



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 17 October 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 11 October 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, and note the 19 September 2024 meeting was cancelled as it was not quorate.
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 S106 funds for the Drainage Project.
 - 5.3 Bank Reconciliations.
 - 5.4 Balance Sheet.
 - 5.5 Income and Expenditure.
 - 5.6 The funds held in CCLA shares on 31 August 2024 were £108,331.54.
6. **Parish Council Financial Monitoring for Month 6 (September 2024):** To note:
 - 6.1 Payments of £54,071.42 (EX VAT). This includes August and September salaries.
 - 6.2 Receipts of £188,194.16 (VAT N/A). This includes the second half of the year precept payment of £159,080.
 - 6.3 Bank Reconciliations.
 - 6.4 Balance Sheet.
 - 6.5 Income and Expenditure.
 - 6.6 Nominal Ledger
 - 6.7 Q2 Vat Claim 30 September 2024.
 - 6.8 The funds held in CCLA shares on 30 September 2024 are £108,794.95.
 - 6.9 Deposits and investments accounts held on 30 September 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

7. Village Centre Financial Monitoring for Month 5 (August 2024): To note:

- 7.1 Payments of £4,345.81 (VAT N/A).
- 7.2 Receipts of £1,198.80 (VAT N/A).
- 7.3 Bank Reconciliations.
- 7.4 Balance Sheet.
- 7.5 Income and Expenditure.

8. Village Centre Financial Monitoring for Month 6 (September 2024): To note:

- 8.1 Payments of £8,106.99 (VAT N/A).
- 8.2 Receipts of £6,916.16 (VAT N/A).
- 8.3 Bank Reconciliations.
- 8.4 Balance Sheet.
- 8.5 Income and Expenditure.
- 8.6 Bank accounts held 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. Reeds Lane Ephemeral Pond Fencing:** To consider a briefing note on the proposal to fence in the ponds at Reeds Lane Recreation Ground.
- 12. Tree Works 2024/25:** To consider a briefing note on tree works required resulting from the surveys of the Recreation Ground trees.
- 13. Review of 2023/24 External Audit Report:** To note the External Auditor's (Moore West Sussex) Certificate for the 31 March 2024 accounts and recommend it to Council for adoption.
- 14. 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.
- 15. Parish Council Half Year Financial Analysis:** To review and assess the Parish Council's financial position at the half year stage and agree any actions or remedies required including any changes to earmarked reserves.
- 16. Village Centre Half Year Financial Analysis:** To review and assess the Village Centre's financial position at the half year stage and agree any actions or remedies required for recommending to the Trustees.
- 17. Internal Audit:** To consider the report of the first internal audit of 2024/2025, which took place on 7 October 2023 and agree any improvements required.
- 18. Budget and Precept Setting Timetable:** To review the proposed timetable, principles and assumptions to commence the budget setting exercise for 1 April 2025 to 31 March 2026 and recommend it to Council for adoption.
- 19. To note any further information items, correspondence received or requests.**