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Village Centre
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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 18 April 2024 at the Hurstpierpoint Village Centre.

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

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

F23/24.144: Apologies for absence: Apologies for absence were received from Cllr Mark Froud, and it was:

RESOLVED: That the Committee **ACCEPTS** the apologies for absence from Cllr Mark Froud.

F23/24.145: Declarations of interest: There were no declarations of interest.

F23/24.146: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 14 March 2024, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 14 March 2024.

F23/24.147: Adjournment for questions from the public: There were no members of the public present.

F23/24.148: Parish Council Financial Monitoring for Month 12 (March 2024): The Committee noted:

- (i) Payments of ££52,248.35 (EX VAT). These included February and March 2024 salaries.
- (ii) Receipts of ££59,573.01 (VAT N/A). This included a £40,000 transfer from the savings account.
- (iii) Bank Reconciliations. These were signed by Vice-Chair Cllr Jackson.
- (iv) Balance Sheet.
- (v) Nominal Ledger.
- (vi) Income and Expenditure.
- (vii) Q4 VAT Return.
- (viii) The funds held in CCLA shares on 31 March 2024 of £105,997.50.
- (ix) The deposits and investments accounts on 31 March 2024 were noted, and it was:

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

RESOLVED: That the Committee **AGREED** the Parish Council financial monitoring for Month 12 (March 2024).

F23/24.149: Village Centre Financial Monitoring for Month 12 (March 2024): The Committee noted:

- (i) Payments of £6,041.83 (VAT N/A).

- (ii) Receipts of £4,759.93 (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 12 (March 2024).

F23/24.150: Parish Action Plan: The Committee reviewed the:

- i) the Finance & Governance Action Plan: The Committee noted that the Asset Register had been updated for 31 March 2024 and that some councillors were using Sharepoint files more regularly.
- ii) the Estates & Facilities Action Plan: The Committee reviewed the Action Plan and noted progress on the Reeds Lane drainage tenders process and the installation of benches in Hurst Meadows by the Monday Group. Plans for using Hovel Field South as a Forest School are developing and this should be added to the Action Plan for 2024/25, and it was:

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

F23/24.151: Estates & Facilities Update: The Committee received an update report on Estates & Facilities Management. It was noted that there had been damage to the mini-trampoline in the South Avenue Play Area and options for its repair are being explored. Plans for phase 2 of the play equipment for Reeds Lane would be re-visited over the next few months incorporating the options for discussions about locations for establishing a village centre/village green. Further work is required by the Hurst Meadows Working Group to follow up on advice given regarding grants, and it was:

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

F23/24.152: Final Year End Adjustments: The Committee noted 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. Agreement would be needed in due course as to the maximum figure planned for the Court Bushes Sinking Fund earmarked reserve and whether interim projects are required, and it was:

RESOLVED: That the Committee AGREED to recommend to Council 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.

F23/24.153: Standing Orders: The Committee considered 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, and it was:

RESOLVED: That the Committee AGREED to recommend to Council that Standing Order 18d (iv) for Financial Controls and Procurement, be amended to remove the requirement for tenders to be returned in an envelope, to allow them to be returned by email.

F23/24.154: Electricity Contract Renewals: The Committee reviewed the current market conditions to agree new electricity supply contracts for 1 June 2024, and it was:

RESOLVED: That the Committee AGREED to renew electricity contracts for all sites with Ecotricity from 1 June 2024 for 24 months.

F23/24.155: Broadband Providers: The Committee considered a verbal report on the options for future broadband services to Court Bushes Community Hub and the Village Centre, and it was:

RESOLVED: That the Committee AGREED to an 18 month contract with Zen Internet Business Fibre Essentials at £29 per month per site (excluding VAT) with a £15 set up fee.

F23/24.156: Court Bushes Community Hub: The Committee considered a briefing note setting out the next steps for repairs to the Function Room wall following the incident on 31 March 2024, and it was,

RESOLVED: That the Committee **AGREED** to:

- i. seek a quote for boarding up the Function Room internally so the room can be put back in use;
- ii. confirm the cost for boarding up internally would be covered by our insurance;
- iii. confirm whether the Aviva Property Consultant will sign off the building works or whether we can use a Surveyor, and that the costs would be covered by our insurance; and
- iv. recommend to Council the appointment of Contactor A at a cost of £11,269+VAT, subject to receipt of a third quote, and the approval of Aviva and Mid Sussex District Council as landlord.

F23/24.157: To note any further information items, correspondence received or requests.

F23/24.157.1: The Committee noted the update on the Councillor Training Programme.

There being no other business, the Chair closed the meeting at 9.41pm.

Chair