

## **PULBOROUGH PARISH COUNCIL**

**Minutes of the Finance and Governance Committee held at the United Reformed Church,  
82 Lower Street, Pulborough, RH20 2DW on Wednesday 15<sup>th</sup> September at 6:00pm.**

**Councillors present:** Cllrs. Paul Clarke (Chair), Jon Campbell (Vice Chair), Ruth Court, Elizabeth Hunt,

**Officers:** Oliver Last (Clerk)

**Members of the Public:** None

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The Chair welcomed all present.

**1. Apologies for Absence**

Apologies were received from Cllrs Andrada Labuschagne, Sharon Curd, Andrew Perry. Andrew Perry has requested to step down from the Finance and Policy committee.

**2. Declarations of Interest and Changes to Register of Interests**

Cllr Jon Campbell declared an interest on agenda item 12.

**3. Minutes**

It was **resolved** to approve the minutes of the Finance and Policy meeting held on 30<sup>th</sup> July 2025 as a true and accurate record of the meeting.

**4. Public Speaking**

There were no public speakers.

**5. Parish Council Finances**

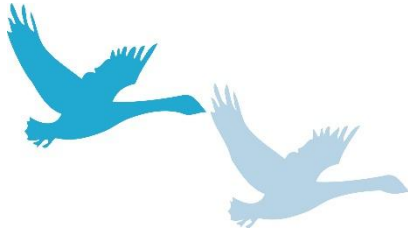
The councillors reviewed the reconciled cashbooks for the 4 accounts held and noted the balanced reports.

The councillors reviewed the earmarked reserves and the Quarter 1 variations and EMR. The Clerk reported that all expenditure lines were as expected, however the income from the MSF has been significantly lower than expected, the Clerk advised that this was due to a lack of advertising, staff and issues with the access lock resulting in an income of £119.69 versus a forecast of £10,000. The issues with MSF access door has resulted in spend of £2,240 with a budget of £1000 giving an overspend of £1240 so far this year.

It was **resolved** to note the budget, income, expenditure and EMR

**6. External Auditor report and Certificate 2024/25**

It was **resolved** to note the Auditor's comments.



**7. Pulborough Parish Council Grant Committee Recommendations**

Cllr Court & Cllr Campbell presented their recommendations on how best to allocate the grant budget offering the same format as last year.

It was **resolved** at a previous meeting, referencing the meeting from last year where this was discussed.

**8. Donation requests**

Councillors received a list of grant applications and discussed each application.

- KSS Air Ambulance - £500;
- Pulborough Parochial Church Council - £500;  
Cllr Hunt did not vote on this grant due to an association with the Church.
- The Samaritans - Bognor & Chichester- £200;
- Tylers Trust - £200;
- Citizens advice - £500; and
- 4Sight Vision Support - £220

It was **resolved** to agree to the donations listed and issue once ratified at full council.

**9. Pantry**

Councillors discussed the priorities for the transfer of services and assets to the Pulborough District and Community Care Association with rent, utilities and rooms being offered and the future terms were discussed.

It was **resolved** to request the Clerk arrange an initial meeting with the PDCCA to start the agreement transfer and report back.

**10. Policies**

The following policies were reviewed

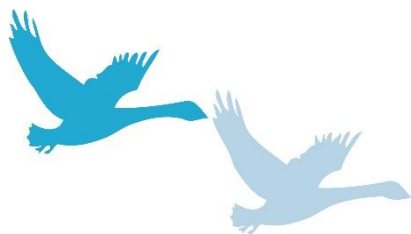
- i. IT Policy
- ii. Resilience Plan Policy

It was **resolved** to adopt the IT policies without amendment and review the Resilience Plan Policy.

**11. HDC Community Asset Transfer**

The council reviewed the asset list provided by HDC and noted that some asset locations are still missing. As HDC has not yet supplied all necessary details.

It was **resolved** that council staff will conduct further research to identify these locations. This item will remain on the agenda for ongoing monitoring.



**12. Annual Review of Fees and Charges**

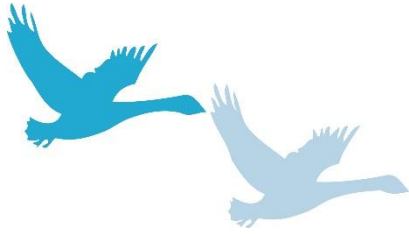
<b>SERVICE</b>	<b>CURRENT FEE</b>	<b>PROPOSED FEE based on RPI of 5%</b>	<b>DETAIL</b>
<b>Allotments - XL</b>	£90.00	£94.50	Per plot, per year
<b>Allotments - Large</b>	£55.00	£58.00	Per plot, per year
<b>Allotments</b>	£45.00	£47.00	Per plot, per year
<b>Allotments</b>	£35.00	£37.00	Per plot, per year
<b>Allotment shed</b>	£15.00	£15.75	Per year
<b>MUGA</b>	£12.00	See report	Per hour
<b>Christmas trees – contribution from businesses</b>	£40.00	£46.00	Per tree - <b>Approved 9/9/25</b>
<b>Tenant rents – Sports and Social Club tenants</b>	TBD	TBD	<b>Separate review</b>
<b>Tenant rents – Bowls Club</b>	£0.00	£0.00	<b>No rent applied</b>
<b>Freedom of Information – A4 photocopies</b>	£0.10	£0.11	Per sheet
<b>Freedom of Information – A5 photocopies</b>	£0.12	£0.13	Per sheet
<b>Freedom of Information - postage</b>	Actual	Actual	Actual cost

The council reviewed the current quote for the renewal of the Public Liability Insurance. It was noted that Councillor Campbell abstained from participating in this discussion. The Clerk highlighted that the fraud and dishonesty cover is set at £500,000, which is close to the council's maximum holding. It was further noted that at the peak of the next financial year, the council's holdings might exceed this amount, potentially leaving some funds uninsured.

It was **resolved** to proceed with the insurance as scheduled with some suggested questions and answers from the insurer. The Clerk will investigate the costs of increasing the Fraud and Dishonesty cover, allowing for an additional expenditure of up to £1000 to ensure adequate coverage. It was also agreed to conduct a comprehensive review of the insurance at the next renewal opportunity.

**13. 2026/27 budget and precept**

The committee **resolved** to adopt the following timetable for the preparation of the next year's budget: the initial budget review will take place on 6th October, followed by a second review and agreement on 17th November, if not a final approval is scheduled for



19th January 2026. This schedule is designed to ensure thorough consideration and timely finalisation of the budget.

**14. Payments**

The payments were reviewed and signed.

**The meeting closed at 19:37**

DRAFT