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

Briefing Note – Half Year Financial Analysis
Hurstpierpoint Village Centre

Finance, Governance and Estates Committee 15 October 2026

1. Introduction

The purpose of this briefing note is to assist the Committee in reviewing and assessing the Village Centre charity's financial position at the half-way point of the current financial year (i.e. 1 April 2026 to 30 September 2026). The information is taken from the Rialtas Business Solutions (RBS) finance system reports. Identifying any concerns early ensures action can be taken to rectify or mitigate potential year end problems. This report will also be presented to the charity Trustees on 26 November 2026.

2. Overall position against budget

As of 30 September 2026, the Village Centre's overall position is:

1 April to 30 September 2026	**Village Centre**
Actual Income	£27,845
Income Budget (See Note 1)	£56,228
% of Income Budget	**49.5%**
Actual Expenditure	£44,634
Expenditure Budget (See Note 1)	£69,407
% of Expenditure Budget	**64.3%**

3. Review of Key Income

The following table sets out the main income areas:

Code	%age	Comment
3400	46%	**Bank interest** has a £1,250 budget and to date £575 has been achieved.
3500	47.5%	The Village Centre R**oom Hire** is at 47.5% (£24,632). All of the quarterly hirers are paid or invoiced up to the end of September 2026. The termly hirers (Pre-School/Gym Club etc) will all be invoiced for September to December 2026, by the half term at the end of October, i.e. Only a third of the termly hirers income has been received to date.
3510	100%	The **Parish Council "office hire"** code is controlled by the Clerk. The amount charged to the Parish Council for the use of the office is agreed in advance at budget setting time. The 2026/7 payment of £2,218 was made on 26th June 2026.
3520	48.8%	**Storage Fees** is currently showing as 48.8% received. Some storage fees are charged annually and some monthly.

4. Review of Key Expenditure

Code	%age	Comment
5011	42.1%	**Electricity** is provided by Ecotricity. The invoices are paid by direct debit monthly. The year to date the Village Centre has been invoiced up to the end of August 2026. Although the expenditure is currently 42.1%, we are now entering the Winter period when more electricity is used on lighting.
5012	53.4%	The **Gas** supplier is Crown Gas and Power. The invoices are paid by direct debit monthly. The August invoice was paid in September 2026. There will be greater gas use over the winter for heating.
5013	-6.4%	ADSM supplier the **Water and Waste Water** service and invoice once a year in advance. The annual cost for 2026/27 is £600 which reflects an overpayment for 2025/6 and "credit" from the supplier of £3,962. The budget for 2026/7 was £4,548 based on the 2025/6 charge of £4,211.
5020	126.6%	**Waste** collection includes the annual sanitary bin contract, and the share of waste collection with the St Lawrence School paid at the end of the year. The contact for sanitary bins was increased significant in February 2026, after the budget setting was agreed for the 2026/7 budget.
5200	18.3%	There is a quarterly **Bank Charge** for the account and any additional fees for paying in cash and cheques.
5210	84.2%	This is an annual fee for I**nsurance** paid in April each year for commencement renewal on 1 May each year. Insurance premium increases were less than expected this year.
5220	48.8%	The **Audit Fee** was less than anticipated as fewer hours were needed on the audit and there were no travel expenses.
5230	17.4%	**Subscriptions:** The annual fee for the Music Licence (Public Performance Licence / Performing Rights Society Fee) dropped this year after being challenged. At the Village Centre it is in the Terms and Conditions of Hire, that this is paid by the Charity so that individual hirers do not need to buy their own Licence.
5270	100%	The **Management Fee** is agreed in advance at the budget setting time and invoicing is processed by the Clerk. In previous years it was paid quarterly and in 2026/7 it was paid in full in the first quarter. Quarterly invoicing will resume in 2027/8.
5320	34.8%	**Cleaning** is paid monthly in arrears. A new contract commenced on 1 September 2026 and that invoice is not included in this figure.
5360	0%	**IT/Computer Costs** No spend required at present.
5400	66.1%	**Property Maintenance** expenditure has included new curtains and blinds, plumbing works, upgrades to fire equipment, repairs to the Club Suite steps and sewerage drain repairs.
5410	41.1%	Costs for **Grounds Maintenance** are £51/month for 12 months of the year.
5440	37.8%	**Repairs** have included portable electrical appliance checks, six monthly fire equipment checks, a new mat for the Club Suite foyer and a replacement toilet cistern in the main hall ladies.
5460	179%	**Equipment Costs** have been spent on new Christmas decorations, a new hot water urn, a clock for the conference room, cleaning materials and castors for the Conference Room tables
5550	120%	**Tree work** was completed in May 2026 and **t**here is no further tree work planned.
5710	0%	**Miscellaneous Expenditure:** So far this year, this has not been required.

In summary the main area of concern in terms of setting the budgets, is the underspend on the water bill, which had been advised by the water company in April 2026, i.e. after the budget had been set.

5. General reserve:

At the start of the financial year on 1 April 2026, £72,975 was held in the general reserve. As a reminder, the balance on the Current Year Fund (also shown on the Balance Sheet report) is added to or subtracted from the general reserve at the end of the financial year, unless Trustees resolves to allocate the funds differently.

The Current Year Fund as of 30 September 2026 stands at £16,790 in deficit. This is due to the fact that the projects with the greatest costs were completed in the first half of the year from the Property Maintenance budget and because the Management Fee was paid in a lump sum for the year. This will correct itself as we move through the year and more income is generated. As of 30 September 2026, the general reserve still shows as £72,975. With close monitoring of the budget it will be possible to break-even at the end of the financial year.

6. Earmarked reserves (EMR):

Earmarked reserves are established to provide future funding for specific projects and/or areas under the control and management of the Trustees. There is no guidance as to appropriate amounts to hold in EMRs, as this will vary depending on the projects under consideration.

The "End of Lease" EMR is listed on the bottom of the balance sheet which has been set up by Trustees to ensure there are funds to refurbish the building at the end of the length of the Lease in 2054. The reserve currently holds £20,000. Until such time that the budget provides a significant surplus, it may not be possible to top up this Reserve.

7. Conclusion

This report is intended to support the Committee in its review of the financial performance of the Village Centre during the first half of the 2026/27 financial year. The report will also be updated and presented to the Trustees at their 26 November 2026 meeting, to allow Trustees to make strategic decisions about the remainder of the year.

RECOMMENDATION: The Committee is asked to note the Village Centre charity's financial position at the half-way point of the 2026/2027 financial year and recommend any action if feels necessary to take.