



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 April 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 April 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 14 March 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 12 (March 2024):** To note:
 - 5.1 Payments of £52,248.35 (EX VAT). These include February and March 2024 salaries.
 - 5.2 Receipts of £59,573.01 (VAT N/A). This includes a £40,000 transfer from the savings account.
 - 5.3 Bank Reconciliations.
 - 5.4 Balance Sheet.
 - 5.5 Nominal Ledger.
 - 5.6 Income and Expenditure.
 - 5.7 Q4 VAT Return.
 - 5.8 The funds held in CCLA shares on 31 March 2024 are £105,997.50.
 - 5.9 Deposits and investments accounts held on 31 March 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

6. **Village Centre Financial Monitoring for Month 12 (March 2024):** To note:
 - 6.1 Payments of £6,041.83 (VAT N/A).
 - 6.2 Receipts of £4,759.93 (VAT N/A).
 - 6.3 Bank Reconciliations.

- 6.4 Balance Sheet.
- 6.5 Income and Expenditure.
- 6.6 Bank accounts held on 31 March 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. **Final Year End Adjustments:** To note the year end adjustments made for the 2023/2024 accounts to allow for creditors, debtors, accruals and receipt in advance, and the transfers to and from the General Reserve and Earmarked Reserves.
- 10. **Standing Orders:** To consider amending the Standing Order 18d (iv) for Financial Controls and Procurement to remove the requirement for tenders to be returned in an envelope, to allow them to be returned by email.
- 11. **Electricity Contract Renewals:** To review the current market conditions and agree new electricity supply contracts for 1 June 2024. Up to date details to follow.
- 12. **Broadband Providers:** To consider a verbal report on the options for future broadband services to Court Bushes Community Hub and the Village Centre.
- 13. **Court Bushes Community Hub:** To consider a briefing note setting out the next steps for repairs to the building following the incident on 31 March 2024.
- 14. **To note any further information items, correspondence received or requests.**
 - 14.1 To note the update on the Councillor Training Programme.

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.
