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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 21 November 2024 at the Hurstpierpoint Village Centre.

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

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

F24/25.059: Apologies for absence: Apologies for absence were received from Cllr David Evans, Cllr Claire Majsai, Cllr Julia Shorrocks and Cllr Annette Street, and it was:

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

F24/25.060: Declarations of interest: There were no declarations of interest.

F24/25.061: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 17 October, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 17 October 2024.

F24/25.062: Adjournment for questions from the public: There were no members of the public present.

F24/25.063: Parish Council Financial Monitoring for Month 7 (October 2024): The Committee noted:

- (i) Payments of £114,569.78 (EX VAT). This included a £100,000 transfer to the savings account.
- (ii) Receipts of £21,514.73 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Cllr Jackson.
- (iv) Balance Sheet.
- (v) Income and Expenditure.
- (vi) Nominal Ledger.
- (vii) The funds held in CCLA shares on 31 October 2024 were £109,241.49.
- (viii) The deposits and investments accounts on 31 October 2024 were noted. The future of the Redwood Bank deposit was considered and the Clerk will investigate the penalty for early removal of any funds.

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

- (ix) The Committee considered the renewal offer from the Cambridge and Counties Bank for the account that matures on 28 November 2024 and agreed to reinvest the £50,000 for a further 12 months with an interest rate of 4.35%, and it was:

RESOLVED: That the Committee AGREED the Parish Council financial monitoring for Month 7 (October 2024) and to reinvest the £50,000 with the Cambridge and Counties Bank for a further 12 months with an interest rate of 4.35%.

F24/25.064: Village Centre Financial Monitoring for Month 7 (October 2024): The Committee noted:

- (i) Payments of £861.72 (VAT N/A).
- (ii) Receipts of £9,746.16 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Cllr Jackson.
- (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 7 (October 2024).

F24/25.065: Parish Action Plan: The Committee reviewed the:

- (i) the Finance & Governance Action Plan: The Committee noted the Action Plan and progress against tasks. Despite reminders, a number of councillors have still not completed their training agreed by the Parish Council and the Chairman will send those four a reminder email. A questionnaire was being drafted for the Parish Strategy and an update will be given at Council. It was suggested a separate informal meeting of councillors could discuss the questionnaire and consultation process.
- (ii) the Estates & Facilities Action Plan: The Committee noted the Action Plan and progress against tasks. Regarding item 1b, four play equipment companies have been approached for Reeds Lane Recreation Ground. Regarding item 7 – the fire door closers at Court Bushes have now been installed, and it was:

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

F24/25.066: Estates & Facilities Update: The Committee noted the very comprehensive update report and progress to date regarding the Forest School area in Hurst Meadows. Two new defibrillator cabinets have been received for the Sportsman Pub and Court Bushes. The flagpole structural testing is still to be completed. The works completed at the Chantry Stables were explained. The Court Bushes works following the car crash are nearing completion and the sign-off process will be confirmed, and it was:

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

F24/25.067: Fees and Charges Review for 2025/26: The Committee reviewed the briefing note setting out the schedule of annual charges recommended for 1 April 2025 to 31 March 2026. The lock-up fee charged by Beacon will be double checked and the management fee paid by the Village Centre charity to the Parish Council will be investigated further, and it was:

RESOLVED: That the Committee AGREED the schedule of annual charges recommended for 1 April 2025 to 31 March 2026 and AGREED to recommend it to Council for adoption, subject to confirmation of the two items queried.

F24/25.068: F&G Budget Setting 2025/26: The Committee reviewed and assessed the Finance & Governance budget requirements for 2025/26 including staffing costs, and it was:

RESOLVED: That the Committee AGREED the Finance & Governance budget requirements for 2025/26 including staffing costs.

F24/25.069: EF&M Budget Setting 2025/26: The Committee reviewed and assessed the Estates & Facilities Management budget requirements for 2025/26. It was agreed to amend the Cemetery Property Maintenance budget from £5,000 down to £2,000 (for the Cemetery Drainage works) and include £3,000 for the South Avenue Drainage works in the Recreation Ground Property Maintenance or Projects budgets codes 202-5400 or 202-5710. The

Recreation Grounds - Grounds Maintenance budget 202-5410 will be double checked as it has dropped from £8,000 to £4,000. It was agreed to reduce the income for Court Bushes Community Hub from £48,000 to £42,000, and it was:

RESOLVED: That the Committee AGREED the Estates & Facilities Management budget requirements for 2025/26, as amended.

F24/25.070: 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 10.10pm.

Chair