



Hurstpierpoint & Sayers Common Parish Council
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Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Dear Councillor,

Committee Members are summoned to attend the **Meeting of the Finance, Governance & Estates Committee** to be held on **Thursday 14 August 2025 at 7.30pm** at Hurstpierpoint Village Centre. Members of the public have a right to and are invited to attend the meeting.

Sarah Groom, Clerk to the Council & Responsible Finance Officer

Friday 8 August 2025

Committee Membership: Cllr Duncan Ranger (Chair), Cllr Helena Browne, Cllr Rodney Jackson, Cllr David Evans, Cllr Malcolm Llewellyn, Cllr Claire Majsai, Cllr Julia Shorrocks and Cllr Annette Street (Vice-Chair).

AGENDA

1. **Apologies for absence:** To receive and accept apologies for absence.
2. **Declarations of interest:** To note any declarations of interest.
3. **Minutes of the previous meeting of the Finance, Governance & Estates Committee:** To receive and adopt the minutes of the 17 July 2025 Finance, Governance & Estates Committee meeting.
4. **Adjournment for questions from the public:** To consider adjourning the meeting in accordance with Standing Orders, to receive questions from members of the public.
5. **Parish Council Financial Monitoring for Month 4 (July 2025):** To note:
 - 5.1 Payments of £27,222.16 (Ex VAT). This includes the June salaries but does not include the July salaries.
 - 5.2 Receipts of £25,664.30 (VAT N/A). This includes £10,416.87 from Aviva for the streetlight repairs.
 - 5.3 Bank Reconciliations.
 - 5.4 Balance Sheet.
 - 5.5 Nominal Ledger.
 - 5.6 Income and Expenditure.
 - 5.7 The funds held in CCLA shares on 31 July 2025 are £113,053.19.
 - 5.8 Deposits and investments accounts held on 31 July 2025 are as follows:

Financial Institution	Account Type	Interest AER %	Maturity Date
Unity Trust	Current Account	0	N/A
Unity Trust	Savings Account	2.52	N/A
Nationwide	95 Day Savings Account	3.60	95 Days notice
Cambridge & Counties	1 Year Fixed Term	4.4	24/06/2026
Cambridge & Counties	1 Year Fixed Term	5.1	27/11/2025
United Trust Bank	1 Year Fixed Term	5.0	19/12/2025
Hampshire Trust Bank	1 Year Fixed Term	4.36	01/03/2026

6. **Village Centre Financial Monitoring for Month 4 (July 2025):** To note:
- 6.1 Payments of £1,932.18 (VAT N/A).
 - 6.2 Receipts of £1,728.30 (VAT N/A).
 - 6.3 Bank Reconciliations.
 - 6.4 Balance Sheet.
 - 6.5 Income and Expenditure.
 - 6.6 Bank accounts held are i) CAF Cash Current Account with 0.2% interest; and ii) CAF Gold Savings Account with 1.85% interest. Maturity dates do not apply.
7. **Review of 2024/25 External Audit Report:** To note the External Auditor's (Moore West Sussex) Certificate for the 31 March 2025 accounts and agree to recommend it to Council for adoption.
8. **Parish Action Plans:** To review the Committee Action Plans for 2025/2026.
9. **Estates & Facilities Update:** To receive and note an update report on Estates & Facilities Management.
10. **Hurst Meadows Working Group:** To note the minutes of the Hurst Meadows Working Group on 8 August 2025 held on site.
11. **Purchase of Reeds Lane Recreation Ground Equipment:** To consider a briefing note to appoint contractors to supply and install various items of equipment at Reeds Lane Recreation Ground at a total cost of £36,950.43 plus VAT.
12. **ROSPA Play Area List of Works:** To consider a briefing note to appoint a contractor to carry out the ROSPA inspection list of works in South Avenue Recreation Ground at a total cost of £2,489.05 plus VAT.
13. **Court Bushes Nursery Toilets:** To consider a briefing note to appoint a contractor to carry the refurbishment of the nursery toilets at Court Bushes Community Hub.
14. **To note any further information items, correspondence received or requests.**

The Committee is asked to RESOLVE that in view of the confidential nature of the following items, the press and public be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential Matters:

15. **Hurstpierpoint Lawn Tennis Club:** To consider a draft Lease in order to begin negotiations for the renewal of the Lease with the Club.
16. **Land off Weald Close:** To consider a briefing note outlining the current situation with the piece of land.

Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council's website or on request at the Parish Office.
