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MINUTES of the Meeting of the FINANCE, GOVERNANCE & ESTATES COMMITTEE held at 7.30pm on Thursday 18 June 2026 at the Hurstpierpoint Village Centre.

Members Present:

Cllr Duncan Ranger (Chair)	Cllr Claire Majsai
Cllr Shaun Hole	Cllr Julia Shorrocks
Cllr Rodney Jackson	Cllr Annette Street (Vice-Chair)
Cllr Malcolm Llewellyn	

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

F26/27.001: Apologies for absence: There were no apologies for absence.

F26/27.002: Declarations of Interest: There were no declarations of interest.

F26/27.003: Election of Vice-Chair of the Committee: The Committee received one nomination for the Vice-Chair for the ensuing year, proposed by Cllr Majsai and seconded by Cllr Llewellyn, and with all Members in favour, Cllr Annette Street was duly elected Vice-Chair of the Committee, and it was:

RESOLVED: That the Committee ELECTS Cllr Annette Street as the Vice-Chair of the Committee for the ensuing year.

F26/27.004: Previous Minutes: The Committee considered the minutes of the Finance, Governance & Estates Committee meeting on 14 May 2026, and it was:

RESOLVED: That the Committee AGREED the minutes of the Finance, Governance & Estates Committee meeting held on 14 May 2026.

F26/27.005: Adjournment for questions from the public: There were no members of the public present.

F26/27.006: Parish Council Financial Monitoring for Month 2 (May 2026): The Committee noted:

- (i) Payments of £275,533.23 (Ex VAT). Payments include £70,172 for the South Avenue drainage and resurfacing works, £15,134 for the final payment for the Reeds Lane Play Equipment, £12,650 for the April salaries and £6,812 for the annual water bills. This also includes a £150,000 transfer into the savings account.
- (ii) Receipts of £84,987.50 (VAT N/A). Receipts include an £80,000 transfer from the savings account.
- (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 (AAA Rating) on 31 May 2026 were £116,810.85.
- (viii) The deposits and investments accounts on 31 May 2026 were noted as follows, and it was:

Financial Institution/(Credit Rating)	Account Type	Interest AER %	Maturity Date
Unity Trust (BBB)	Current Account	0	N/A
Unity Trust (BBB)	Savings Account	1.95	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	4.4	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	10/03/2027

- (ix) The Committee considered the renewal offer from the Cambridge and Counties Bank which matures on 24 June 2026, and it was:

RESOLVED: That the Committee AGREED the Parish Council financial monitoring for Month 2 (May 2026); and to reinvest the £50,000 with the Cambridge and Counties account for one year at 4.45% AER.

F26/27.007: Village Centre Financial Monitoring for Month 2 (May 2026): The Committee noted:

- (i) Payments of £2,455.48 (VAT N/A). This includes the annual water invoice of £600.13.
- (ii) Receipts of £8,316.60 (VAT N/A).
- (iii) Bank Reconciliations. These were signed by Cllr Street.
- (iv) Balance Sheet.
- (v) Income and Expenditure.
- (vi) Bank accounts held were i) CAF Cash Current Account with 0.2% interest and ii) CAF Gold Savings Account with 1.75% interest. Maturity dates do not apply, and it was:

RESOLVED: That the Committee AGREED the Village Centre financial monitoring for Month 2 (May 2026).

F26/27.008: Parish Action Plan: The Committee reviewed the:

- (i) The Finance & Governance Action Plan: The Committee noted the two actions for 2026/27 concerning training courses on the new National Planning Policy Framework and Pension risks. Training to be organised as soon as possible.
- (ii) The Estates & Facilities Action Plan: The Committee noted all of the actions for 2026/27. Cllr Majsai complimented the format and content of the action plan and highlighted three recent successes including the Sayers Common Fair on 13 June 2026 which was extremely well attended, how attractive the Village Garden is looking and how the zoned areas are attracting insects, and the tour of Hurst Meadows with Lindfield Parish Council on 16 June 2026, who complimented the management of Hurst Meadows, and it was:

RESOLVED: That the Committee AGREED the Action Plan updates for 2026/27.

F26/27.009: Hurst Meadows Working Group: The Committee noted the minutes of the Hurst Meadows Working Group held on 7 May 2026 and 4 June 2026. Cllr Majsai was updating the Management Plan with the Estates and Facilities Manager and it would soon be ready to circulate to the Working Group for approval before being presented to the Committee. A new temporary map of Hurst Meadows has been displayed on the notice boards in Hurst Meadows and when finalised it can be added to the website. Dredging has started at the Marchants Close pond which will be drained down with a slow release of water to ensure the Wilderness is not flooded, and it was:

RESOLVED: That the Committee NOTED the minutes of the Hurst Meadows Working Group on 7 May and 4 June 2026 and the update provided by Cllr Majsai.

F26/27.010: Cleaning Contract: The Committee considered a briefing note setting out a timetable and specification for options for the future cleaning of Court Bushes Community Hub, the Village Centre and the public conveniences. The Committee was more minded to utilise a contractor for the cleaning services rather than an employee but would review both options when the quotations were received, and it was:

RESOLVED: That the Committee AGREED to recommend the specification and timetable to Council for the future cleaning of Court Bushes Community Hub, the Village Centre and the public conveniences.

F26/27.011: Court Bushes Decorating Quotes: The Committee considered a briefing note setting out quotes for the redecoration of the whole of the interior of Court Bushes Community Hub, and it was:

RESOLVED: That the Committee AGREED to recommend to Council the appointment of J.D Ritchie painting and decorating to decorate Court Bushes Community Hub for a total cost of £10,420.00 plus VAT with funds from the Court Bushes Sinking Fund Earmarked Reserve.

F26/27.012: Cemetery Management Plan: The Committee considered a briefing note setting out a draft plan for the management of the various areas of the South Avenue Cemetery and the Lower Churchyard at the Holy Trinity Church. A number of amendments were recommended by Cllr Llewellyn including completing the section on memorial benches; the reasons why the Parish Council maintains the Lower Churchyard although owned by the Diocese; and the long term maintenance regime for headstones after the exclusive right of burial period has expired, and it was:

RESOLVED: That the Committee AGREED the draft plan for the management of the various areas of the South Avenue Cemetery and the Lower Churchyard at the Holy Trinity Church, as amended.

F26/27.013: Petanque Management Plan: The Committee considered a briefing note setting out a draft plan for the management of the pétanque area in Reeds Lane Recreation Ground. Cllr Hole advised that the new benches and recent tidy-up had been very well received, and recommended the hedges receive a cut twice a year and not just once. Cllr Llewellyn suggested adding the detail regarding the topping-up of sand and gravel, rolling the surface and maintenance/replacement of the wooden boards, and it was:

RESOLVED: That the Committee AGREED the draft plan for the management of the pétanque area in Reeds Lane Recreation Ground, as amended.

F26/27.014: To note any further information items, correspondence received or requests: There were no further items.

The Committee RESOLVED that in view of the confidential nature of the following items, the press and public be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Confidential Matters:

F26/27.015: Sovereign Compensation Offer: The Committee considered the compensation package offered by the contractor, in light of the complaint regarding the installation of the Reeds Lane Play Equipment and it was:

RESOLVED: That the Committee AGREED to purchase the Rug Rat Tower as it presented the most play value, in green if possible, at a further discount price not exceeding £6,500 and to secure Section 106 funds accordingly.

There being no other business, the Chair closed the meeting at 8.43pm.

Chair