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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 15 May 2025 at the Hurstpierpoint Village Centre.

Members present: Cllr Malcolm Llewellyn (Chair)
Cllr Claire Majsai
Cllr Rodney Jackson

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

F24/25.136: Apologies for absence: Apologies for absence were received from Cllr Browne, Ranger, Shorrocks and Street. In the absence of the Chair and Vice-Chair it was agreed that Cllr Llewellyn would chair the meeting, and it was:

RESOLVED: That the Committee **ACCEPTS** the apologies for absence from Cllr Browne, Cllr Ranger, Cllr Shorrocks and Cllr Street.

F24/25.137: Declarations of interest: There were no declarations of interest.

F24/25.138: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 10 April 2025, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 10 April 2025.

F24/25.139: Adjournment for questions from the public: There were no members of the public present.

F24/25.140: Parish Council Financial Monitoring for Month 1 (April 2025): The Committee noted:

- (i) Payments of £19,950.97 (excl VAT). This did not include April 2025 Salaries.
- (ii) Receipts of £185,179.29 (VAT N/A). This included the first half year precept of £165,931.
- (iii) Bank Reconciliations. These were signed by Cllr Majsai.
- (iv) Balance Sheet.
- (v) Nominal Ledger.
- (vi) Income and Expenditure. The subscriptions budget code will be investigated. The Court Bushes Rates bill had come in over budget as the Rates are increased with no advance warning.
- (vii) Q4 VAT Return.
- (viii) The funds held in CCLA shares on 30 April 2025 were £111,834.55.
- (ix) The deposits and investments accounts on 30 April 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 1 (April 2025).

F24/25.150: Village Centre Financial Monitoring for Month 1 (April 2025): The Committee noted:

- (i) Payments of £6,930.90 (VAT N/A).
- (ii) Receipts of £3,521.40 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Cllr Majsai.
- (iv) Balance Sheet.
- (v) Income and Expenditure.
- (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 1 (April 2025).

F24/25.151: 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. A schedule of works is being prepared for the South Avenue drainage works. A new piece of play equipment may be possible to replace the trampoline in the South Avenue play area. Approximately eight trees require work following the tree risk assessments for the Meadows, and quotes from tree surgeons have been requested, and it was:

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

F24/25.152: Estates & Facilities Update: The Committee noted the comprehensive update report. The original management plans for Hurst Meadows, signed as part of the Section 106, were being located. This was in order to confirm to the Rural Payments Agency that the original Section 106 funds did not cover improvement works. This may allow the Parish Council to apply for Countryside Stewardship grant money, and it was:

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

F24/25.153: Hurst Meadows Working Group: The Committee noted the draft 8 May 2025 minutes of the Hurst Meadows Working Group. Cllr Majsai confirmed an owl box had been installed in a neighbouring garden, and it was:

RESOLVED: That the Committee NOTED the draft 8 May 2025 minutes of the Hurst Meadows Working Group.

F24/25.154: Chapel Roof: The Committee considered a briefing note with quotes, to appoint a contractor to install tie bars into the workshop roof to prevent further movement. The Committee requested that the Surveyor that had designed the specification, be asked to inspect the works for the Parish Council after they are completed, and it was:

RESOLVED: That the Committee AGREED to appoint Ventham Construction to install tie bars on the chapel roof, at a total cost of £3,348.95 plus VAT.

F24/25.155: To note any further information items, correspondence received or requests.

F24/25.155.1: Manor Road Cycleway Lighting: Residents had complained about the lack of lighting at the west end of Manor Road where it joins the new cycleway to Western Road. It appears the streetlight in the cycleway has been taped up to prevent the proper coverage. WSCC will be asked about any changes made by them when the street light was re-located as part of the new cycleway works.

F24/25.155.2: Memorial Bench on Village Garden: A resident has requested space be found on the Village Garden for a memorial bench. The Committee were happy to consider potential sites.

F24/25.155.3: Van Lease: Options for the renewal of the van lease in September 2025 will be brought to Committee.

There being no other business, the Chair closed the meeting at 8:32pm.

Chair