



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 16 October 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 10 October 2025

Committee Membership: Cllr Duncan Ranger (Chair), Cllr Rodney Jackson, 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 18 September 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 6 (September 2025):** To note:
 - 5.1 Payments of £180,553.05 (Ex VAT). This includes the September 2025 salaries.
 - 5.2 Receipts of £224,628.26 (VAT N/A). This includes the second half year precept payment of £165,930.
 - 5.3 Bank Reconciliations.
 - 5.4 Balance Sheet.
 - 5.5 Nominal Ledger.
 - 5.6 Income and Expenditure.
 - 5.7 Q2 VAT Return
 - 5.8 The funds held in CCLA shares on 30 September 2025 are £113,854.21.
 - 5.9 Deposits and investments accounts held on 30 September 2025 are as follows:

Financial Institution	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	3.4	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 6 (September 2025):** To note:
 - 6.1 Payments of £1,779.31 (VAT N/A).
 - 6.2 Receipts of £7,599.11 (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 1.75% interest. Maturity dates do not apply.
 7. **Parish Action Plans:** To review the Committee Action Plans for 2025/2026 and note the emerging estates and facilities projects for 2026/7.
 8. **Estates & Facilities Update:** To receive and note an update report on Estates & Facilities Management.
 9. **Hurst Meadows Working Group:** To note the minutes of the Hurst Meadows Working Group on 9 October 2025.
 10. **Chapel Decorating and Repairs:** To re-consider a briefing note setting out quotes to repair and redecoration of the Chapel, to confirm the funding arrangements.
 11. **Cemetery Capacity Increase Assessment:** To consider a briefing note that sets out proposals to create additional burial plots, due to limited remaining capacity at South Avenue Cemetery.
 12. **Parish Council Half Year Financial Analysis:** To review and assess the Parish Council's financial position at the half year stage and agree any actions or remedies required including any changes to earmarked reserves for recommending to Council.
 13. **Village Centre Half Year Financial Analysis:** To review and assess the Village Centre's financial position at the half year stage and agree any actions or remedies required for recommending to the Trustees.
 14. **Internal Audit:** To consider the report (to follow) of the first internal audit of 2025/2026, which took place on 15 October 2025 and agree any improvements required (report to follow).
 15. **Budget and Precept Setting Timetable:** To review the proposed timetable, principles and assumptions to commence the budget setting exercise for 1 April 2026 to 31 March 2027 and recommend it to Council for adoption.
 16. **To note any further information items, correspondence received or requests.**
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