



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 16 May 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 10 May 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 April 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 1 (April 2024):** To note:
 - 5.1 Payments of £38,484.30 (EX VAT). These include April 2024 salaries.
 - 5.2 Receipts of £170,169.42 (VAT N/A). This includes the first half year precept payment of £159,081.
 - 5.3 Bank Reconciliations.
 - 5.4 Balance Sheet.
 - 5.5 Income and Expenditure.
 - 5.6 The funds held in CCLA shares on 30 April 2024 are £106,468.51.
 - 5.7 Deposits and investments accounts held on 30 April 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 1 (April 2024):** To note:

- 6.1 Payments of £10,820.65 (VAT N/A). This includes the main hall floor maintenance of £6,888.
- 6.2 Receipts of £12,934.30 (VAT N/A). This includes a £10,000 transfer from the Savings Account.
- 6.3 Bank Reconciliations.
- 6.4 Balance Sheet.
- 6.5 Income and Expenditure.

6.6 Bank accounts held on 30 April 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 final Parish Action Plans for 2023/2024.
8. **Estates & Facilities Update:** To receive and note an update report on Estates & Facilities Management.
9. **Internal Audit Report:** To note the contents of the Internal Audit Report from 1 May 2024 and recommend it to Council.
10. **Insurance Renewals:** To consider quotes for renewing the Parish Council insurance from 1 June 2024 and recommend a supplier to Council.
11. **Community Engagement Committee Request:** To consider the request from the Community Engagement Committee of 11 April 2024 (Minute CE23/24.043) to discuss funding, where the Council gives a grant to an organisation which then gives out grants to other organisations.
12. **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.
