

PULBOROUGH PARISH COUNCIL

**Minutes of the Finance and Governance Committee held at the United Reformed Church,
82 Lower Street, Pulborough, RH20 2DW on Wednesday 30th July 2025 at 6:00pm.**

Councillors present: Cllrs. Elizabeth Hunt, Andrada Labuschagne, Sharon Curd, Paul Clarke
(Chair)

Officers: Oliver Last (Clerk)

Members of the Public: None

The Chair welcomed all present.

FP001. Election of a Chair of the Finance and Governance Committee

Cllr Curd nominated Cllr Clarke to be the Chair and was seconded by Cllr Labuschagne.
There were no other nominations.

It was RESOLVED to elect Cllr Clarke as the Chair of the Finance and Policy Committee
for the 2025/26 municipal year.

FP002. Election of a Vice-Chair of the Finance and Governance Committee

Cllr Clarke nominated Cllr Campbell to be the Vice Chair and was seconded by Cllr
Curd. There were no other nominations.

It was RESOLVED to elect Cllr Campbell as the Vice Chair of the Finance and Policy
Committee for the 2025/26 municipal year.

FP003. Apologies for Absence

Apologies were received from Cllr Andrew Perry and Cllr John Campbell (Vice Chair).

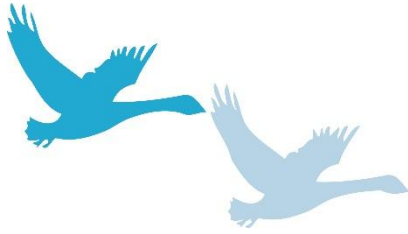
FP004. Declarations of interest

There were no declarations of interest on any of the agenda items for this meeting.

FP005. Public forum and questions

Public forum and questions Members of the public are reminded that only questions
and statements relating to items on this agenda will be allowed. Public shall not speak
for more than 5 minutes. During discussions of sensitive or confidential matters, the
public will still be excluded.

Any resident wishing to speak on any item set out on this agenda must inform the Parish
Clerk no later than 12 noon the working day prior to the meeting.



FP006. Finance and Policy meeting held on 28th April 2025

It was **resolved** to approve the minutes of the Finance and Policy meeting held on 28th April 2025 as a true and accurate record of the meeting.

FP007. Report

The Clerk gave a verbal update on the current situation of the finance management and explained the improvements that are to be made.

It was **resolved** to note the update given.

FP008. Quarter 1 Financial Report and Bank Statements

The Clerk presented the Quarter 1 bank statements, providing an overview of expenditure across all Council accounts. Councillors reviewed the documents and noted the current financial position. It was noted that the professional fees budget line is currently overspent, primarily due to costs associated with the recent change in Clerk.

The Multi-Use Games Area (MUGA) was also discussed, with concerns raised regarding the door code system and associated income collection.

Members **resolved** that there were no concerns with the report and the Clerk would look at the use of the MUGA.

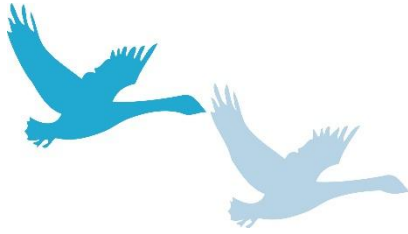
FP009. IHLI (Ill Health Liability Insurance)

Members considered the IHLI insurance and were advised that the Council has maintained this policy for many years. The Clerk confirmed that it forms part of the Council's ongoing insurance arrangements, and no issues have previously been identified in relation to its suitability or coverage.

It was **resolved** to keep the insurance going for now. Pending a review of all insurances held.

FP0010. Rialtas and GovAssist

The Clerk gave a proposal to upgrade to an improved Rialtas finance package, which offers enhanced reporting capabilities, streamlined year-end processes, and a more intuitive user interface. This upgrade is intended to support more efficient financial management and clearer presentation of financial data to councillors and the public.



Alongside this, the Clerk also proposed to subscribe to GovAssist, a dedicated support service for parish and town councils. GovAssist provides expert guidance on governance, HR, and compliance, alongside access to a comprehensive resource hub. This would offer valuable support to the Clerk and Council in meeting legal and procedural responsibilities.

It was **resolved** to proceed with both new support packages to strengthen the council.

FP0011. Asset Transfer list received from District Council

Members considered the Asset Transfer list sent by HDC. The Clerk gave an update, reiterating the importance of assessing the long-term costs associated with acquiring additional assets and ensuring that any new responsibilities would provide clear benefits to the community.

A question was raised about the medical facility in Pulborough and whether this was an HDC asset, Cllr Clarke agreed to research this.

Members **resolved** to ask for more detail from HDC.

FP0012. Confidential Session

It was **resolved** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Members considered the structure of the staffing and office arrangements. The implications and changes presented by the Clerk were agreed by the Council and the Clerk was authorised to proceed with the review of the changes. The Parish Clerk would implement the changes and address any issues under his delegated authority as the Proper Officer to the Council in liaison with any staff effected and within the budgets set for such.

Members received an update from the Clerk about the NJC and NALC pay award which has just been agreed.

Members **resolved** to proceed with the staff structure review and agreed to the pay award for staff.

There being no further business the meeting ended 19:38.