). This does not include February 2024 salaries.
 - 5.2 Receipts of £7,111.21 (VAT N/A).
 - 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 29 February 2024 are £105,557.60. Consideration to be given to the balance being over £100,000 with no FSCS protection.
 - 5.8 Deposits and investments accounts held on 29 February 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	01/03/2025

- 5.9 To note the Redwood Bank 1 Year Fixed Term Deposit was renewed on 1 March 2024.

- 6. Village Centre Financial Monitoring for Month 11 (February 2024):** To note:
- 6.1 Payments of £3,590.99 (VAT N/A).
 - 6.2 Receipts of £7,210.90 (VAT N/A).
 - 6.3 Bank Reconciliations.
 - 6.4 Balance Sheet.
 - 6.5 Income and Expenditure.
 - 6.6 Bank accounts held on 29 February 2024 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. Projects for Funding:** To identify suitable projects that could be put forward for external funding applications.
- 10. St George's Lane Flint Wall:** To consider a briefing note on the flint wall at St George's Lane.
- 11. Internal Controls:** To review the findings from the September 2024 internal controls exercise including the recommendation to include a buildings insurance/replacement value uplift on the 31 March 2024 asset register and to recommend their adoption by Council.
- 12. Financial Risk Management Review:** To review the Parish Councils exposure to financial risk in 2023/2024 and agree any necessary changes or actions required for 2024/2025 and recommend it to Council for adoption.
- 13. Provisional Year End Processes:** To consider a briefing note setting the processes and timetable for the completion of the 1 April 2023 to 31 March 2024 year end Annual Governance and Accountability Return.
- 14. Allocation of Bank Interest to Earmarked Reserves:** To consider bank interest allocations to Earmarked Reserves as per the Savings and Investment Policy.
- 15. Year End Adjustments:** To note the year end processes and consider the provisional adjustments required for the year end to ensure modifications for creditors, debtors, accruals and receipt in advance are allowed for, and agree any transfers to or from the General Reserve and Earmarked Reserves.
- 16. Approval of Contractors 2024/25:** To approve the list of contractors to be used during 2024/25.
- 17. 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.
