



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 14 August 2025 at the Hurstpierpoint Village Centre.

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

Members Absent: Cllr Helena Browne

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

F25/26.025: Apologies for absence: Apologies for absence were received from Cllr David Evans, and it was:

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

F25/26.026: Declarations of Interest: There were no declarations of interest.

F25/26.027: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 17 July 2025, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 17 July 2025.

F25/26.028: Adjournment for questions from the public: There were no members of the public present.

F25/26.029: Parish Council Financial Monitoring for Month 4 (July 2025): The Committee noted:

- (i) Payments of £27,222.16 (excl VAT). This includes the June 2025 Salaries but not the July 2025 Salaries.
- (ii) Receipts of £25,664.30 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Cllr Street.
- (iv) Balance Sheet.
- (v) Nominal Ledger.
- (vi) Income and Expenditure.
- (vii) The funds held in CCLA shares on 31 July 2025 were £113,053.19.
- (viii) The deposits and investments accounts on 31 July 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

RESOLVED: That the Committee **AGREED** the Parish Council financial monitoring for Month 4 (July 2025).

F25/26.030: Village Centre Financial Monitoring for Month 4 (July 2025): The Committee noted:

- (i) Payments of £1,932.18 (VAT N/A).
- (ii) Receipts of £1,728.30 (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 4 (July 2025).

F25/26.031: Review of 2024/25 External Audit Report: The Committee noted the External Auditor's (Moore West Sussex) Certificate for the 31 March 2025 accounts and congratulated the Team on the result. A comment had been made in the covering letter to the Clerk, that the External Auditor felt the general reserves appeared to be held at a low level. The Committee noted that the Parish Council's Reserves Policy states that a minimum of three months of net revenue expenditure would be held in the general reserve, and that this figure was in fact exceeded. The Practitioner' Guide states that in practice any authority with income and expenditure in excess of £200,000 should plan towards the three months equivalent general reserve. The Internal Auditor had also commented in their report of 29 April 2025, that the Parish Council's reserves are in the recommended range. The Committee agreed to recommend the External Audit report to Council for adoption, and it was:

RESOLVED: That the Committee NOTED External Auditor's (Moore West Sussex) Certificate for the 31 March 2025 accounts and AGREED to recommend it to Council for adoption.

F25/26.032: Parish Action Plan: The Committee reviewed the:

- (i) The Finance & Governance Action Plan: The Committee noted the progress against actions for 2025/26. Mid Sussex District Council will be asked for a final time if they can assist in providing health and safety training for councillors and employees.
- (ii) The Estates & Facilities Action Plan: The Committee noted the progress against actions for 2025/26. Cllr Majsai asked that the Hurst Meadows Section 106 agreement be sent to Batcheller Monkhouse. The lights in the public toilets had been changed to LED. The service of the sewer pumping station at Court Bushes Community Hub would take place in September, and it was:

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

F25/26.033: Estates & Facilities Update: The Committee noted the comprehensive update report. The fifth bullet point under the Hurst Meadows heading would be amended to read the work experience student from Plumpton College, not Downlands School. Cllr Llewellyn suggested investigating new signage across the estate, or as a cheaper option, overlay stickers to update website details. Cllr Shorrocks asked what happened to the Speed Indicator Device (SID) data. It is sent on to the Sussex Police Community Speedwatch Officer in the Road Safety Team. Cllr Majsai wondered if they had received any speedwatch volunteers following the presentation at the Annual Parish Meeting and the repeated appeals by the Parish Council in the Hurst Life magazine, and it was:

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

F25/26.034: Hurst Meadows Working Group: The Committee noted the 8 August 2025 minutes of the Hurst Meadows Working Group, and it was:

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

F25/26.035: Purchase of Reeds Lane Recreation Ground Equipment: The Committee considered a briefing note to appoint contractors to supply and install various items of equipment at Reeds Lane Recreation Ground, subject to securing Section 106 monies from the Kingsland Laines Ref: PL3 - 000016 line and it was:

RESOLVED: That the Committee AGREED to appoint contractors to supply and install various items of equipment at Reeds Lane Recreation Ground, subject to securing Section 106 funds from the Kingsland Laines Ref: PL3 - 000016 line, as follows:

- (i) Beacon Fencing Materials for the 6 x backed benches at a cost of £1,474.75 plus VAT.
- (ii) The Monday Group to install the 6 x Backed Benches at a cost of £294.95 (no VAT).
- (iii) Broxapp Ltd for the purchase of 2 x 120 litre litter bins at a cost of £846.90 plus VAT.
- (iv) Greenscene Landscapes to install 2 x 120 litre Litter bins at a cost of £280 plus VAT.
- (v) Broxapp Ltd to purchase 2 x inclusive picnic benches at a cost of £1,798 plus VAT.
- (vi) Greenscene Landscapes to install the 2 x inclusive picnic benches at a cost of £630.90 plus VAT.
- (vii) Greenscene Landscapes to install the fencing around the play area at a cost of £12,252 plus VAT.
- (viii) Foster Landscapes Ltd to install the new toddler swing at a cost of £5,546.93 plus VAT.
- (ix) Grastex Ltd to carry out the pitch improvements at a cost of £4,476.00 plus VAT.

F25/26.036: ROSPA Play Area List of Works: The Committee considered 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. It was agreed to code the works to the Recreation Grounds Repairs budget (202-5440), and it was:

RESOLVED: That the Committee AGREED to appoint Foster Landscapes Ltd to carry out the ROSPA inspection list of works in South Avenue Recreation Ground at a total cost of £2,489.05 plus VAT.

F25/26.037: Court Bushes Nursery Toilets: The Committee considered a briefing note to appoint a contractor to carry out the refurbishment of the nursery toilets at Court Bushes Community Hub, subject to securing Section 106 funds. If the Section 106 funds were not made available the matter would be referred to Council for consideration, and it was:

RESOLVED: That the Committee AGREED to appoint B. Cooke Plumbing and Heating Ltd to carry out the refurbishment of the nursery toilets at Court Bushes Community Hub at a cost of £9,960 + VAT, subject to securing Section 106 funds.

F25/26.038: To note any further information items, correspondence received or requests:

F25/26.038.1: Old Methodist Church: It was noted that the old Methodist Church was for sale by auction with an asking price of £750,000, following the granting of permission in principle for up to six dwellings.

The Committee RESOLVED 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:

F25/26.039: Hurstpierpoint Lawn Tennis Club: The Committee considered a draft Lease in order to begin negotiations for the renewal of the Lease with the Club. Three amendments were suggested, and it was:

RESOLVED: That the Committee AGREED to begin negotiations for the renewal of the Lease with the Hurstpierpoint Lawn Tennis Club, as amended.

F25/26.040: Land off Weald Close: The Committee considered a briefing note outlining the current situation with the piece of land, and it was:

RESOLVED: That the Committee AGREED to pursue the investigation of options for the future of the land, which may involve the use of professionals services to provide further information.

There being no other business, the Chair closed the meeting at 9.21pm.

Chair