



Hurstpierpoint & Sayers Common Parish Council
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Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

Dear Councillor,

Council Members are summoned to attend the **ANNUAL Meeting of the Council** to be held on **Thursday 21 May 2026 at 7.30pm** in the **Village Centre Conference Room**. Members of the public have a right to and are invited to attend the meeting.

Sarah Groom, Clerk to the Council

Friday 15 May 2026

AGENDA

N.B. The outgoing Chairman of Council will be Chairman of the Meeting until the conclusion of item 1.

1. **Election of Chairman:** To elect the Chairman of the Council for the ensuing year and receive the Chairman's Declaration of Acceptance of Office as Chairman of the Council.
2. **Apologies for absence:** To receive and accept apologies for absence.
3. **Declarations of interest:** To receive and record declarations of interest.
4. **Election of Vice-Chairman:** To elect the Vice-Chairman of the Council for the ensuing year and receive the Vice-Chairman's Declaration of Acceptance of Office as Vice-Chairman of the Council.
5. **Committee Structure & Responsibilities:** To consider and agree the terms of reference, responsibilities and accountabilities of each Committee and Working Group.
6. **Committee Membership:** To elect Councillors to serve upon the Council's Committees and Working Groups and to elect Chairs of each.
7. **Council Representatives:** To appoint Council representatives to outside bodies for 2026/27 and note the representatives assigned informally to groups.
8. **Meeting Diary:** To determine the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council. To note the May 2027 dates have been amended.
9. **Standing Orders:** To review and adopt the Parish Council's Standing Orders.
10. **Financial Regulations:** To review and adopt the Parish Council's Financial Regulations.
11. **Code of Conduct:** To review and adopt the Members' Code of Conduct.
12. **Delegations to the Clerk:** To review and adopt the Parish Council's Delegations to the Clerk.
13. **Previous Minutes:** To receive and accept the Minutes of the Meeting of the Council held on 23 April 2026.
14. **Committee Minutes:** To receive and where appropriate, consider the recommendations of the:
 - 14.1 Planning Committee (27 April 2026). There were no recommendations for Council.

14.2 Finance, Governance & Estates Committee (14 May 2026). There were two recommendations for Council:

- a) **F25/26.154: Additional Grave Plots in 'P' Section:** The Committee considered a briefing note setting out a proposal to bring into use fifty-two additional burial plots located at the southern end of the cemetery, to be designated as the 'P Section', and authorise their recording and release for use. It was noted that the drainage works will need to be completed prior to the proposal being implemented, and it was: RESOLVED: That the Committee AGREED the proposal to bring into use fifty-two additional burial plots located at the southern end of the cemetery, to be designated as the 'P Section' and authorise their recording and release for use and to recommend it to Council for approval and adoption.

RECOMMENDATION: That Council AGREES the proposal to bring into use fifty-two additional burial plots located at the southern end of the cemetery, to be designated as the 'P Section' and authorise their recording and release for use once the drainage works are completed.

- b) **F25/26.155: Additional Half Graves Plots for Ashes:** The Committee considered a briefing note setting out the introduction of up to fourteen "half plots" within the cemetery for ash interments, to be designated as the 'T Section', with a proposed pricing level of £375, and that no further sales of full-size burial plots for ashes interments be permitted, and it was: RESOLVED: That the Committee AGREED to recommend the following to Council for approval and adoption:

- (i) The introduction of half burial plots within the 'T Section', including up to 14 plots within the 'S mound' area;
- (ii) The proposed pricing level of £375 for 2026/27; and
- (iii) That no further sales of full-size burial plots for ashes interments be permitted.

RECOMMENDATION: That Council AGREES the following for approval and adoption:

- (i) The introduction of half burial plots within the 'T Section', including up to 14 plots within the 'S mound' area;
- (ii) The proposed pricing level of £375 for 2026/27; and
- (iii) That no further sales of full-size burial plots for ashes interments be permitted.

RECOMMENDATION: The Council RESOLVES to receive the minutes of the following Committee:

i. Planning Committee (27 April 2026)

ii. Finance, Governance & Estates Committee (14 May 2026)

15. **Income and Expenditure for Year Ending 31 March 2026:** To approve the final Income and Expenditure figures for Year Ending 31 March 2026.

