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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 14 March 2024 at the Hurstpierpoint Village Centre.

Members present: Duncan Ranger (Chair) Rodney Jackson Annette Street
Barry Forster Malcolm Llewellyn

Also present: Sarah Groom, Clerk to the Council & Responsible Finance Officer and Stephen Witchell, Estates & Facilities Manager.

F23/24.127: Apologies for absence: Apologies for absence were received from Cllr David Evans, Cllr Mark Froud and Cllr Claire Majsai, and it was:

RESOLVED: That the Committee **ACCEPTS** the apologies for absence from Cllr David Evans, Cllr Mark Froud and Cllr Claire Majsai.

F23/24.128: Declarations of interest: Cllr Street declared a personal interest in item F23/24.142, Approval of Contractors 2024/25.

F23/24.129: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 22 February 2024, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 22 February 2024.

F23/24.130: Adjournment for questions from the public: There were no members of the public present.

F23/24.131: Parish Council Financial Monitoring for Month 11 (February 2024): The Committee noted:

- (i) Payments of £23,429.25 (EX VAT). This did not include February 2024 salaries.
- (ii) Receipts of £7,111.21 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Vice-Chair Cllr Jackson.
- (iv) Balance Sheet.
- (v) Nominal Ledger.
- (vi) Income and Expenditure.
- (vii) The funds held in CCLA shares on 29 February 2024 of 105,557.60.
- (viii) The deposits and investments accounts on 29 February 2024 were noted.
- (ix) The renewal of the Redwood bank deposit was noted and it was agreed to add the Clerk as a signatory to the account so they would accept instructions from her, and it was:

RESOLVED: That the Committee **AGREED** the Parish Council financial monitoring for Month 11 (February 2024) and to add the Clerk as a signatory to the Redwood Bank Account.

F23/24.132: Village Centre Financial Monitoring for Month 11 (February 2024): The Committee noted:

- (i) Payments of £3,590.99 (VAT N/A).
- (ii) Receipts of £7,210.90 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Vice-Chair Cllr Jackson.
- (iv) Balance Sheet.
- (v) Income and Expenditure.

- (vi) Bank accounts held were i) CAF Cash Current Account and ii) CAF Gold Savings Account. Maturity dates do not apply, and it was:

RESOLVED: That the Committee AGREED the Village Centre financial monitoring for Month 11 (February 2024).

F23/24.133: Parish Action Plan: The Committee reviewed the:

- i) the Finance & Governance Action Plan: The Committee noted the Action Plan and it was agreed that an update on the Councillor Training Programme would be added to the April 2024 Council agenda.
- ii) the Estates & Facilities Action Plan: The Committee reviewed the Action Plan and noted the progress on the Reeds Lane Recreation Ground drainage project, that the third Hurst Meadows Noticeboard had now been installed, and that Section 106 funds were still being sought for new dog waste bins, and it was:

RESOLVED: That the Committee AGREED the updated Action Plans for 2023/2024.

F23/24.134: Estates & Facilities Update: The Committee received an update report on Estates & Facilities Management. It was noted that the blocked ditches along Latchetts Lane have been reported to WSCC, and it was:

RESOLVED: That the Committee NOTED the update report on Estates & Facilities Management.

F23/24.135: Projects for Funding: The Committee considered suitable projects that could be put forward for external funding applications. Suggestions included heritage street name plates and lime trees for South Avenue, and it was:

RESOLVED: That the Committee AGREED to put forward the projects to refurbish heritage street name plates and plant an avenue of new lime trees on South Avenue Recreation Ground, for external funding.

F23/24.136: St George's Lane Flint Wall: The Committee considered a briefing note on the flint wall at St George's Lane, and it was:

RESOLVED: That the Committee AGREED to recommend to Council the suspension of Financial Regulation 11.1 (h), and to the appointment of The Flint Wall Company to demolish and reconstruct the eastern section of flint wall at St George's Lane at a total cost of £7,150 plus VAT, to be taken from the 2024/25 General Reserve.

F23/24.137: Internal Controls: The Committee reviewed the findings from the February 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. The Committee noted the need to resolve the outstanding issue of three yearly auto-enrolments with the Pensions Regulator, and it was:

RESOLVED: That the Committee AGREED the finding from the February 2024 internal controls exercise and to recommend their adoption by Council.

F23/24.138: Financial Risk Management Review: The Committee reviewed the Parish Councils exposure to financial risk in 2023/2024 and considered any necessary changes or actions required for 2024/2025. Cllr Llewellyn queried the purpose and process of the document. It was agreed to amend the public toilets risk to low from medium, and to recommend it to Council for adoption, and it was:

RESOLVED: That the Committee AGREED the Parish Councils Financial Risk Management Review for 2023/2024, and to recommend it to Council for adoption.

F23/24.139: Provisional Year End Processes: The Committee considered a briefing note setting out the processes and timetable for the completion of the 1 April 2023 to 31 March 2024 year end Annual Governance and Accountability Return, and it was:

RESOLVED: That the Committee AGREED the processes and timetable for the completion of the 1 April 2023 to 31 March 2024 year end Annual Governance and Accountability Return.

F23/24.140: Allocation of Bank Interest to Earmarked Reserves: The Committee considered bank interest allocations to Earmarked Reserves as per the Savings and Investment Policy. Cllr Llewellyn queried the inclusion of the £1,000 budget in the allocation, and it was:

RESOLVED: That the Committee AGREED the bank interest allocations to Earmarked Reserves as per the Savings and Investment Policy, and that wording would be found to clarify the use of the budget figure in the reallocation calculations.

F23/24.141: Year End Adjustments: The Committee considered the provisional adjustments required for the year end to ensure modifications for creditors, debtors, accruals and receipt in advance are allowed for, and any transfers to or from the General Reserve and Earmarked Reserves, and it was:

RESOLVED: That the Committee AGREED the provisional adjustments to be made at the year end in order to complete the accounts for 1 April 2023 to 31 March 2024; and to recommend the transfers to and from Earmarked Reserves to Council for approval and adoption.

F23/24.142: Approval of Contractors 2024/25: The Committee considered the list of contractors to be used during 2024/25. It was noted that Ian Parkin was Cllr Annette Street's husband. Southern Pest Control was added to the list, and it was:

RESOLVED: That the Committee AGREED the list of contractors to be used during 2024/2025 as amended.

F23/24.143: To note any further information items, correspondence received or requests.

F23/24.143.1: There were no further items for the Committee to note.

There being no other business, the Chair closed the meeting at 9.58pm.

Chair