



# Pulborough Parish Council

Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

Telephone: 01798 873532

Email: Reception@pulboroughparishcouncil.gov.uk

www.pulboroughparishcouncil.gov.uk

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Dear Councillors,

You are duly summoned to the Annual Council Meeting of the Pulborough Parish Council that will take place on **Thursday 22<sup>nd</sup> May 2025 at 6pm**. The meeting will be held at the United Reformed Church, 82 Lower Street, Pulborough, RH20 2DW. Members of the public are welcome to attend this meeting and speak for a maximum of five minutes about an item on the agenda for this meeting during the Public Session at the discretion of the Chair.

**P.S. Richards**

Locum Clerk to the Council

15<sup>th</sup> May 2025

**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.**

## AGENDA

32. **Election of Chairman.**
33. **Election of Vice-Chairman.**
34. **Apologies for Absence** - To approve apologies for absence.
35. **Co-option** – to receive applications.
36. **Declarations of Interest and Changes to Register of Interests** - To receive Councillors' declarations of interest on any of the agenda items.
37. **Adjournment for public speaking:** - The Chair will invite those residents who have given formal notice to speak once only in respect of:
  - business itemised on the agenda and residents shall not speak for more than 5 minutes or 10 minutes if he/she is speaking on behalf of others such as a residents' group.
  - if time permits, any other business not itemised on the agenda for which no discussion/decision is permitted, and residents shall not speak for more than 2 minutes.
38. **District & County Reports** - To receive & note the reports from the District and County Councillors.
39. **Minutes of Full Council** - To approve the Minutes of the previous meeting.
40. **Matters arising** – for information only.
41. **Appointments to Committees & Sub-Committees** - Appendix A.
  - Finance & Policy Committee;
  - Staffing Sub-Committee;
  - Planning & Services Committee; and
  - Recreation & Open Spaces Committee.
42. **Appointments to Working Group** – Appendix B.
  - Transport and Infrastructure Working Group (3 Council Members);
  - Neighbourhood Plan Working Group (3 Council Members);
  - Community Allotment Working Group (3 Council Members);
  - Pulborough Pantry Working Group (3 Council Members);
  - Events Working Group (5 Council Members);
  - Thakeham Homes Working Group (3 Council Members); and
  - Communication Working Group (3 Council Members).
43. **Representatives to Outside Bodies** – Appendix C.



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44. **Policies and codes of conduct.**
45. **Planning & Services Committee** - To accept the Minutes of the previous meetings – Appendix D.
46. **Finance and Policy Committee** – To accept the Minutes of the previous meeting - Appendix E.
47. **Recreation & Open Spaces Committee** - To accept the Minutes of the previous meeting – Appendix F.
48. **Pulborough Shedders** – update from Cllr Curd.
49. **Pulborough Parish Transport options** – Cllr Clarke.
50. **Declaration for River Recovery** – To consider adopting the Declaration - Appendix G.
51. **Annual Internal Audit Report 2024/25** – Appendix H.
52. **To approve Section 1 of the annual governance statement** – Appendix H.
53. **To approve Section 2 of the annual governance statement** – Appendix H.
54. **Appointment of the Proper Officer** – Appendix I.
55. **Payments** - To approve the payments list for signing.
56. **Date of the next Full Council meeting** – 28<sup>th</sup> July 2025.



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**The Minutes of the Ordinary Full Council Meeting of Pulborough Parish Council held on Tuesday 4<sup>th</sup> March 2025 commencing 6:00 pm held at the United Reformed Church, 82 Lower Street, Pulborough, RH20 2DW.**

## **13. Attendance and Apologies for Absence.**

**Those Present:** Cllr Campbell (Chairman), Cllr Clarke, Cllr Esdaile, Cllr Marcuson, Cllr Hare, Cllr Hunt, Cllr Labuschagne, Cllr Martin and Cllr Riddle.

**Also Present:** WSCC Cllr Kenyon, HDC Cllr Ellis-Brown and P. Richards (Locum Clerk).

Six members of the public were present.

**Apologies:** Apologies were accepted from Cllr Court, Cllr Curd and Cllr Trembling.

**14. Appointment of the Proper Officer** – Cllr Clarke proposed that the Locum Clerk, Paul Richards, be appointed as the Proper Officer. This was seconded by Cllr Esdaile and **AGREED** unanimously.

**15. Co-option** – The Chairman invited Mr Perry to present his application for co-option. Thereafter, the meeting was adjourned to allow Members the opportunity to review the application.

