



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 15 August 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 9 August 2024

Committee Membership: Cllr David Evans, Cllr Rodney Jackson, Cllr Malcolm Llewellyn, Cllr Claire Majsai, Cllr Duncan Ranger, Cllr Julia Shorrocks 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 July 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 4 (July 2024):** To note:
 - 5.1 Payments of £71,092.23 (EX VAT). This includes £37,406.14 for the Reeds Lane Drainage Project and £6,078 for the Allotment Fencing Project. It also includes the annual water and sewerage payments of £3,551.28.
 - 5.2 Receipts of £93,300.08 (VAT N/A). This includes an £80,000 transfer from the Savings Account.
 - 5.3 Bank Reconciliations.
 - 5.4 Balance Sheet.
 - 5.5 Income and Expenditure.
 - 5.6 Nominal Ledger
 - 5.7 The funds held in CCLA shares on 31 July 2024 are £107,857.16.
 - 5.8 Deposits and investments accounts held on 31 July 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	24/06/2025
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 4 (July 2024):** To note:

- 6.1 Payments of £4,230.54 (VAT N/A). This includes the annual water and sewerage bill of £2,878.34
- 6.2 Receipts of £2,235.30 (VAT N/A). This includes a £700 grant to purchase a floor cleaning machine.

- 6.3 Bank Reconciliations.
- 6.4 Balance Sheet.
- 6.5 Income and Expenditure.
- 6.6 Bank accounts held 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 new Parish Action Plans for 2024/2025.
- 8. **Estates & Facilities Update:** To receive and note an update report on Estates & Facilities Management.
- 9. **S106 Funding at 31 March 2024:** To note the latest version of the Section 106 funding spreadsheet supplied by Mid Sussex District Council showing available funding for play space, formal sport, community buildings and local community infrastructure in Hurstpierpoint & Sayers Common.
- 10. **Weald to Waves:** To consider joining the Weald to Waves Gardening and Green Spaces Network by adding Parish Council owned land to the Weald to Waves map.
- 11. **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:

- 12. **Review of Toilet Cleaning and Caretaking Arrangements:** To consider a briefing note to review the temporary arrangements agreed at the Committee meeting on 20 June 2024 and confirm future permanent arrangements.

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.
