



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

Dear Councillor,

Committee Members are summoned to attend the **Meeting of the Finance, Governance & Estates Committee** to be held on **Thursday 19 September 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 13 September 2024

Committee Membership: Cllr David Evans, Cllr Rodney Jackson, Cllr Malcolm Llewellyn, Cllr Claire Majsai, Cllr Duncan Ranger (Chair), 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 15 August 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 5 (August 2024):** To note:
 - 5.1 Payments of £26,881.73 (EX VAT). This includes July salaries but does not include August salaries.
 - 5.2 Receipts of £51,756.00 (VAT N/A). This includes 44,854.26 of Section 106 funds for the Reeds Lane Drainage Project.
 - 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 August 2024 are £108,331.54.
 - 5.8 Deposits and investments accounts held on 31 August 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 5 August 2024):** To note:

- 6.1 Payments of £4,345.81 (VAT N/A).
- 6.2 Receipts of £1,198.80 (VAT N/A).
- 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. **Internal Controls and Asset Register:** To review the internal controls completed in September 2024 and note the updated asset register. The Asset Register Policy will be reviewed in May 2025.
- 10. **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.