*1804: meeting adjourned*

*1807: meeting resumed*

Members then voted, unanimously, to co-opt Mr Perry as a Parish Councillor. He signed his Acceptance of Office paper and joined the meeting.

**16. To receive any declarations of interests from members in respect to Items on the agenda** – none.

**17. Minutes of the last Full Council meeting** – after the correction of a typographical error, Cllr Hunt proposed that the draft Minutes be accepted as a true record and that the Chairman sign them. This was seconded by Cllr Esdaile and **AGREED** unanimously.

**18. Committee Meeting Minutes** - Members **RESOLVED** to **APPROVE** the Minutes, Reports and Recommendations of Committees (other than separate agenda items) as below.

**19. Minutes of the last Planning & Services committees** – Cllr Hare requested that a mis-spelled road name be altered on the Minutes of the meeting held on 27<sup>th</sup> January 2025. The draft Minutes were noted.

**20. Minutes of the last Recreation and Open Spaces committee** – no meeting held.

**21. Pulborough Shedders** – no one in attendance.

*1804: meeting adjourned for the public session*

**22. Public Session** – Mr Ellis-Brown presented proposals to establish a Charity (or Charitable Incorporated Organisation) to move the management and responsibility of the Pantry from Pulborough PC. The proposal suggested a lease at a nominal rent for exclusive use of the space.

*1807: meeting resumed*



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**23. Warden Report** – the January 2025 report, circulated previously, was noted. Cllr Riddle asked that the Wardens' details be relocated on the Nutbourne noticeboard due to the restricted space on it.

## **24. District and County Report.**

- WSCC Cllr Kenyon referred to her report circulated previously and attached at Appendix A. The Clerk was asked to ensure her reports are posted up onto to the PPC website in future. In addition, she advised that:
  - The Devolution public consultation period had now opened;
  - The Scrutiny Committee had approved a Flood Management Project;
  - The Highways Scrutiny Committee had approved an additional £5m to the highways budget; and
  - Details of the West Chiltington riparian drainage scheme was presented

Cllr Hare asked that the West Chiltington Golf Club brown tourist sign be removed as the club had been closed for 8 years. Cllr Clarke queried the Church Hill update and referred to the unstable bank. WSCC Cllr Kenyon agreed to review this. Members then reviewed various aspects relating to the traffic issues at that location and WSCC Cllr Kenyon explained the legal concerns that had slowed down the resolution of the problems.

- Cllr Clarke provided a HDC update and also referred to the plans for devolution.
  - He updated Members on the lack of progress with the draft new Local Plan given the Government Inspector had suspended the Public Hearings. All questions raised by the Inspector had now been answered by HDC officers. Concern has been raised about the risk of a planning policy vacuum should the new Plan not be adopted;
  - The Council Office move had been completed, and a new Jobs Hub created; and
  - Expressions of Interest for the third round of the Housing Fund had been announced by Government. HDC plan to use the funds to provide temporary and resettlement housing if successful.
- HDC Cllr Ellis-Brown also advised that:
  - The 2025/26 HDC budget had been approved with a 2.99% increase in Council Tax;
  - A Devolution meeting with the HDC Leader and CEO will take place in Pulborough on 17<sup>th</sup> March 2025;
  - A River Recovery project had been agreed with local agencies;
  - The HDC Constitution is under review; and
  - Until the new Local Plan is agreed, the existing Plan's policies are still valid.

Members **NOTED** the District & County Reports.

**25. Pulborough Transport Options** – Cllr Clarke referred to the draft proposals circulated previously. He advised that the draft proposals followed collaboration between PPC, WSCC and HDC and contained a list of actions and recommendations. Members discussed the various proposals, and it was **AGREED** to (a) recirculate the paper to all Members and (b) hold a separate meeting to review the proposal details.

**26. Payments** - Members **ACCEPTED** all payments as presented at the meeting.



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- 27. **Pantry** – The Chairman asked the Clerk to present his paper, circulated previously. The transfer of responsibility of the Pantry to a Charity or third party was considered and options reviewed. Members noted that the space in the pavilion is also used by other organisations for meetings and exclusive use of the pantry space could be an issue. Cllr Hunt proposed that PPC invite expressions of interest and that the Council review any such proposals. This was seconded by Cllr Labuschagne and **AGREED** unanimously.
- 28. **Community Café** – the Chairman referred to a meeting he and Cllr Clarke had with the Sports and Social Club. They referred to a private agreement reached with the Club and the Community Café. Cllr Clarke advised that this agreement did not breach the terms of the Club’s lease with PPC. Members noted the clarification.
- 29. **Adjournment** – confidential session.  
  
