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Village Centre
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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 5 December 2024 at the Hurstpierpoint Village Centre.

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

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

F24/25.071: Apologies for absence: Apologies for absence were received from Cllr David Evans, Cllr Rodney Jackson and Cllr Julia Shorrocks, and it was:

RESOLVED: That the Committee **ACCEPTS** the apologies for absence from Cllrs Evans, Jackson and Shorrocks.

F24/25.072: Declarations of interest: There were no declarations of interest.

F24/25.073: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 21 November, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 21 November 2024.

F24/25.074: Adjournment for questions from the public: There were no members of the public present.

F24/25.075: Parish Council Financial Monitoring for Month 8 (November 2024): The Committee noted:

- (i) Payments of £57,988.89 (EX VAT). This included November salaries.
- (ii) Receipts of £14,005.69 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Cllr Street.
- (iv) Balance Sheet.
- (v) Income and Expenditure. The Committee noted the Court Bushes electricity budget spend at 82%.
- (vi) Nominal Ledger.
- (vii) The funds held in CCLA shares on 30 November 2024 were £109,699.80.
- (viii) The deposits and investments accounts on 30 November 2024 were noted.

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	27/11/2025
United Trust Bank	1 Year Fixed Term	19/12/2024
Redwood Bank	1 Year Fixed Term	01/03/2025

- (ix) The Committee considered the renewal offer from the United Trust Bank for the account that matures on 19 December 2024 and agreed to reinvest the £100,000 for a further 12 months with an interest rate of 4.61%, and it was:

RESOLVED: That the Committee AGREED the Parish Council financial monitoring for Month 8 (November 2024) and to reinvest £100,000 with the United Trust Bank for a further 12 months with an interest rate of 4.61%.

F24/25.076: Village Centre Financial Monitoring for Month 8 (November 2024): The Committee noted:

- (i) Payments of £15,674.32 (VAT N/A). This includes a £10,000 transfer to the Savings Account.
- (ii) Receipts of £4,487.54 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by 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 8 (November 2024).

F24/25.077: Parish Action Plan: The Committee reviewed the:

- (i) the Finance & Governance Action Plan: The Committee noted that the Strategy Working Group had met and an update will be provided at the next Council meeting. The Chairman of the Council would be writing to the councillors who have not yet undertaken their training.
- (ii) the Estates & Facilities Action Plan: The Committee noted the Action Plan and progress against tasks. A further update was given regarding the Reeds Lane play area item. It was confirmed that the village signs are included in the structural testing quotes.

The Committee noted new Action Plan will be produced for 2025/26 based on the new budget, and it was:

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

F24/25.078: Estates & Facilities Update: The Committee noted the very comprehensive update report. Quotes will be sought for structural testing, cleaning and routine maintenance for all street lights in the future, possibly on a rolling programme and a budget will be included for that purpose. The minutes of the Hurst Meadows Working Group meetings will added to future Committee agendas, and it was:

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

F24/25.079: Draft Council Budget 2025/26: The Committee reviewed and assessed the Parish Council budget requirements for 2025/26. The Committee agreed to amend the staffing costs for the Assistant Clerks and to remove the Grade 2 full time post. The Parish Council Management Fee to the Village Centre charity was recalculated based on the average hourly rate (including Pension and NI) for all 5 employees for 13 hours a week, 52 weeks of the year. The project budget in Recreation Grounds was increased to £11,000 for the South Avenue Drainage Works. Street Lighting will include a new Property Maintenance budget (5400-204) for £3,000 to allow for some structural testing, routine maintenance and cleaning. The Committee agreed to recommend the budget requirements to Council, as amended, and it was:

RESOLVED: That the Committee AGREED the Council budget requirements for 2025/26 as amended, and to recommend them to Council for approval.

F24/25.080: 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 9.41pm.

Chair