



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

Dear Councillor,

Committee Members are summoned to attend the **Meeting of the Finance, Governance & Estates Committee** to be held on **Thursday 19 March 2026 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 13 March 2026

Committee Membership: Cllr Duncan Ranger (Chair), Cllr Shaun Hole, 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 19 February 2026 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 11 (February 2026):** To note:
 - 5.1 Payments of £37,599.13 (Ex VAT). Payments do not include the January 2026 salaries but do include £24,215.58 to Sovereign for the Reeds Lane Play Equipment and £4,310 (excl VAT) to Terrain Surveys for the Cemetery Ground Penetrating Radar, both funded by Section 106.
 - 5.2 Receipts of £16,873.07 (VAT N/A). Receipts include £4,310 Section 106 funds for the Cemetery Survey and the Q4 Management Fee paid by the Village Centre of £4,379.
 - 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 28 February 2026 are £115,747.89.
 - 5.8 Deposits and investments accounts held on 28 February 2026 are as follows:

Financial Institution/(Credit Rating)	Account Type	Interest AER %	Maturity Date
Unity Trust (BBB)	Current Account	0	N/A
Unity Trust (BBB)	Savings Account	2.25	N/A
Nationwide (A/A1)	95 Day Savings Account	3.25	95 Days notice
Cambridge & Counties (Not Published)	1 Year Fixed Term	4.35	24/06/2026
Cambridge & Counties (Not Published)	1 Year Fixed Term	4.35	30/11/2026
United Trust Bank (Not Published)	1 Year Fixed Term	4.11	19/12/2026
Hampshire Trust Bank (Not Published)	1 Year Fixed Term	4.00	01/03/2026

- 6. Village Centre Financial Monitoring for Month 11 (February 2026):** To note:
- 6.1 Payments of £9,214.27 (VAT N/A). This includes the Q4 Management Fee to the Parish Council of £4,379, and the external bench refurbishment of £1,496.53.
 - 6.2 Receipts of £3,682.80 (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 1.55% 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. Internal Controls:** To review the findings from the March 2026 internal controls exercise and to recommend their adoption by Council (to follow).
- 10. Financial Risk Management Review:** To review the Parish Councils exposure to financial risk in 2024/2025 and agree any necessary changes or actions required for 2026/2027 and recommend it to Council for adoption.
- 11. Provisional Year End Processes:** To consider a briefing note setting the processes and timetable for the completion of the 1 April 2025 to 31 March 2026 year end Annual Governance and Accountability Return.
- 12. Allocation of Bank Interest to Earmarked Reserves:** To consider bank interest allocations to Earmarked Reserves as per the Savings and Investment Policy.
- 13. Year End Adjustments:** To note the year end processes and consider the provisional adjustments required for the year end to ensure modifications for creditors, debtors, accruals and receipt in advance are allowed for, and agree any transfers to or from the General Reserve and Earmarked Reserves.
- 14. Approval of Contractors 2026/27:** To approve the list of contractors to be used during 2026/27.
- 15. New 3 Year Internal Audit Agreement:** To consider two quotes for internal audit services for 2026/7, 2027/8 and 2028/9 and recommend the appointment to Council for approval.
- 16. Christmas Lights:** To consider a briefing note setting out new proposals for managing the Christmas lights and to appoint a contractor to provide the service.
- 17. To note any further information items, correspondence received or requests.**
-