



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 March 2025 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 14 March 2025

Committee Membership: Cllr Duncan Ranger (Chair), Cllr Helena Browne, Cllr Rodney Jackson, Cllr David Evans, Cllr Malcolm Llewellyn, Cllr Claire Majsai, Cllr Julia Shorrocks and Cllr Annette Street (Vice-Chair).

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 20 February 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 11 (February 2025):** To note:
 - 5.1 Payments of £32,119.66 (EX VAT). This does not include February 2025 salaries.
 - 5.2 Receipts of £30,577.81 (VAT N/A).
 - 5.3 Bank Reconciliations.
 - 5.4 Balance Sheet.
 - 5.5 Nominal Ledger.
 - 5.6 Income and Expenditure.
 - 5.7 The funds held in CCLA shares on 29 February 2025 are £111,019.98
 - 5.8 Deposits and investments accounts held on 28 February 2025 are as follows:

Financial Institution	Account Type & % Interest	Interest AER %	Maturity Date
Unity Trust	Current Account	0	N/A
Unity Trust	Savings Account	2.52	N/A
Nationwide	95 Day Savings Account	4.3	95 Days notice
Cambridge & Counties	1 Year Fixed Term Bond	4.35	24/06/2025
Cambridge & Counties	1 Year Fixed Term Bond	5.1	27/11/2025
United Trust Bank	1 Year Fixed Term	5	19/12/2025
Redwood Bank	1 Year Fixed Term	4.65	01/03/2025

- 5.9 To note the Redwood Bank 1 Year Fixed Term Deposit account which matured on 1 March 2025 was closed and transferred to a new 1 Year SME Savers on 10 March 2025 with the Hampshire Trust Bank earning 4.36% interest.

- 6. Village Centre Financial Monitoring for Month 11 (February 2025):** To note:
- 6.1 Payments of £7,392.69 (VAT N/A).
 - 6.2 Receipts of £8,769.65 (VAT N/A).
 - 6.3 Bank Reconciliations.
 - 6.4 Balance Sheet.
 - 6.5 Income and Expenditure.
 - 6.6 Bank accounts held on 28 February 2025 are i) CAF Cash Current Account; and ii) CAF Gold Savings Account. Maturity dates do not apply.
- 7. Parish Action Plan:** To review the final items for the Committee on the 2024/25 Parish Action Plans and agree the actions for 2025/2026.
- 8. Estates & Facilities Update:** To receive and note an update report on Estates & Facilities Management.
- 9. Hurst Meadows Working Group:** To note the minutes of the Hurst Meadows Working Group on 6 February 2025.
- 10. Savings & Investments Policy:** To review the amended Savings and Investments Policy and recommend its re-adoption to Council.
- 11. Internal Controls:** To review the findings from the March 2025 internal controls exercise and to recommend their adoption by Council.
- 12. Financial Risk Management Review:** To review the Parish Councils exposure to financial risk in 2024/2025 and agree any necessary changes or actions required for 2025/2026 and recommend it to Council for adoption.
- 13. Provisional Year End Processes:** To consider a briefing note setting the processes and timetable for the completion of the 1 April 2024 to 31 March 2025 year end Annual Governance and Accountability Return.
- 14. Allocation of Bank Interest to Earmarked Reserves:** To consider bank interest allocations to Earmarked Reserves as per the Savings and Investment Policy.
- 15. Year End Adjustments:** To note the year end processes and consider the provisional adjustments required for the year end to ensure modifications for creditors, debtors, accruals and receipt in advance are allowed for, and agree any transfers to or from the General Reserve and Earmarked Reserves.
- 16. Approval of Contractors 2025/26:** To approve the list of contractors to be used during 2025/26.
- 17. 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.
