

Pulborough Parish Council

Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

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for Pulborough's future

The Minutes of the Pulborough Parish Council Finance & Policy Committee held on Monday 28th April 2025 at 6pm at the United Reformed Church, 82 Lower Street, Pulborough, RH20 2DW.

1. Attendance and Apologies for absence.

Those Present: Cllr Clarke (Chairman), Cllr Campbell (Vice-Chairman), Cllr Court, Cllr Curd and Cllr Hunt.

Also Present: P. Richards (Locum Clerk). Three members of the public were present.

Apologies: Apologies were accepted from Cllr Labuschagne.

2. To receive any declarations of interests from members in respect to Items on the agenda – none.

3. Minutes of the last Full Council meeting – Cllr Curd proposed that the draft Minutes be accepted as a true record and that the Chairman sign them. This was seconded by Cllr Court and **AGREED** unanimously.

4. Public Session.

- A resident objected to the S106 application by the Cricket Club. He queried which S106 allocation pot the requested sums would be taken from. He also suggested that the equipment requested in the application would be better provided for by the parish council and that he would support PPC making such an application instead;
- A representative of the Cricket Club referred to their application for S106 funds;
- The Chairman asked if the Cricket Club could agree to the parish making the necessary S106 application. The Cricket Club representative agreed to this proposal;

5. Internal Audit.

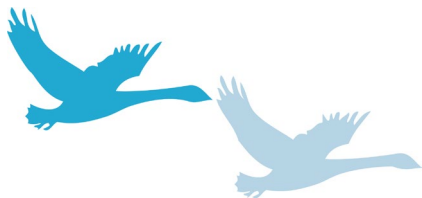
- a) **Review the internal audit report 2023/24** – the Chairman drew attention to the issue of parish deposits in excess of the Financial Services Compensation Scheme threshold of £85,000. The Clerk was asked to review this. The Chairman also noted the general reserve balance of £131,000 was in accordance with recommended practice.
- b) **Internal Audit quotation 2025/26** – the quotation was reviewed and **AGREED** unanimously. The Clerk was asked to write to the internal auditor to appoint them for a three year period.

6. Review the Annual Governance Statement 2023/24 – this was noted.

7. Review the Accounting Statement 2023/24 – this was noted.

8. S106 and CIL.

- a) **Quarterly S106 & CIL Reports from HDC** – this was noted.
- b) **Confirmation of S106 Fund Expiry Dates** – the Chairman advised that HDC had acknowledged their mistake.
- c) **Pulborough Cricket Club's Section 106 Funding application** – the Chairman advised that he would suspend Standing Orders to allow for a wider discussion with those present. Members reviewed the application.
 - Cllr Campbell noted that if PPC applied for the necessary funds for the Cricket Club equipment, then PPC would be liable for future maintenance costs;
 - Cllr Curd stated that she would support a PPC led S106 application as it would benefit both the community and Cricket Club;



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- The Chairman noted the relative inexperience of the PPC groundsman and that this needed to be addressed. Cllr Curd suggested that existing support from the Club's groundsman to the PPC employee could continue; and
- Cllr Hunt questioned the security of the tractor shed.

*18:30 - the Chairman suspended Standing Orders and asked for an adjournment. This was **AGREED** unanimously.*

The Chairman asked the Cricket Club representative if she would support a parish council led S106 application to acquire the required equipment. She agreed to this and extended an offer for the Club to assist the PPC groundsman. The member of the public who suggested the solution also agreed that this was the best outcome for the community.

18:35 – the meeting resumed

Cllr Curd proposed that the parish council resolve to apply for the necessary S106 funds to acquire the equipment. This was seconded by Cllr Campbell and **RESOLVED** unanimously. The Clerk was asked to make the necessary application.

9. **Update on rent for the various sports clubs** – the summary sheet prepared by the Clerk was reviewed. Cllr Curd advised that the Bowls Club lease was with PPC's lawyers for review. The Chairman understood that the terms of the lease need to be re-visited. The Clerk was asked to progress this;

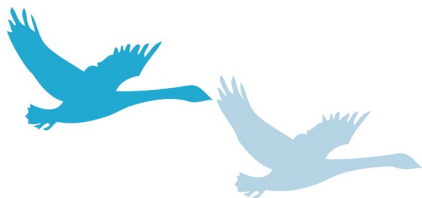
*18:38 - the Chairman suspended Standing Orders and asked for an adjournment. This was **AGREED** unanimously.*

The Cricket Club representative referred to item 3 of the Cricket Club lease. The Chairman suggested that he and the Clerk review this. It was noted that no payment had been requested or made.

18:41 – the meeting resumed

The Chairman noted that new leases had not been drawn up for the Clubs given the imminent rebuilding of the sports pavilion. Cllr Curd suggested that PPC issue invoices to all the Clubs for the year 2024/25. The Chairman proposed that the Clerk to raise the necessary invoices and this was seconded by Cllr Campbell. This was **AGREED** by majority. It was noted that the Football Club lease was not included on the Clerk's schedule, and he was asked to update it.

10. **Update on leases and legal agreements** – discussed earlier.
11. **Consider future of the parish Groundsman vehicle** – the Chairman referred to the previous discussion relating to the PPC groundsman. It was noted that the groundsman's age prevented a cost-effective insurance quote to enable him to drive the vehicle. It was **AGREED** that the Clerk ask Cllr Hare for his advice on this matter. It was further **AGREED** that the Clerk arrange the necessary training for the groundsman.
12. **Statement for the Annual Parish Meeting** – the Chairman reminded Members that a statement from the Committee would be required for the Annual Parish Meeting scheduled for 29th May 2025. He had prepared a draft and, once the figures had been verified by the Clerk, the draft report would be circulated.



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13. **Date of next Meeting** – 16th June 2025 at 6pm.

The Chairman announced that the next items contained confidential information and that in accordance with PPC Standing Orders, the press and public would now be excluded from the meeting.

14. **Consider a compensation claim** – a compensation claim from a former PPC employee was considered and a full and final settlement of £135.45 was **AGREED** unanimously. The Clerk was asked to make the necessary payment.

15. **Staff Update** – the Clerk provided the necessary update.

16. **Payments** – the schedule was reviewed and **AGREED**.

The meeting concluded at 7:09pm

Signed

Date