

**PULBOROUGH PARISH COUNCIL**

**Minutes of the Finance and Governance Committee held at the United Reformed Church,  
82 Lower Street, Pulborough, RH20 2DW on Monday 12<sup>th</sup> January 2026.**

**Councillors present:** Cllrs. Lauren Bailey, Jonathan Campbell, Paul Clarke (Committee Chair, Sharon Curd (Chair of the Parish Council), Ruth Court, Elizabeth Hunt, Andrada Labuschagne.

**Officers:** Oliver Last (Clerk)

**Members of the Public:** None

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The Chair welcomed all present and read out the safety instructions.

**1. Apologies for Absence**

There were no Apologies.

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

There were no declarations of interest.

**3. Minutes**

To was **resolved** to approve the minutes of the meeting held on Monday 17<sup>th</sup> November 2025.

**4. Public Speaking**

There were no public speakers.

**5. 2026/27 budget**

Version 3 of the [Budget](#) was discussed and each budget line was considered.

It was **resolved** to propose to Full Council that Version 3 of the draft budget 2026/2027 be adopted.

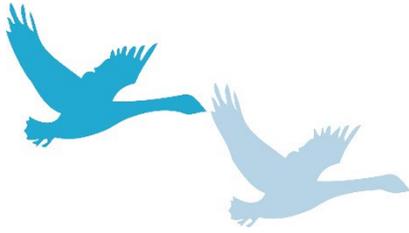
**6. 2026/27 Precept**

The Clerk presented the precept following the agreed budget.

It was **resolved** to propose to Full Council a recommended [precept](#) rise of 5.5% which equates to a Band D rise of 4.34% required to meet the agreed budget.

**7. Pantry**

The Clerk updated the Committee on the process undertaken leading to the formal handover of the Pantry operations to the Pulborough and District Community Care Association (PDCCA). It was noted that there is ongoing confusion regarding



responsibility for the waste bins and associated costs. The Clerk confirmed that these discussions are ongoing and will be resolved by the council office.

It was **resolved** to acknowledge the update

#### **8. HDC Community Asset Transfer**

Cllr Curd and the Clerk updated the Committee following a meeting with representatives of other Horsham Parishes regarding the potential transfer of assets in Pulborough, specifically car parks. The Committee was informed that the process is at an early stage, with significant work remaining before any transfer could be completed. It was noted that the Council has formally registered its interest in these assets.

It was **resolved** to acknowledge the update

#### **9. Transfer of land**

The Clerk informed the Committee that the Pulborough Community Land Trust (CLT) project is still progressing. An update was provided on the status of the land transfer and ongoing developments relating to the CLT in Pulborough.

It was **resolved** to acknowledge the update

#### **10. Change of office**

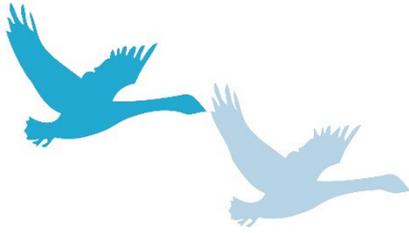
The Clerk updated the Committee on the continued work to change the office space. The Committee was informed that meetings have been arranged to discuss the design and costs required to complete the work. The Clerk presented a quote received from the Village Hall for the proposed works but explained that the quote would need to be itemised before the total cost could be confirmed.

The committee confirmed that the change of office was the right option and to continue with the costings.

It was **resolved** to acknowledge the update

#### **11. Warden Partnership Agreement 2026-29**

The Clerk presented the Committee with the Partnership Agreement 2026-29 for the Neighbourhood Wardens, which had been circulated with the agenda. The Clerk advised that the agreement may extend beyond the expected time for Horsham District Council (HDC) to remain in place before Local Government Reorganisation (LGR), and that HDC had therefore included a proposed TUPE (Transfer of Undertakings Protection of Employment) process within the agreement. The Committee discussed the implications of the TUPE process.



The Committee **resolved** to enter into the Partnership Agreement 2026-29 for the Neighbourhood Wardens, subject to receiving written confirmation from HDC that signing the agreement does not commit the Council to the TUPE process.

## 12. Standing Orders and Financial Regulations

The Council considered the draft Standing Orders and Financial Regulations as circulated with the agenda. Members noted that these documents set out the rules for the conduct of meetings, the delegation of powers, financial management, procurement, and internal controls, in accordance with statutory requirements and best practice.

The Clerk highlighted some of the changes made including;

- Procedures for meetings, voting, and public participation;
- Financial planning, budgetary control, and procurement procedures;

It was **resolved** to adopt the Standing Orders and Financial Regulations as presented, to govern the business and financial administration of the Council once the recommendation had been taken to Full Council on the 26th January 2026. The documents will be reviewed annually, or sooner if required by changes in legislation or council policy.

## 13. Payments

Payments were approved for signing.

**The meeting ended at 20:01**