16. **Fixed Asset Policy & Register 31 March 2026:** To approve the asset register dated 31 March 2026 and review and adopt the Asset Register Policy.

17. **Internal Audit Report Letter dated 4 May 2026:** To note the Internal Audit Report Letter dated 4 May 2026 from Mulberry Local Authority Services.

RECOMMENDATION: The Council RESOLVES to agree and adopt the Internal Audit Report dated 4 May 2026, noting the one recommendation.

18. **To consider and agree the Annual Governance and Accountability Return for the year ending 31 March 2026:** To consider and agree the Annual Governance and Accountability Return for the year ending 31 March 2026 ensuring it accurately presents the financial management of the Council as required by the Accounts and Audit Regulations 2015 as follows:

- 18.1 To note the signed Annual Internal Audit Report 2025/2026.

RECOMMENDATION: The Council RESOLVES to note the signed Annual Internal Audit Report 2025/2026.

- 18.2 To adopt Section 1: The Annual Governance Statement 2025/26.

RECOMMENDATION: The Council RESOLVES to agree and adopt the Section 1: Annual Governance Statement 2025/26.

- 18.3 To adopt Section 2: The Accounting Statement 2025/2026.
RECOMMENDATION: The Council RESOLVES to agree and adopt the Section 2: Accounting Statement 2025/2026.
- 18.4 To agree the period of the public's right of inspection will be 3 June to 14 July 2026 (the Regulations require the period to include 30 working days and the first ten working days of July).
RECOMMENDATION: The Council RESOLVES to agree and adopt the period of public inspection of the accounts as 3 June to 14 July 2026.
19. **Insurance:** To consider and agree the arrangements for insurance cover in respect of all insurable risks.
20. **Internal Controls:** To note the Parish Council's Internal Controls were reviewed and adopted at the 19 March 2026 Meeting Minute C25/26.141.2.
21. **Direct Debits:** To review and agree the Parish Council's direct debits.
22. **Subscriptions:** To review and agree the Parish Council's subscriptions.
23. **Health and Safety Policy:** To review and adopt the Parish Council's Health and Safety Policy.
24. **Freedom of Information:** To review and adopt the Parish Council's policies, procedures and practices in respect of its obligations under Freedom of Information legislation.
25. **Data Protection:** To review and adopt the Parish Council's policies, procedures and practices in respect of its obligations under Data Protection legislation, including a new Data Audit.
26. **Risk Management:** To review and adopt the a) Risk Management Strategy including the Risk Management Policy Statement, b) the Risk Register, c) the Emergency Plan and d) the Business Continuity Plan.
27. **Safeguarding Policy:** To review and adopt the Parish Council's Safeguarding Policy.
28. **Councillor Co-Option Policy:** To review and adopt the Councillor Co-Option Policy.
29. **Complaints Procedure:** To review and adopt the Parish Council's Complaints Procedure
30. **Document Retention Policy:** To review and adopt the Parish Council's Document Retention Policy.
31. **Employment Policies:** To review and adopt the Parish Council's employment policies and procedures including: Dignity at Work; Disciplinary; Appraisal; Expenses; Equal Opportunities, Grievance; Job Evaluation; Pension Discretions; and Staff Absence.
32. **Training and Development Policy:** To review and adopt the Parish Council's Training and Development Policy for councillors and employees.
33. **CCTV Policy:** To review and adopt the Parish Council's CCTV Policy.
34. **Sustainability Strategy:** To review and adopt the Parish Council's Sustainability Strategy.
35. **IT Policy:** To review and adopt the Parish Council's IT Policy.
36. **Media & Communications Policy:** To review and adopt the Parish Council's Media & Communications Policy.
37. **Adjournment for Questions from the Public:** To consider whether to adjourn the Meeting in accordance with Standing Orders to receive questions from members of the public in attendance.

- 38. Written Reports from Other Authorities:** To receive written reports from representatives of other authorities:
- 38.1 Mid Sussex District Council (MSDC)
 - 38.2 West Sussex County Council (WSCC)
- 39. Reports from Representative on Outside Bodies:** To receive reports from Representative on Outside Bodies.
- 40. The Council is asked to note any information items, correspondence received or requests.**

Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council's website or on request at the Parish Office.
