



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

MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 7 December 2023 at the Hurstpierpoint Village Centre.

Members present: Duncan Ranger (Chair) Malcolm Llewellyn Annette Street
Rodney Jackson Claire Majsai

Also present: Sarah Groom, Clerk to the Council & Responsible Finance Officer and Stephen Witchell, Estates & Facilities Manager.

F23/24.085: Apologies for absence: Apologies for absence were received from Cllr David Evans and Cllr Mark Froud, and it was:

RESOLVED: That the Committee **ACCEPTS** the apologies for absence from Cllr David Evans and Cllr Mark Froud.

F23/24.086: Declarations of interest: There were no declarations of interest.

F23/24.087: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 23 November 2023. The figures in Minute F23/24.078 (ii) were amended to read: £5,000 to £15,000. The minutes were then accepted by the Committee as amended and signed by the Chair, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 23 November 2023, as amended.

F23/24.088: Adjournment for questions from the public: There were no members of the public present.

F23/24.089: Parish Council Financial Monitoring for Month 8 (November 2023): The Committee noted:

- (i) Payments of £25,429.65 (EX VAT). This included November salaries.
- (ii) Receipts of £7,109.43 (VAT N/A). This included £1,900 interest earned on the Cambridge & Counties Bank matured fund.
- (iii) Bank Reconciliations. These were signed by Vice-Chair Cllr Jackson.
- (iv) Balance Sheet.
- (v) Nominal Ledger.
- (vi) Income and Expenditure.
- (vii) The funds held in CCLA shares on 30 November 2023 of 104,168.72.
- (viii) The deposits and investments accounts on 30 November 2023 were noted.
- (ix) The United Trust Bank 1 Year Fixed Term Deposit was due to mature on 19 December 2023 and the Committee agreed to reinvest the £100,000, and it was:

RESOLVED: That the Committee **AGREED** the Parish Council financial monitoring for Month 8 (November 2023) and to reinvestment £100,000 in the United Trust Bank 1 Year Business Bond at a rate of 5.0 Gross/AER% and the interest earned would be transferred to the current account with Unity Trust Bank.

F23/24.090: Village Centre Financial Monitoring for Month 8 (November 2023): The Committee noted:

- (i) Payments of £11,239.04 (VAT N/A). This included an £8,000 transfer to the CAF Gold Account
- (ii) Receipts of £2,737.70 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Vice-Chair Cllr Jackson.
- (iv) Balance Sheet.
- (v) Income and Expenditure.

- (vi) Bank accounts held were i) CAF Cash Current Account and ii) CAF Gold Savings Account. Maturity dates do not apply, and it was:

RESOLVED: That the Committee AGREED the Village Centre financial monitoring for Month 8 (November 2023).

F23/24.091: Parish Action Plan: The Committee reviewed the:

- i) **the Finance & Governance Action Plan:** The Committee noted the action plan and updates were provided on i) the Village Centre Trustees agreement to appoint AiRS to undertake a report on the advantage and disadvantages of dissolving the charity, ii) The Winter Plan had been agreed at Council on 30 November 2023, and iii) Sharepoint had been used to draft the January 2024 Hurst Life Article.
- ii) **the Estates & Facilities Action Plan:** The Committee noted the action plan and updates were provided on i) the Reeds Lane Drainage Plans and ii) the Container project at Court Bushes, and it was:

RESOLVED: That the Committee AGREED the updated Action Plans for 2023/2024.

F23/24.092: Draft Council Budget 2024/25: The Committee reviewed the briefing note setting out the Parish Council budget requirements for 2024/25.

The Committee amended the following Finance and Governance items: i) Insurance (5210-101) was increased to £6,900, ii) the descriptions for Stationary & Copier and IT/Computers codes were amended and iii) Professional Support (5180-101) was amended to £13,000.

The Committee amended the following Estates and Facility Management items: i) Cemetery Grounds Maintenance (5410-201) to be uplifted by 10% to £6,600, ii) Recreation Grounds Waste (5020-202) to be increased to £2,200, iii) Court Bushes Income (3140-211) to be reduced to £40,000, iv) Court Bushes Projects (5720) to be reduced to £2,000, v) Van Lease (5480-212) to be increased to £600 and vi) Dog Bag Income (3310-213) to be reduced to £600.

It was agreed to recommend the budget requirements for 2024/2025 to Council for approval, and it was:

RESOLVED: That the Committee AGREED to recommend the Parish Council budget requirements for 2024/25 to Council for approval and adoption, as amended.

F23/24.093: Estates & Facilities Update: The Committee received an update report on Estates & Facilities Management. The Committee noted i) the fire at Court Bushes Community Hub that afternoon and the need for electrical checks and a kitchen refurbishment due to the fire damage, ii) the Bifold doors in the Function Room at Court Bushes had been repaired and iii) the alarms on the pumping station at Court Bushes had been installed, iv) the disappointment with the Christmas lighting contractor and v) the crack in the Chapel wall had been inspected and would be monitored for a year, and it was:

RESOLVED: That the Committee NOTED the Estates & Facilities Management update report.

F23/24.094: Litter and Dog Bin Audit Recommendation: The Committee reviewed the briefing note setting out the recommendations following the litter and dog bin audit. It was essential to know what the MSDC/Vistry plans were for the Sayers Meadows estate, and it was:

RESOLVED: That the Committee AGREED to in principle to relocate 1 x General Waste and 1 x Dog waste bin from Bellow Nose (Hurst Meadows) to Bullfinch Lane and Reeds Lane Recreation Ground, and to purchase 2 x new standard bins for South Avenue Recreation Ground and 1 x dog waste bin for Policemans Lane, subject to securing Section 106 funds to cover the cost of the purchases.

F23/24.095: To note any further information items, correspondence received or requests.

There were no additional items to note.

There being no other business, the Chair closed the meeting at 9.54pm.

Chair