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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 20 March 2025 at the Hurstpierpoint Village Centre.

Members present:

Cllr Duncan Ranger (Chair)	Cllr Rodney Jackson
Cllr Helena Browne	Cllr Claire Majsai
Cllr Malcolm Llewellyn	Cllr Annette Street

Also present: Stephen Witchell, Estates & Facilities Manager.

F24/25.108: Apologies for absence: Apologies for absence were received from Cllr David Evans and Cllr Julia Shorrocks, and it was:

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

F24/25.109: Declarations of interest: Cllr Annette Street declared her interest in the approval of Contractors, due to her husband being on the list as a named contractor and as he will be retiring he should be removed from the list.

F24/25.110: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 20 February 2025, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 20 February 2025.

F24/25.111: Adjournment for questions from the public: There were no members of the public present.

F24/25.112: Parish Council Financial Monitoring for Month 11 (February 2025): The Committee noted:

- (i) Payments of £32,119.66 (EX VAT). This did not include the February 2025 salaries.
- (ii) Receipts of £30,577.81 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Cllr Street.
- (iv) Balance Sheet.
- (v) Income and Expenditure.
- (vi) Nominal Ledger.
- (vii) The funds held in CCLA shares on 28 February 2025 were £111,019.98.
- (viii) The deposits and investments accounts on 28 February 2025 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 noted the Redwood Bank account had been closed and the Hampshire Trust Bank account had been opened on 10 March 2025, and it was:

RESOLVED: That the Committee **AGREED** the Parish Council financial monitoring for Month 11 (February 2025).

F24/25.113: Village Centre Financial Monitoring for Month 11 (February 2025): The Committee noted:

- (i) Payments of £1,386.75 (VAT N/A).
- (ii) Receipts of £3,256.40 (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 11 (February 2025).

F24/25.114: Parish Action Plan: The Committee reviewed the:

- (i) The Finance & Governance Action Plan: The Committee noted the actions and progress against the 2024/25 Action Plan. The Committee considered and agreed the draft action plan for 2025/26.
- (ii) The Estates & Facilities Action Plan: The Committee noted the 2024/25 Action Plan and progress against tasks. The Committee considered and agreed the draft action plan for 2025/26.

The Committee noted progress against the 2024/25 Action Plans and considered the draft Action Plans 2025/26 based on the new budget, and it was:

RESOLVED: That the Committee AGREED the updated Action Plans for 2024/2025 and the draft Action Plans for 2025/26.

F24/25.115: Estates & Facilities Update: The Committee noted the very comprehensive update report. Cllr Ranger asked for an update in the Velux controller in the Main Hall at the Village Centre, a wall mounted controller is being investigated to prevent damage to the remote control. Cllr Llewellyn asked 1. if the bollards on the War Memorial will take place as it has fallen off the update report? This is still to be programmed in and will be put back onto the update report. 2. An update on the Willow Way streetlight repairs? Enerveo are to conduct an inspection of an additional Streetlight in Willow Way that requires repairs which will then added to the previous estimate for 9 streetlights. Once the quote is received, one claim will be made to the insurance company. 3. Has there been any progress in the Flagpole inspections? The company that we have commissioned to carried out the Streetlight structural testing, will conduct a test of the flagpole and Village Signs for free as part of the other inspections, however this will be mostly a push test. 4. Are we planning to purchase a new Union Jack Flag? Yes, we have discussed this, but a purchase has not yet been made, but will be done shortly and it was:

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

F24/25.116: Hurst Meadows Working Group: The Committee noted the 6 March 2025 minutes of the Hurst Meadows Working Group; It was requested that some minor changes are made to remove jargon i.e. PROW to Public Right of Way and '62Hu' to be explained as a reference Number for a Public Right of way, include full name and company of anyone mentioned and it was:

RESOLVED: That the Committee NOTED the 6 March 2025 minutes of the Hurst Meadows Working Group.

F24/25.117: Savings and Investments Policy: The Committee reviewed the Savings and Investments Policy having deferred it from the last meeting. The Committee acknowledged that the 2025/26 budget would most likely exceed the 500,000 Euro limit (subject to exchange rates at the time) to qualify for the Financial Services Compensation Scheme protection (up to £85,000 in each account) and the Policy was re-worded accordingly to use the monitoring of the credit ratings for banks every six months instead, with any negative changes in the credit ratings being brought back to Committee. The Committee agreed to recommend its adoption to Council as amended, and it was:

RESOLVED: That the Committee AGREED that the Savings and Investments Policy would be recommended to Council for adoption, as amended.

F24/25.118: Internal Controls: The Committee reviewed the findings from the March 2025 internal controls exercise and agreed to recommend their adoption by Council, and it was:

RESOLVED: That the Committee AGREED the findings from the March 2025 internal controls exercise and to recommend their adoption by Council.

F24/25.119: Financial Risk Management Review: The Committee reviewed the Parish Councils exposure to financial risk in 2024/2025 and considered any necessary changes or actions required for 2025/2026. It was agreed to make a small number of changes and to recommend it to Council for adoption, and it was:

RESOLVED: That the Committee AGREED the Parish Councils Financial Risk Management Review for 2024/2025, and to recommend it to Council for adoption, as amended.

F24/25.120: Provisional Year End Processes: The Committee considered a briefing note setting out the processes and timetable for the completion of the 1 April 2024 to 31 March 2025 year end Annual Governance and Accountability Return, and it was:

RESOLVED: That the Committee AGREED the processes and timetable for the completion of the 1 April 2024 to 31 March 2025 year end Annual Governance and Accountability Return.

F24/25.121: Allocation of Bank Interest to Earmarked Reserves: The Committee considered bank interest allocations to Earmarked Reserves as per the Savings and Investment Policy, and it was:

RESOLVED: That the Committee AGREED the bank interest allocations to Earmarked Reserves as per the Savings and Investment Policy.

F24/25.122: Year End Adjustments: The Committee considered the provisional adjustments required for the year end to ensure modifications for creditors, debtors, accruals and receipt in advance are allowed for, and any transfers to or from the General Reserve and Earmarked Reserves, and it was:

RESOLVED: That the Committee AGREED the provisional adjustments to be made at the year end in order to complete the accounts for 1 April 2024 to 31 March 2025; and to recommend the transfers to and from Earmarked Reserves to Council for approval and adoption, subject to any changes required at year end.

F24/25.123: Approval of Contractors 2025/26: The Committee considered the list of contractors to be used during 2025/26, Cllr Street advised that Ian Parkin should be removed from the list of Contractors as he is to retire and will be writing an official email to inform the Parish Council of this. Cllr Llewellyn advised that Kaycee Roofing should also be added as an additional roofing company, and it was:

RESOLVED: That the Committee AGREED the list of contractors to be used during 2025/2026, as amended.

F24/25.124: To note any further information items, correspondence received or requests.

F24/25.124.1: Methodist Church: The Committee received a verbal update on the old Methodist Church which had not sold at auction on 6 February 2025 and was in the auction for 20 March. The Methodist Church has now been sold for £360,000.

F24/25.124.2: Public Right of Way improvements: Cllr Llewellyn updated the Committee on a site meeting held with the Public Rights of Way team and the Estates and Facilities Manager in Tilley's Copse to discuss the improvements of the Public Right of Way 62Hu (Public Right of Way reference number) running through Tilley's Copse, and privately owned land, to Hurstpierpoint College. The works are agreed to take place during the summer months. Hurstpierpoint College are to cut back vegetation encroaching across the Public Right of Way through their land.

There being no other business, the Chair closed the meeting at 9:26pm.

Chair