*1903: meeting adjourned – private session. The press and public were excluded.*  
*1906: meeting resumed*
- 30. **Personnel** – the advert, job description and person specification for the new Clerk were reviewed and **AGREED**, unanimously. Members also **AGREED** to delegate the appointment of the new Clerk to the Staffing Committee.
- 31. **Payments** – the payments schedule, circulated at the meeting, were **AGREED** unanimously,

The meeting closed at 19:12

**Signed** .....

**Dated** .....



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## APPENDIX A – WSCC REPORT

### WSCC

- On 16<sup>th</sup> December 2024, HMG published the English Devolution White Paper, setting out its approach to **devolution, local government reorganisation and the abolition of two tier government** [Devolution and Local Government Reorganisation \(LGR\)](#).
  - It was confirmed on 5<sup>th</sup> February that, following an expression of interest from the leaders of West Sussex County Council, Brighton & Hove City Council, and East Sussex County Council, ministers have approved proposals to create a mayoral strategic authority for Sussex, made up of an elected mayor and two members of each constituent authority, with strategic powers for transport, public safety, health, environment and climate change, housing, economic growth, skills and jobs.
  - The government will now begin a consultation to seek the views of people and organisations in Sussex. County Council elections scheduled for May 2025 will be deferred. Serving Councillors will 'roll over' pending the outcome of the consultation.
  - Alongside devolution, the government is asking for proposals for unitary councils in all parts of Sussex, moving away from the two-tier model of county and borough or district councils where those exist. Discussion with partners will continue on how this might be arranged.
  - There are no immediate changes to the operation of local authorities in Sussex or the services they provide.
  - See [Future of local government in Sussex - West Sussex County Council](#).
- On December 13<sup>th</sup> 2024 I attended **Full Council**.
  - I proposed the Notice of Motion on Family Farms, in support of WS farmers, urging HMG to reconsider its proposed changes to agricultural property relief and business property relief from April 2026 [Notice of motion on family farms - briefing note](#).
  - Papers and link to the web cast may be found here [Agenda for County Council on Friday, 13 December 2024, 10.30 am](#).
- I attended the members' session on 17<sup>th</sup> January to review details of the **2025/26 Council Plan and Budget, Medium Term Financial Strategy 2025/26 to 2029/30 and Capital Programme 2025/26 to 2029/30**.
  - Net Expenditure between 2024/25 and 2025/26 has increased by £58.7m, £22.9m of which is attributable to pay and price inflation. Changes to National Living Wage and NI alone have added £11.7m and £5.3m to the cost base.
  - WSCC is experiencing continued demand pressures, particularly in adults' social care, children's services and home to school transport. These pressures are not unique to WS but affect Councils across the country.
  - The budget will be confirmed at Full Council in February 2025.
  - The Council's four priorities remain the same:
    - Keeping people safe from vulnerable situations
    - A sustainable and prosperous economy
    - Helping people help themselves
    - Making best use of resources
  - The Council Plan was to have been reviewed following County Council election in May 2025 and was to have run to 2029. This is now subject to plans for devolution.



