



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

MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 16 May 2024 at the Hurstpierpoint Village Centre.

Members present: Duncan Ranger (Chair) Rodney Jackson
Mark Froud Malcolm Llewellyn

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

F23/24.158: Apologies for absence: Apologies for absence were received from Cllr Barry Forster and Cllr Claire Majsai, and it was:

RESOLVED: That the Committee **ACCEPTS** the apologies for absence from Cllr Forster and Cllr Majsai.

F23/24.159: Declarations of interest: There were no declarations of interest.

F23/24.160: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 18 April 2024, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 18 April 2024.

F23/24.161: Adjournment for questions from the public: There were no members of the public present.

F23/24.162: Parish Council Financial Monitoring for Month 1 (April 2024): The Committee noted:

- (i) Payments of £38,484.30 (EX VAT). This included April 2024 salaries.
- (ii) Receipts of 170,169.42 (VAT N/A). This included the first precept payment of £159,081.
- (iii) Bank Reconciliations. These were signed by Vice-Chair Cllr Jackson.
- (iv) Balance Sheet.
- (v) Income and Expenditure.
- (vi) The funds held in CCLA shares on 30 April 2024 of £106,468.51.
- (vii) The deposits and investments accounts on 30 April 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 1 (April 2024).

F23/24.163: Village Centre Financial Monitoring for Month 1 (April 2024): The Committee noted:

- (i) Payments of £10,820.65 (VAT N/A). This includes the main hall floor maintenance of £6,888.
- (ii) Receipts of £12,934.30 (VAT N/A). This includes a £10,000 transfer from the Savings Account.
- (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 1 (April 2024).

F23/24.164: Parish Action Plan: The Committee reviewed the:

- i) the Finance & Governance Action Plan: The Committee noted a verbal update from Cllr Froud regarding the work of the Parish Strategy Working Group.
- ii) the Estates & Facilities Action Plan: The Committee noted progress on the installation of benches in Hurst Meadows by the Monday Group. The storage container had now been ordered for Court Bushes car park and the electrical hook-up will be co-ordinated with the delivery date. The bin audit outcomes are being finalised, and it was:

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

F23/24.165: Estates & Facilities Update: The Committee received the update report and it was noted that further work would be taking place on the flint wall in St George's Green. WSCC will grind out the tree stump on 21 May 2024, and on 23 and 24 May The Flint Wall Company will dismantle the wall and install foundations in preparation for re-building the wall in June. Two quotes have been received for undertaking the tree risk assessment surveys with one quote still awaited. The camera surveys of the drains in South Avenue have now been ordered with Lucion Surveys along with trial pits by Wilbar Associates. A final few items are to be clarified with Wilbar Associates who have undertaken the design for a drainage solution, and it was:

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

F23/24.166: Internal Audit Report: The Committee noted the contents of the Internal Audit Report from 1 May 2024 and congratulated the team on the fact there were no recommendations arising to be considered. The Committee agreed to recommend it to Council for approval and adoption, and it was:

RESOLVED: That the Committee AGREED to recommend the Internal Audit Report from 1 May 2024 to Council for approval and adoption.

F23/24.167: Insurance Renewals: The Committee considered two quotes for renewing the Parish Council insurance from 1 June 2024, noting that all appropriate risks were covered. There were two quotes from Gallaghers for £9,211 and Clear Councils Insurance for £5,402. The Committee agreed to recommend the Clear Councils quote to Council for approval, and it was:

RESOLVED: That the Committee AGREED to recommend the Clear Council Insurance (with Aviva) quote of £5,402 to Council for approval.

F23/24.168: Community Engagement Committee Request: The Committee considered 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. The Committee noted the Hurst Festival grant is awarded on the basis that the funds are spent directly on free activities for children as part of Super Sunday. The St Lawrence Fair grant would be for part of the costs of the first aid cover. The Hurst Community Charity arrangements are subject to a separate legal agreement that include a revenue grant, and it was:

RESOLVED: That the Committee NOTED the instances where grants are given to the Hurst Festival, St Lawrence Fair and Hurst Community Charity and AGREED that no further action was required.

F23/24.169: To note any further information items, correspondence received or requests.

F23/24.169.1: The Committee noted the update on the Public Toilets Caretaking contract whereby the contractor Monitor has advised of a 72% increase in costs from 24 June 2024. An alternative solution is being investigated.

There being no other business, the Chair closed the meeting at 8.38pm.

Chair