

PULBOROUGH PARISH COUNCIL

**Minutes of the Finance and Governance Committee held at the United Reformed Church,
82 Lower Street, Pulborough, RH20 2DW on Monday 06th October at 6:00pm.**

Councillors present: Cllrs. Lauren Bailey, Paul Clarke (Chair), Jon Campbell (Vice Chair), Sharon Curd, Elizabeth Hunt.

Officers: Oliver Last (Clerk)

Members of the Public: None

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

1. Apologies for Absence

Apologies were received from Cllr Labuschagne, Court

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 15th September 2025.

4. Public Speaking

There were no public speakers.

5. Committee members

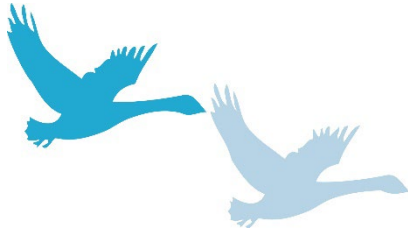
- Committee member resignation
Cllr Andrew Perry officially stepped down from the Finance and Policy Committee.
- Proposal of a new committee member
Cllr Bailey was proposed as a new member and joined the Finance and Policy Committee.

6. Pantry

To receive an update on the proposed transfer of services and assets to the Pulborough District and Community Care Association and also discuss future terms.

The Clerk gave an update on the meeting held with the PDCCA and Maria. Decisions about the licence, costs and the usage of the rooms were discussed.

It was **resolved** to propose to Full Council a change of committee meeting dates for Wed or Thurs, keeping full council on Monday. The Pantry will have use of both rooms with the caveat of the council to use the room not on a Monday. Work out electric costs and



lighting and charge PDCCA. Room usage gas separated between each room. Supply of Licences and insurance (kept on record). Maintenance for them to look after in licence.

7. Policies

- i. To review and adopt a new Resilience Plan Policy
Cllr Bailey will research a full resilience plan and feed back to the Clerk.

It was **resolved** to adopt the updated Resilience Plan, subject to minor amendments: additional defibs at Lower Street outside Royal Mail and by Brisby College, and remove the Emergency Plan in the title.

8. HDC Community Asset Transfer

- i. To review and discuss the Asset Transfer

Cllr Clarke said there were no further updates, and the Clerk reported that he had begun meeting with other Clerks in the district, primarily to discuss the handover of car parks.

It was **resolved** to continue with the work.

9. Transfer of land

To receive an update from the Clerk about a possible land transfer and the associated costs.

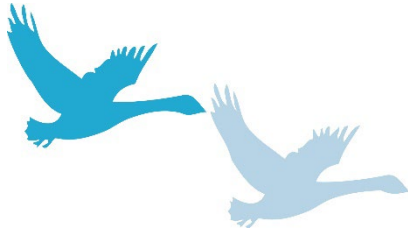
The Clerk explained that the Parish Council may be offered a small section of land. He has been in discussions with the landowner and solicitors, and the estimated costs to agree the terms on which the land is being transferred, including any consideration, claw back clause, permitted use, right being granted or reserved, are between £1,500 and £2,000, with an additional £600 required for a property search.

It was **resolved** to agree to the solicitor fees.

10. 2026/27 budget and precept

To receive Version 1 of the Budget and discuss:

- i. Charges for room hire-
It was **resolved** to continue with the current charges in place with no increase
- ii. Sports club charges-
It was **resolved** to charge the sports clubs in line with the leases.
- iii. Staffing costs-
It was **resolved** to agree to the proposed new staff member and to present this position to Full Council on the 20th October 2025.



iv. Maintenance costs-

The Clerk reported concerns regarding the ongoing maintenance expenditure for the pavilion, highlighting that significant additional work is required on the building. The Clerk further noted that plans are progressing for the construction of a new pavilion, and questioned the value of high spending on the existing facility.

It was **resolved** to continue to monitor and discuss the current maintenance costs for the pavilion with the Pavilion Working Group.

v. Earmarked Reserves-

The Council considered the position regarding earmarked reserves.

It was **resolved** that further discussion is required to ensure alignment with the budget-setting process.

11. Payments

To approve payments for signing.

The payments were circulated to the councillors and were approved.

There being no further business the meeting finished at 19:39