



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 21 November 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 15 November 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 17 October 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 7 (October 2024):** To note:
 - 5.1 Payments of £114,569.78 (EX VAT). This includes a £100,000 transfer to the Savings Account.
 - 5.2 Receipts of £21,514.73 (VAT N/A).
 - 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 October 2024 are £109,241.49.
 - 5.8 Deposits and investments accounts held on 31 October 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

- 5.9 To consider the renewal offer from the Cambridge and Counties Bank which matures on 28 November 2024.
- 5.10 To note that banks are reducing their interest rates and an updated bank mandate will be presented to the next Committee. For example, the Unity Trust bank instant access savings account rate dropped from 2.75% to 2.6% on 5 November 2024.

6. **Village Centre Financial Monitoring for Month 7 (October 2024):** To note:
- 6.1 Payments of £861.72 (VAT N/A).
 - 6.2 Receipts of £9,746.16 (VAT N/A).
 - 6.3 Bank Reconciliations.
 - 6.4 Balance Sheet.
 - 6.5 Income and Expenditure.
7. **Parish Action Plan:** To review the items for the Committee on the Parish Action Plans for 2024/2025.
8. **Estates & Facilities Update:** To receive and note an update report on Estates & Facilities Management.
9. **Fees and Charges Review for 2025/26:** To review the briefing note setting out the schedule of annual charges recommended for 1 April 2025 to 31 March 2026, and to recommend it to Council for adoption.
10. **F&G Budget Setting 2025/26:** To review and assess the Finance & Governance budget requirements for 2025/26 including staffing costs.
11. **E&FM Budget Setting 2025/26:** To review and assess the Estates & Facilities Management budget requirements for 2025/26.
12. **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.
