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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 16 January 2025 at the Hurstpierpoint Village Centre.

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

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

F24/25.081: Apologies for absence: Apologies for absence were received from Cllr David Evans, and it was:

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

F24/25.082: Declarations of interest: There were no declarations of interest.

F24/25.083: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 5 December 2024, and it was:

RESOLVED: That the Committee AGREED the minutes of the Finance, Governance & Estates Committee meeting held on 5 December 2024.

F24/25.084: Adjournment for questions from the public: There were no members of the public present.

F24/25.085: Parish Council Financial Monitoring for Month 9 (December 2024): The Committee noted:

(i) Payments of £40,344.80 (EX VAT). This included the pay award backdated to 1 April 2024. The payment to British Telecom was the final payment in the switch-over process to Zen Internet. The coding of the payment to Section 24 for the surveys of South Avenue will be reviewed.
(ii) Receipts of £95,158.34 (VAT N/A). This includes £80,000 transfer from the Unity Trust Savings Account.
(iii) Bank Reconciliations. These were signed by Cllr Street.
(iv) Balance Sheet.
(v) Income and Expenditure. The Court Bushes electricity budget for 2025/26 is to be double checked.
(vi) Nominal Ledger.
(vii) VAT Return Q3.
(viii) The funds held in CCLA shares on 31 December 2024 were £110,132.82.
(ix) The deposits and investments accounts on 31 December 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	27/11/2025
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 9 (December 2024).

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F24/25.086: Village Centre Financial Monitoring for Month 9 (December 2024): The Committee noted:

(i) Payments of £3,142.49 (VAT N/A). This includes a £10,000 transfer to the Savings Account.
(ii) Receipts of £8,950.39 (VAT N/A). This includes a £5,000 transfer from the CAF Savings Account.
(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 9 (December 2024).

F24/25.087: Parish Action Plan: The Committee reviewed the:

(i) the Finance & Governance Action Plan: The Committee noted the actions and agreed that a draft action plan for 2025/26 will be prepared for the next meeting. The asset register will be removed but the Parish Strategy and Cllr training (offering new opportunities) will remain as actions.
(ii) the Estates & Facilities Action Plan: The Committee noted the Action Plan and progress against tasks, and agreed that a draft action plan for 2025/26 will be prepared for the next meeting.

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.

F24/25.088: Estates & Facilities Update: The Committee noted the very comprehensive update report. A further internal meeting regarding the Reeds Lane Play Area is being held on 21 January 2025. Anti-slip tape is being added to the second bridge in Hurst Meadows. Quotes for installing new bins are awaited. Two of the white wooden finger posts have been refurbished, and it was:

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

F24/25.089: Hurst Meadows Working Group: The Committee noted the December 2024 and January 2025 minutes of the Hurst Meadows Working Group, and it was:

RESOLVED: That the Committee NOTED the December 2024 and January 2025 minutes of the Hurst Meadows Working Group.

F24/25.090: New Paths in Hurst Meadows: The Committee considered a briefing note seeking the appointment of a contractor to install new paths at the Buckwilly/Bellows Nose entry point and at the St George's Lane/Fifteen Acre entry point, and it was:

RESOLVED: That the Committee AGREED the appointment of Barcombe Landscapes to install new paths in Hurst Meadows at a cost of £2,000 plus VAT from 5720-210/EMR 350.

F24/25.091: Dog Waste Collection: The Committee considered a briefing note concerning the arrangements for dog bin waste collection from February 2025, and it was:

RESOLVED: That the Committee AGREED the appointment of Pet Waste Solutions to empty the 9 dog waste bins in the parish from 1 March 2025 for one year, at a cost of £2,946 plus VAT.

F24/25.092: South Avenue Drainage Project: The Committee considered a briefing note seeking the appointment of a contractor to carry out the drainage works in South Avenue. The allocation of budget codes will be clarified, and it was:

RESOLVED: That the Committee AGREED the appointment of Section 24 to carry out the drainage works in South Avenue, at a total cost of £1,816 plus VAT.

F24/25.093: Community Allotment Plot: The Committee considered a briefing note setting out proposals for a community plot at the Albourne Road Allotments, and it was:

> **RESOLVED: That the Committee AGREED to let Allotment Plot 26B to the Hurstpierpoint Allotment Association for them to manage as a community plot.**

F24/25.094: To note any further information items, correspondence received or requests. There were no further items.

F24/25.094.1: Methodist Church: The Committee received a verbal update on the sale of the old Methodist Church at 42 Cuckfield Road, Hurstpierpoint which was being sold by auction.

F24/25.094.2: Pensions: Cllr Llewellyn enquired whether any other councillors receiving an allowance had been written to by the Local Government Pension Scheme, which they had.

There being no other business, the Chair closed the meeting at 9.19pm.

Chair