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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 17 July 2025 at the Hurstpierpoint Village Centre.

Members present: Cllr Duncan Ranger (Chair) Cllr Claire Majsai
Cllr Malcolm Llewellyn Cllr Rodney Jackson
Cllr Annette Street

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

F25/26.014: Apologies for absence: Apologies for absence were received from Cllr Julia Shorrocks, and it was:

RESOLVED: That the Committee **ACCEPTS** the apologies for absence from Cllrs Shorrocks.

F25/26.015: Declarations of Interest: There were no declarations of interest.

F25/26.016: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 19 June 2025, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 19 June 2025.

F25/26.017: Adjournment for questions from the public: There were no members of the public present.

F25/26.018: Parish Council Financial Monitoring for Month 3 (June 2025): The Committee noted:

- (i) Payments of £43,864.08 (excl VAT). This includes the May 2025 Salaries but not the June 2025 Salaries.
- (ii) Receipts of £9,830.95 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Cllr Street.
- (iv) Balance Sheet.
- (v) Nominal Ledger.
- (vi) Income and Expenditure.
- (vii) Q1 VAT Claim 2025-26.
- (viii) The funds held in CCLA shares on 30 June 2025 were £112,657.35. The Committee noted that subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited.
- (ix) The deposits and investments accounts on 30 June 2025 were noted.

Financial Institution & Credit Ratings at 11 April 2025	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

- (x) The renewal of the Cambridge & Counties Bank one year fixed term deposit, earning 4.4% interest, which now matures on 24 June 2026.

RESOLVED: That the Committee **AGREED** the Parish Council financial monitoring for Month 3 (June 2025).

F25/26.019: Village Centre Financial Monitoring for Month 3 (June 2025): The Committee noted:

- (i) Payments of £7,892.01 (VAT N/A).
- (ii) Receipts of £12,013.30 (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 with 0.2% interest and ii) CAF Gold Savings Account with 1.85% interest. Maturity dates do not apply, and it was:

RESOLVED: That the Committee AGREED the Village Centre financial monitoring for Month 3 (June 2025).

F25/26.020: Parish Action Plan: The Committee reviewed the:

- (i) The Finance & Governance Action Plan: The Committee noted the progress against actions for 2025/26, which included the updates agreed at the last meeting. A number of Committee members had already completed the Finance Essentials training, and those that hadn't, would be encouraged to. It was also agreed to invite all parish councillors to attend the Finance Essentials training regardless of whether they were on the Committee.
- (ii) The Estates & Facilities Action Plan: The Committee noted the progress against actions for 2025/26. Cllr Street noted that an item 6b appeared to be missing. It was also requested that the description for "ongoing" items be expanded upon. The action description for 6a Hurst Meadows, should read "to implement the Management Plan", and it was:

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

F25/26.021: Estates & Facilities Update: The Committee noted the comprehensive update report. Quotes were awaited for the South Avenue drainage project. Cllr Llewellyn enquired when the swing set in Reeds Lane play area had been installed to ascertain its life span. The recent issues with the nursery toilets plumbing at Court Bushes Community Hub were reviewed. Cllr Llewellyn wanted the planting around the War Memorial wall investigated, and it was:

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

F25/26.022: Hurst Meadows Working Group: The Committee noted the 3 July 2025 minutes of the Hurst Meadows Working Group. Cllr Majsai reported that it was an excellent year for the butterflies due to the weather, and it was:

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

F25/26.023: Van Comparison Costs: The Committee re-considered a briefing note comparing the costs between leasing and purchasing a new works van, as well as the cost to purchase the existing leased van off the leasing company at a cost of £8,900 plus VAT, and it was:

RESOLVED: That the Committee AGREED to recommend to Council that the Parish Council purchases the existing works van from the leasing company at a cost of £8,900 plus VAT, and to fund the purchase from both the Van Earmarked Reserve (311) which has a balance of £2,972, and the remainder of £5,928 from the General Reserve.

F25/26.024: To note any further information items, correspondence received or requests.: There were no further information items, correspondence received or requests.

There being no other business, the Chair closed the meeting at 8.45pm.

Chair