



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 20 November 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 14 November 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 16 October 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 7 (October 2025):** To note:
 - 5.1 Payments of £48,410.24 (Ex VAT). This includes both the October salaries (£16,688.22) and Reeds Lane play equipment deposit (£15,134.74).
 - 5.2 Receipts of £15,333.75 (VAT N/A). This includes the Q2 VAT claim of £8,474.64.
 - 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 October 2025 are £114,230.82.
 - 5.8 Deposits and investments accounts held on 31 October 2025 are as follows:

Financial Institution	Account Type	Interest AER %	Maturity Date
Unity Trust	Current Account	0	N/A
Unity Trust	Savings Account	2.25	N/A
Nationwide	95 Day Savings Account	3.95	95 Days notice
Cambridge & Counties	1 Year Fixed Term	4.35	24/06/2026
Cambridge & Counties	1 Year Fixed Term	4.4	27/11/2025
United Trust Bank	1 Year Fixed Term	4.61	19/12/2025
Hampshire Trust Bank	1 Year Fixed Term	4.36	01/03/2026

- 5.9 To consider the renewal offer from the Cambridge and Counties Bank which matures on 27 November 2025.

- 6. Village Centre Financial Monitoring for Month 7 (October 2025):** To note:
- 6.1 Payments of £2,471.77 (VAT N/A).
 - 6.2 Receipts of £2,693.95 (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 2025/26 and the emerging plans for 2026/27.
- 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 6th November 2025.
- 10. Lost Woods Proposal:** To receive a proposal from the Hurst Meadows Working group to carry out works within the ancient woodlands by the Woodland Trust.
- 11. Fees and Charges Review for 2026/27:** To review the briefing note setting out the schedule of annual charges recommended for 1 April 2026 to 31 March 2027, and to recommend it to Council for adoption.
- 12. F&G Budget Setting 2026/27:** To review and assess the Finance & Governance budget requirements for 2026/27, including staffing costs.
- 13. E&FM Budget Setting 2026/27:** To review and assess the Estates & Facilities Management budget requirements for 2026/27.
- 14. To note any further information items, correspondence received or requests.**
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