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Village Centre  
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West Sussex BN6 9UY

**MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE** held at 7.30pm on Thursday 18 July 2024 at the Hurstpierpoint Village Centre.

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

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

**F24/25.019: Apologies for absence:** Apologies for absence were received from Cllr David Evans, Cllr Barry Forster, Cllr Claire Majsai and Cllr Julia Shorrocks, and it was:

**RESOLVED:** That the Committee **ACCEPTS** the apologies for absence from Cllr Evans, Cllr Forster, Cllr Majsai and Cllr Shorrocks.

**F24/25.020: Declarations of interest:** There were no declarations of interest.

**F24/25.021: Previous Minutes:** The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 20 June 2024, and it was:

**RESOLVED:** That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 20 June 2024.

**F24/25.022: Adjournment for questions from the public:** There were no members of the public present.

**F24/25.023: Parish Council Financial Monitoring for Month 3 (June 2024):** The Committee noted:

- (i) Payments of £42,695.84 (EX VAT).
- (ii) Receipts of £11,036.95 (VAT N/A). The Clerk will create an invoice for the additional filming day at Hurst Meadows.
- (iii) Bank Reconciliations. These were signed by Vice-Chair Cllr Street.
- (iv) Balance Sheet.
- (v) Income and Expenditure.
- (vi) Nominal Ledger.
- (vii) Q1 VAT Return
- (viii) The funds held in CCLA shares on 30 June 2024 are £107,398.08.
- (ix) The deposits and investments accounts on 30 June 2024 were noted, and it was:

| 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 | 24/06/2024     |
| 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     |

**RESOLVED:** That the Committee **AGREED** the Parish Council financial monitoring for Month 3 (June 2024).

**F24/25.024: Village Centre Financial Monitoring for Month 3 (June 2024):** The Committee noted:

- (i) Payments of £7,672.64 (VAT N/A).
- (ii) Receipts of £10,470.80 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Vice-Chair Cllr Street.
- (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 3 (June 2024).**

**F24/25.025: Parish Action Plan:** The Committee reviewed the:

- i) the Finance & Governance Action Plan: The Committee requested an update on the number of councillors that had completed their training. It was noted there would be changes to the timetable for the Parish Strategy.
- ii) the Estates & Facilities Action Plan: The Committee noted the Reeds Lane Drainage Project was almost completed subject to a small number of snagging items. The new system has already been tested by the heavy rains and is working effectively. The storage container is now in place at Court Bushes Community Hub and the cages to be used inside will be ordered. The Section 106 funds to purchase the new dog bins will be followed up, and it was:

**RESOLVED: That the Committee AGREED the updated Action Plans for 2024/2025.**

**F24/25.026: Estates & Facilities Update:** The Committee received the report and thanked the Estates & Facilities Manager for an excellent update. It was noted that the Chapel doors still needed painting (in Heritage White). The allotment fence on the northern boundary was currently being installed. The Village Centre main kitchen boiler has had a small number of repairs but overall is still working effectively despite its age. Permission for works for two trees in Ladies Walk are awaiting permission. The cleaning of the war memorial is booked in for September 2024 and will be added to the report, and it was:

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

**F24/25.027: To note any further information items, correspondence received or requests.**

There were no further items.

There being no other business, the Chair closed the meeting at 8.30pm.

Chair