



Hurstpierpoint & Sayers Common Parish Council  
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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 15 August 2024 at the Hurstpierpoint Village Centre.

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

**Also present:** Sarah Groom, Clerk to the Council & Responsible Finance Officer.

**F24/25.028: Apologies for absence:** Apologies for absence were received from Cllr Julia Shorrocks, and it was:

**RESOLVED:** That the Committee **ACCEPTS** the apologies for absence from Cllr Shorrocks.

**F24/25.029: Declarations of interest:** There were no declarations of interest.

**F24/25.030: Previous Minutes:** The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 18 July 2024, and it was:

**RESOLVED:** That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 18 July 2024.

**F24/25.031: Adjournment for questions from the public:** There were no members of the public present.

**F24/25.032: Parish Council Financial Monitoring for Month 4 (July 2024):** The Committee noted:

- (i) Payments of £71,092.23 (EX VAT).
- (ii) Receipts of £93,300.08 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Vice-Chair Cllr Street.
- (iv) Balance Sheet.
- (v) Income and Expenditure.
- (vi) Nominal Ledger.
- (vii) The funds held in CCLA shares on 31 July 2024 are £107,857.16.
- (viii) 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 4 (July 2024) and that the Assistant Clerk (2) would be added to the current accounts.

**F24/25.033: Village Centre Financial Monitoring for Month 4 (July 2024):** The Committee noted:

- (i) Payments of £4,230.54 (VAT N/A).
- (ii) Receipts of £2,235.30 (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. The Committee noted the drop in interest rate for the CAF Gold savings account, and it was:

**RESOLVED: That the Committee AGREED the Village Centre financial monitoring for Month 4 (July 2024).**

**F24/25.034: Parish Action Plan:** The Committee reviewed the:

- i) the Finance & Governance Action Plan: The Committee noted the Action Plan and progress against tasks.
- ii) the Estates & Facilities Action Plan: The Committee noted the Action Plan. It was agreed to amend the wording of the Power assisted doors and ramp at Court Bushes, to read enhanced not compliant, and it was:

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

**F24/25.035: Estates & Facilities Update:** The Committee noted that additional work is required to the rendering on the St George's Lane pillars, repairs to the stock proof fencing at the Brown Twins Road end and discussions regarding benches for the pétanque area at Reeds Lane Recreation Ground, and it was:

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

**F24/25.036: S106 Funding at 31 March 2024:** The Committee noted the latest version of the Section 106 funding spreadsheet supplied by Mid Sussex District Council showing available funding for play space, formal sport, community buildings and local community infrastructure in Hurstpierpoint and Sayers Common. As it was only a PDF copy it was impossible to interrogate so the excel version will be requested. The Parish Council has continued to call for greater engagement in the preparation of Section 106 agreements and has responded to those requests for information when asked. The Committee agreed to monitor available funding closely, and it was:

**RESOLVED: That the Committee AGREED to request the excel spreadsheet from MSDC and monitor available funds closely, and to reiterate our request to be engaged in the preparation of Section 106 agreements.**

**F24/25.037: Weald to Waves:** The Committee considered joining the Weald to Waves Gardening and Green Spaces Network by adding Parish Council owned land to the Weald to Waves map and it was:

**RESOLVED: That the Committee AGREED to recommend to Council that in the first instance, 30% of Hurst Meadows is pledged to nature recovery and is recorded on the Weald to Waves gardens and greenspaces map and to encourage other local groups and residents to do the same.**

**F24/25.038: To note any further information items, correspondence received or requests.**

**F24/25.038.1: Application to Hire South Avenue Recreation Ground:** The Committee noted the application for the Hurst Festival Super Sunday event on 15 September 2024. The event has benefitted from a £2,000 grant from the Parish Council and will also benefit from free use of the ground and use of the external power supply.

**F24/25.038.2: Defibrillator:** The Committee noted the generous donation from Downlands School and the request for comments on where it could be sited in the Parish. Section 106 funds might cover the costs of an external cabinet.

**The Committee RESOLVED that in view of the confidential nature of the following items, the press and public be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.**

**Confidential Matters:**

**F24/25.039: Review of Toilet Cleaning and Caretaking Arrangements:** The Committee considered a briefing note to review the temporary arrangements agreed at the Committee meeting on 20 June 2024 and to confirm future arrangements and it was:

**RESOLVED: That the Committee noted the success of the temporary arrangements for cleaning the public toilets and AGREED that these arrangements continue for the foreseeable future.**

There being no other business, the Chair closed the meeting at 9.24pm.

Chair