



PULBOROUGH PARISH COUNCIL  
*Working together for a better future*

## PULBOROUGH PARISH COUNCIL

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### **MINUTES OF A FINANCE & POLICY MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 30th JANUARY 2025 AT THE SPORTS & SOCIAL CLUB**

**PRESENT:** Cllrs: Clarke (Chair), Court, Curd, Hunt and Labuschagne

**IN ATTENDANCE:** Mrs B Nobbs (Deputy Clerk) and one member of the public

*The meeting opened at 7.30pm.*

**43. Apologies for Absence**

Apologies for absence and reasons were received from: Cllr Campbell (Personal commitment)

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

There were no changes to Councillor's register of interests.

There were no changes to the declarations of interests.

**45. Minutes**

The Committee **RESOLVED** to approve the Minutes of the Meeting held on Thursday 21st November 2025 as a true and accurate record of the proceedings, and that the Committee Chair sign them.

**46. Public Speaking**

There were no public speakers present, therefore the Chair moved onto the next item on the agenda.

**47. Parish Council Finances**

Members **NOTED** bank reconciliations for Cashbook 1, Cashbook 2, Cashbook 3 and Cashbook 4, a summary of Income & Expenditure and the statement of Earmarked Reserves as of 13<sup>th</sup> January 2025.

The Chair provided an overview of the Parish Council finances. Members asked what the £3000 is for that is shown in the budget report in the grants section, the Deputy Clerk will need to check with the Clerk and report back to the committee.

Members **RESOLVED** to accept the Parish Council Finances.

**48. Grant - Recommendations**

Members received recommendations from Cllr Court & Cllr Campbell to allocate the grant budget.

Members discussed who to donate the grants to, Cllr Labuschagne would like to be considered for the group next year

Members **RESOLVED** to accept the recommended grants presented.

**49. Credit Card Policy**

Members discussed the credit card wanted to know for what purposes we would use the card for. The Deputy Clerk explained that we use it for ad-hoc purchases, i.e. key cutting, and fuel. It alleviates the need to keep a petty cash book or employee's having to claim expenses.

Members **RESOLVED** to agree and **RATIFY** the policy that governs the use of the credit card.

**50. Vexatious or Habitual Requests and Complaints Policy**

Members discussed the increase in FOI requests and

Members **RESOLVED** to agree and **RATIFY** the policy that governs Freedom of Information requests.

**51. Quarterly Section 106 & CIL Reports**

Members discussed the reports and questions were raised on the deadline dates for some applications, the Deputy Clerk will check with HDC regarding this and report back at next meeting, it was noted that CIL spend remains flexible.

**52. Complete Lease Review for 25/26 Budget Year.**

Members **RESOLVED** to defer this item to be discussed at the next meeting due to lack of information.

**53. Payments**

Burgess & Randall	£693.85
Lakers Builders Merchants	£69.60
Pulborough Social Centre	£48.00
SM fencing Ltd	£310.84
South Coast Skate Club	£450.00

***The meeting closed at 08:49 pm.***

.....Chair

.....Date