Hurstpierpoint & Sayers Common Parish Council
Email: office@hurstpierpoint-pc.gov.uk
Website: www.hurstpierpoint-pc.gov.uk
Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 10 April 2025 at the Hurstpierpoint Village Centre.

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

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

F24/25.125: Apologies for absence: Apologies for absence were received from Cllr Claire Majsai, and it was:

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

F24/25.126: Declarations of interest: There were no declarations of interest.

F24/25.127: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 20 March 2025, and it was:

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

F24/25.128: Adjournment for questions from the public: There were no members of the public present.

F24/25.129: Parish Council Financial Monitoring for Month 12 (March 2025): The Committee noted:

(i) Payments of £147,610.59 (excl VAT). This includes February and March salaries, plus the £100,000 transferred to the new Hampshire Trust Bank account.
(ii) Receipts of £110,270.84 (VAT N/A). This includes the £100,000 from the closed Redwood Bank Account.
(iii) Bank Reconciliations. These were signed by Cllr Street.
(iv) Balance Sheet.
(v) Nominal Ledger.
(vi) Income and Expenditure.
(vii) Q4 VAT Return. The details of the Q4 VAT Return will be presented in May 2025.
(viii) The funds held in CCLA shares on 31 March 2025 were £111,408.71.
(ix) The deposits and investments accounts on 28 February 2025 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
Hampshire Trust Bank	1 Year Fixed Term	01/03/2026

RESOLVED: That the Committee AGREED the Parish Council financial monitoring for Month 12 (March 2025).

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F24/25.130: Village Centre Financial Monitoring for Month 12 (March 2025): The Committee noted:

(i) Payments of £5,749.52 (VAT N/A).
(ii) Receipts of £6,207.38 (VAT N/A). This includes a £2,000 grant which will accrue to 2025/26.
(iii) Bank Reconciliations. These were signed by Cllr Street.
(iv) Balance Sheet.
(v) Income and Expenditure. The subscription budget code was overspent and would be investigated.
(vi) Bank accounts held were i) CAF Cash Current Account with 0.2% interest and ii) CAF Gold Savings Account with 2% interest. Maturity dates do not apply, and it was:

RESOLVED: That the Committee AGREED the Village Centre financial monitoring for Month 12 (March 2025).

F24/25.131: Parish Action Plan: The Committee reviewed the:

(i) The Finance & Governance Action Plan: The Committee noted the progress against actions for 2025/26.
(ii) The Estates & Facilities Action Plan: The Committee noted the progress against actions for 2025/26, and it was:

RESOLVED: That the Committee AGREED the Action Plans for 2025/26.

F24/25.132: Estates & Facilities Update: The Committee noted the comprehensive update report. and it was:

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

F24/25.133: Hurst Meadows Working Group: The Committee noted the 3 April 2025 minutes of the Hurst Meadows Working Group, and it was:

RESOLVED: That the Committee NOTED the 3 April 2025 minutes of the Hurst Meadows Working Group.

F24/25.134: Year End Adjustments: The Committee noted the year-end adjustments made to the 2024/2025 accounts to allow for creditors, debtors, accruals and receipt in advance, and the transfers to and from the General Reserve and Earmarked Reserves. The final year-end figures are presented to Council in May with the Annual Governance and Accountability Return, and it was:

RESOLVED: That the Committee NOTED the year-end adjustments for 1 April 2024 to 31 March 2025 as follows:

i. **the final adjustments made at the year-end for accruals and creditors totalled £8,469.50;**

ii. **the bank interest allocations of £21,161.90, made to Earmarked Reserves as per the Savings and Investment Policy; and**

iii. **the final transfers made to the Earmarked reserves of £7,500 to Hurst Meadows Access EMR (355), £5,498 to South Avenue EMR (335) and £1,200, to the Christmas Lights EMR (395).**

F24/25.135: To note any further information items, correspondence received or requests.

F24/25.135.1: Methodist Church: The Committee noted that the Methodist Church which had sold at auction in March, was now subject to an in principle planning application for up to six dwellings.

There being no other business, the Chair closed the meeting at 8:40pm.

Chair