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Village Centre
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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 18 September 2025 at the Hurstpierpoint Village Centre.

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

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

The Committee noted the sad passing of Cllr David Evans, and the resignation of Cllr Helena Browne.

F25/26.041: 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 Cllr Shorrocks.

F25/26.042: Declarations of Interest: There were no declarations of interest.

F25/26.043: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 14 August 2025, and it was:

RESOLVED: That the Committee **AGREED** the minutes of the Finance, Governance & Estates Committee meeting held on 14 August 2025.

F25/26.044: Adjournment for questions from the public: There were no members of the public present.

F25/26.045: Parish Council Financial Monitoring for Month 5 (August 2025): The Committee noted:

- (i) Payments of £48,706.70 (excl VAT). This includes both the July and August 2025 Salaries.
- (ii) Receipts of £21,276.17 (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 August 2025 were £113,459.06.
- (viii) The deposits and investments accounts on 31 August 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	2.12	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 5 (August 2025).

F25/26.046: Village Centre Financial Monitoring for Month 5 (August 2025): The Committee noted:

- (i) Payments of £7,308.55 (VAT N/A).
- (ii) Receipts of £520.60 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Cllr Street.
- (iv) Balance Sheet.
- (v) Income and Expenditure. The timing of the room hire income will be confirmed.
- (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 5 (August 2025).

F25/26.047: Parish Action Plan: The Committee reviewed the:

- (i) The Finance & Governance Action Plan: The Committee noted there was no news on the draft Mid Sussex District Plan. Confirmation that health and safety training will be provided by MSDC was gratefully noted.
- (ii) The Estates & Facilities Action Plan: The Committee noted that confirmation of the Section 106 funding for the additional equipment at Reeds Lane Recreation Ground was awaited. An update would be requested prior to the next Council meeting. Cllr Jackson will investigate further the correct use of the Section 106 funds. The sewer pump at Court Bushes had been serviced and all was in good working order. Cllr Street requested more detail on dates be added to the action plan, and it was:

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

F25/26.048: Estates & Facilities Update: The Committee noted the comprehensive update report. The request for permission to use the Sayers Common streetlights for the Christmas lights had been submitted earlier than normal this year. The dates had been provided by the plumber for the works at the Court Bushes toilets and Kiddie Capers were being kept informed. Temporary toilets will be provided by the Parish Council during the works. The data from the Speed Indicator Device from Reeds Lane will be sent to Cllr Joy Dennis and the Police Speedwatch Officer. Cllr Majsai enquired whether a play area road sign was required on Reeds Lane and the London Road. Cllr Llewellyn enquired whether the bollard, damaged by a truck, on St George's Lane was being replaced and noted the new Hurst Meadows cyclepath markings that warn cyclists they were approaching St George's Lane as they were leaving St George's Green. The tree guards along the new cyclepath which had been removed and left, have been reported to WSCC. Other litter had also been picked up from around the new bench near the Millennium Garden. The Hurst Society have requested potential projects they could support, and Cllr Majsai suggested more street trees. The Village Centre benches were also noted as a potential project for the Society to consider funding, and it was:

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

F25/26.049: Hurst Meadows Working Group: The Committee noted the 4 September 2025 minutes of the Hurst Meadows Working Group. A history of the Millennium Garden has been drafted for a new webpage, and it was:

RESOLVED: That the Committee NOTED the 4 September 2025 minutes of the Hurst Meadows Working Group.

F25/26.050: Reeds Lane Recreation Ground Tree Felling: The Committee considered a briefing note setting out quotes to fell a diseased oak tree on the northern boundary of the Recreation Ground. It was noted that the Sayers Common Village Society had enquired about them being permitted to create benches from the remaining wood. An additional tree had dropped a branch in Reeds Lane Recreation Ground due to the recent high winds, and it was:

RESOLVED: That the Committee AGREED to appoint J. Lee Trees to fell the oak tree to a 4m monolith and remove all waste from site at a cost of £3,250 plus VAT.

F25/26.051: Chapel Decorating and Repairs: The Committee considered a briefing note setting out quotes to repair one door, the stained glass windows and to decorate the interior of the Chapel and the external doors and window frames. Cllr Llewellyn suggested a minor amendment to the external decorating quotes and it was agreed that a budget of up to £2,500 was authorised to amend the external decorating quote to one primer, two undercoats and

two topcoats. Section 106 funds would be applied for initially before having to consider using Parish Council funding, and it was:

RESOLVED: That the Committee AGREED to:

- i. appoint Nick Bruce Carpentry to carry out the door repairs at a cost of £830 plus VAT;**
- ii. appoint Silver-Stained Glass to supply and install cut to size and shaped poly carb sheets and install using stainless steel fixings at a cost of £2,070 plus VAT;**
- iii. appoint JDP Decorating to carry out the internal decorating of the Chapel at a cost of £2,960 plus VAT;**
- iv. appoint JDP Decorating to carry out the external decorating of the Chapel doors and window frames at a cost of up to £2,500 plus VAT; and**
- v. apply for Section 106 funds.**

F25/26.052: To note any further information items, correspondence received or requests.

There being no other business, the Chair closed the meeting at 9.07pm.

Chair