



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 20 June 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 14 June 2024

Committee Membership: Cllr David Evans, Cllr Barry Forster, Cllr Mark Froud, Cllr Rodney Jackson, Cllr Malcolm Llewellyn, Cllr Claire Majsai, Cllr Duncan Ranger, Cllr Julia Shorrocks and Cllr Annette Street.

AGENDA

1. **Election of the Chair of the Committee:** To elect the Chair of the Committee for the next year.
2. **Election of the Vice-Chair of the Committee:** To elect the Vice-Chair of the Committee for the next year.
3. **Apologies for absence:** To receive and accept apologies for absence.
4. **Declarations of interest:** To note any declarations of interest.
5. **Minutes of the previous meeting of the Finance, Governance & Estates Committee:** To receive and adopt the minutes of the 16 May 2024 Finance, Governance & Estates Committee meeting.
6. **Adjournment for questions from the public:** To consider adjourning the meeting in accordance with Standing Orders, to receive questions from members of the public.
7. **Parish Council Financial Monitoring for Month 2 (May 2024):** To note:
 - 7.1 Payments of £117,641.45 (EX VAT). This includes a transfer of £100,000 to the Unity Trust Savings Account. The payments do not include May 2024 salaries.
 - 7.2 Receipts of £6,740.06 (VAT N/A).
 - 7.3 Bank Reconciliations.
 - 7.4 Balance Sheet.
 - 7.5 Income and Expenditure.
 - 7.6 Nominal Ledger
 - 7.7 The funds held in CCLA shares on 31 May 2024 are £106,924.86.
 - 7.8 Deposits and investments accounts held on 31 May 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	24/06/2024
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

7.9 To consider the renewal offer from Cambridge & Counties Bank for the 1 Year Fixed Term Bond due to mature on 24 June 2024. The offers include a 1 Year Fixed Term Bond at 5.10%.

7.10 To note the Mulberry & Co issued Financial Services Compensation Scheme Guidance and the current expenditure budget of the Parish Council of £420,336.

8. Village Centre Financial Monitoring for Month 2 (May 2024): To note:

8.1 Payments of £1,471.62 (VAT N/A).

8.2 Receipts of £3,238.00 (VAT N/A).

8.3 Bank Reconciliations.

8.4 Balance Sheet.

8.5 Income and Expenditure.

8.6 Bank accounts held on 31 May 2024 are i) CAF Cash Current Account; and ii) CAF Gold Savings Account. Maturity dates do not apply.

9. Parish Action Plan: To review the items for the Committee on the new Parish Action Plans for 2024/2025.

10. Estates & Facilities Update: To receive and note an update report on Estates & Facilities Management.

11. Van Lease Renewal: To consider a briefing note on the renewal of the works van lease.

12. Tree Surveys: To consider a briefing note on the tree risk assessments for the recreation sites in 2024.

13. Hurst Meadows August Cuts: To consider a briefing note on the Hurst Meadows cutting programme for Autumn 2024.

14. Watering Programme: To consider a briefing note on the Summer 2024 watering programme for Hurst Meadows and the Recreation Grounds.

15. Filming in Hurst Meadows: To note the arrangements made for filming in Hurst Meadows.

16 To note any further information items, correspondence received or requests.

The Committee is asked to RESOLVE that in view of the confidential nature of the following items, the press and public be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential Matters:

17. Court Bushes Community Hub: To consider the revised hire fee for the use of Court Bushes Community Hub by Kiddie Capers Childcare.

18. Public Toilets Caretaking Service: To consider future arrangements for the cleaning and key holding of the public toilets.

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.
