



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 20 February 2025 at 7.30pm** at **Sayers Common Village Hall**. 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 14 February 2025

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 16 January 2025 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 10 (January 2025):** To note:
 - 5.1 Payments of £13,660.48 (EX VAT). This does not include January 2025 salaries.
 - 5.2 Receipts of £19,269.9 (VAT N/A). This includes the Q3 VAT claim of £9,721.08.
 - 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 January 2025 of £110,577.15.
 - 5.8 Deposits and investments accounts held on 31 January 2025:

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	27/11/2025
United Trust Bank	1 Year Fixed Term	19/12/2025
Redwood Bank	1 Year Fixed Term	01/03/2025

- 5.10 To consider the renewal offer from the Redwood Bank which matures on 1 March 2025 and consider details of any other suitable savings accounts and their interest rates.

6. **Village Centre Financial Monitoring for Month 10 (January 2025):** To note:

- 6.1 Payments of £1,386.75 (VAT N/A).
- 6.2 Receipts of £3,256.40 (VAT N/A).

- 6.3 Bank Reconciliations.
- 6.4 Balance Sheet.
- 6.5 Income and Expenditure.

- 7. **Reserves Policy:** To review the Reserves Policy and recommend its re-adoption to Council.
- 8. **Savings and Investments Policy:** To review the Savings and Investments Policy, considering adding performance measures, and recommend its re-adoption to Council.
- 9. **Parish Action Plan:** To review the items for the Committee on the Parish Action Plans for 2024/2025 and consider items for 2025/26 Action Plans.
- 10. **Estates & Facilities Update:** To receive and note an update report on Estates & Facilities Management.
- 11. **Hurst Meadows Working Group:** To note the minutes of the Hurst Meadows Working Group on 6 February 2025.
- 12. **Street Light Testing:** To consider a briefing note seeking the appointment of a contractor to carry out structural testing of the Parish Council streetlights, flagpole and village signs.
- 13. **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.
