



Hurstpierpoint & Sayers Common Parish Council
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Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Dear Councillor,

Members are summoned to attend the **Meeting of the Council** to be held on **Thursday 25 April 2024** at **7.30pm** in **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

Friday 19 April 2024

AGENDA

1. **Apologies for absence:** To receive and accept apologies for absence.
2. **Declarations of interest:** To receive and record declarations of interest.
3. **Minutes of the Previous Meeting of the Council:** To receive and adopt the minutes of the 21 March 2024 Council meeting.
4. **Adjournment for Questions from the Public:** To consider adjourning the meeting to receive questions from members of the public in accordance with Standing Orders.
5. **Reports from Other Authorities:** To receive reports from representatives of other authorities:
 - 5.1 **West Sussex County Council**
 - 5.2 **Mid Sussex District Council**
6. **Committee Minutes:** To receive and where appropriate, consider the recommendations of the:
 - 6.1 **Parish Strategy Working Group** (4 April 2024): There were no recommendations for Council.
 - 6.2 **Planning Committee** (8 April 2024): There were no recommendations for Council.
 - 6.3 **Community Engagement Committee** (11 April 2024): There was one recommendation for Council:
 - 6.3.1 **CE23/24.043 Grants Application Process:** Members discussed the proposed revised applications process in detail, agreeing some amendments to the website text, further information forms and revised application forms for each budget line to make them clearer. Questions were raised about “double funding” where the Council gives a grant to an organisation, such as the charity shop, which then gives out grants to other organisations; and it was: RESOLVED: That the Committee AGREED: i) to recommend the proposed application process, amended as per Committee discussions, for approval and adoption by Council; ii) to refer the issue of double funding to the Finance Governance and Estates Committee for discussion.
RECOMMENDATION: That Council AGREES the revised grants application process, as amended.

6.4 Finance, Governance & Estates Committee (18 April 2024) There were three recommendations for Council as follows:

6.4.1 Final Year End Adjustments: The Committee noted the year end adjustments made for the 2023/2024 accounts and it was: RESOLVED: That the Committee AGREED to recommend to Council the year end adjustments made for the 2023/2024 accounts to allow for creditors, debtors, accruals and receipt in advance, and the transfers to and from the General Reserve and Earmarked Reserves for approval.

RECOMMENDATION: That Council AGREES the year end adjustments made for the 2023/2024 accounts to allow for creditors, debtors, accruals and receipt in advance, and the transfers to and from the General Reserve and Earmarked Reserves.

6.4.2 Standing Orders: The Committee considered amending the Standing Order 18d (iv) for Financial Controls and Procurement, to remove the requirement for tenders to be returned in an envelope, to allow them to be returned by email, and it was: RESOLVED: That the Committee AGREED to recommend to Council to amend Standing Order 18d (iv) for Financial Controls and Procurement to remove the requirement for tenders to be returned in an envelope, to allow them to be returned by email, for approval.

RECOMMENDATION: That Council AGREES to amend Standing Order 18d (iv) for Financial Controls and Procurement to remove the requirement for tenders to be returned in an envelope, to allow them to be returned by email.

6.4.3 Court Bushes Community Hub Repairs: The Committee considered a briefing note setting out the next steps for repairs to the Function Room wall and it was: RESOLVED: That the Committee AGREED to:

- i. seek a quote for boarding up the Function Room internally so the room can be put back in use;
- ii. confirm the cost for boarding up internally would be covered by our insurance;
- iii. confirm whether the Aviva Property Consultant will sign off the building works or whether we can use a Surveyor, and that the costs would be covered by our insurance; and
- iv. recommend to Council the appointment of Contactor A at a cost of £11,269+VAT, subject to receipt of a third quote, and the approval of Aviva and Mid Sussex District Council as landlord.

RECOMMENDATION: That Council AGREES to appoint Contactor A at a cost of £11,269+VAT, subject to the approval of Aviva and Mid Sussex District Council as landlord.

RECOMMENDATION: That the Council RECEIVES the minutes of the following Committees and AGREES the above recommendations:

- i. Parish Strategy Working Group (4 April 2024)
- ii. Planning Committee (8 April 2024)
- iii. Community Engagement Committee (11 April 2024)
- iv. Finance, Governance & Estates Committee (18 April 2024)

7. Court Bushes Community Hub: To consider a proposal to hire the Club Lounge exclusively to Kiddie Capers Childcare from 1 August 2024.

8. Hurstpierpoint High Street Traders Survey: To consider a short survey for High Street Traders to improve the understanding of the issues that the businesses face and how the Parish Council and other public agencies might support them to ensure a thriving High Street.

9. Reports from Representative on Outside Bodies: To receive reports from representatives on outside bodies.

10. The Council is asked to note any information items, correspondence received or requests.