



Minutes of the Meeting of the Hurstpierpoint Village Centre Trustees held on Thursday 27 February 2025 at 9.40pm, at Hurstpierpoint Village Centre (Charity No 305265).

Trustees Present:	Malcolm Llewellyn (Chair)	Rodney Jackson	Annette Street
	Michael Avery	Duncan Ranger	Lindsay Thompson
	Susan Dyke	Julia Shorrocks	

Also present: Sarah Groom, Clerk to the Trustees

- 1. Apologies for Absence:** The Trustees received and accepted apologies for absence from Helen Bedford, David Evans, Barry Forster, Claire Majsai and Bob Sampson.
- 2. Previous Minutes:** The Trustees agreed the minutes of the meeting held on 28 November 2024.
- 3. Village Centre Budget Monitoring 2024/25:** The Trustees reviewed and assessed the Village Centre's financial position at 31 January 2025. Trustees noted a further £8,600 was due in for room hire and that the utility bills were extremely hard to quantify.
- 4. Management Fee Re-charge:** The Trustees considered the management fee re-charge, paid to the Parish Council for 2025/26 as £17,515.16, and agreed the fee. It was also agreed that the breakdown per activity area be revisited at each budget cycle.
- 5. Budget Setting 2025/26:** The Trustees reviewed the budget requirements for 2025/26 for formal adoption. The Trustees noted the new office services figure that the Parish Council pays the Charity for the use of the office that was now based on the calculations required as set out in the Lease. Trustees agreed to keep the Electricity budget at £5,000 and the Gas budget at £6,000, and noted the new management fee re-charge. The budget was agreed as amended. Grants would be pursued for the new fire doors, floor maintenance and water saving devices via Action In Rural Sussex and Community People, to try to help reduce the Property Maintenance costs.
- 6. Any Other Business:** The Chair gave an update on the plans to survey the roof of the Village Centre to explore the options for solar panels. West Sussex County Council is surveying the Library roof on 21 and 26 March 2025 and it is hoped the Village Centre roof will be surveyed at the same time, but for a fee.
- 7. Date of Next Meeting:** The Trustees agreed the date of the next annual general meeting as 24 July 2025, and the next ordinary meeting on 27 November 2025, to follow the conclusion of the Parish Council meetings which start at 7.30pm

There being no other business, the meeting closed at 10.11pm.

Chairman