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- I have participated in further meetings of the Executive Task and Finish Group under the Cabinet Member for Environment and Climate Change to review WSCC's **Local Flood Risk Management Strategy**. The updated strategy is due to be available for consultation in February 2025. [Flood Risk Management](#)
- In addition, I attended the following **WSCC meetings and committees**:
  - RAAC on 22<sup>nd</sup> November
  - CHESC on 25<sup>th</sup> November
- I shall attend the following meetings:
  - RAAC on 7<sup>th</sup> January
  - Full Council (budget meeting) on 14<sup>th</sup> February
  - CHESC 3<sup>rd</sup> March
  - Full Council 21<sup>st</sup> March
- The '**West Sussex Transport Plan 2022-36 2024 Annual Monitoring Report**' has been published [Annual Monitoring Report](#).
  - A draft was reviewed at CHESC, on which I sit, on 25<sup>th</sup> November 2024. I raised the ongoing issue of the perception of risk, particularly by vulnerable road users (VRUs) who increasingly avoid certain rural roads due to increased volumes of traffic and 'rat running'.
- WSCC has recently published its 2023/24 report to residents of **adult social care performance** in West Sussex 2023/24 [Local Account](#). The report details WSCC's work during the year, its successes, priorities and areas for improvement. It explains how the budget was spent, outlines current activities and programmes of work, together with plans for the future. The Local Account is [published online only](#). Individual pages, sections and the whole document can easily be printed if required and a pdf version can be downloaded. Hard copies will be provided on request by the Adults' Services Systems and Information Team.
- The WSCC Forward Plan of key decisions can be found here: [Browse Plan - Forward Plan, 2024 \(moderngov.co.uk\)](#).
  - Key decisions are those which involve spending or savings of £500,000 or more, or which will have a significant effect on communities in two or more electoral divisions. They are taken by the County Council, Cabinet, Cabinet Members and officers.
  - Published decisions can be accessed on WSCC's Decisions page, [30 April 2024 - 14 May 2024 \(moderngov.co.uk\)](#).
  - Sign up at [West Sussex County Council \(govdelivery.com\)](#) to receive the Forward Plan email.
- Information on the WSCC budget for 2024/25 can be found here: [Budget 2024/25 - West Sussex County Council](#)
- The calendar of WSCC meetings for 2024/25 can be found here: [Calendar for 2024/25 \(moderngov.co.uk\)](#)
- You can [Sign up to receive full Council email alerts \(opens in new window\)](#)

## Division wide

- Following the decision of the Government's Planning Inspector to cancel Horsham District Council's Local Plan examination hearings, the Council has submitted further information and is now ready to proceed with the remaining examination sessions [Council ready to proceed to next stage of Local Plan examination | Horsham District Council](#).
  - The Council's response to the Inspector also notes that the Government has recently published proposals for devolution which would result in the reorganisation of Local Government. Therefore, any requirement to prepare a new Local Plan will probably be impacted by these proposals.
  - The Council has yet to hear back from the Inspector regarding when we expect to hear more detail from him.



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- The status of the A29 at Church Hill remains unchanged: WSCC continues to pursue legal redress to gain access to the embankments. As soon as I have news, I will share it.
- PCs are encouraged to pursue TROs, including speed reductions, for traffic calming, building on successful TROs and CHSs (Storrington A283, West Chiltington B2133, Thakeham B2139).

## Case work & local engagement

### Coldwaltham

- Ongoing:
  - It appears that the clearing the footpath from the railway bridge at Hardham up to The Piggeries has been done. On a site visit with the Head of Local Highway Operations on 26<sup>th</sup> Sept. I asked for estimates for clearance of the entire footway. I haven't seen an update and will enquire about this.

### Pulborough

- New
  - I received a report of blocked drains on Gay Street Lane from Mr Peter Jenkin who contacted WSCC highways on the 30th September 2024 (ref. 3819918). I have since received a report from WSCC Highways confirming these were cleared in November 2024.
    - "Gay Street lane. Enquiry Number – 3825359. The drainage on Gay Street Lane has had its scheduled cleanse in November 2024 and they are on a quadrennial cleanse schedule. I personally inspected this road and found some issues with the drainage system. I have had jobs committed on a P2 priority. The P2 job 70211093 will not be completed for a while due to this being a P2 road closure we have to give 3 month notice and as we are getting new contractors in April these won't be done till after that, unless there is enough evidence to raise it to a P1 job."
    - I have informed Mr Jenkin.
  - A sink hole has opened up again on the inside bend of the westbound carriageway of West Chiltington Road, at the junction of and Nutbourne Road, near Dyke Farm, Pulborough. This is a recurring problem which I suspect will only be solved in the long term by the introduction of extra drainage. In the meantime, I have requested that this defect is repaired.
- Ongoing:
  - Blackgate Lane, Pulborough. Mrs Carol Houston, a resident, has requested that 'slow' markings on the A29 at Blackgate Lane, which have faded, are reinstated. Job number 3817271. No date for completion. I have advised Mrs Houston and will keep this on my 'watch list'.
  - Faster Broadband - Shackleton Close, Coldwaltham. Mr Chris Bradford contacted me some time ago on behalf of his son about slow broadband speeds. In June 2024, I was informed that the Better Connected project had ceased and that "The most likely option/route to support these premises is via Project Gigabit. We are still awaiting confirmation of the proposed Intervention Area for which BDUK and CityFibre are still finalising. We expect to know more following the conclusion of the design for the first drawdown, expected at the end of July." I have asked for an update.

### Thakeham

- New:
  - I am aware of an application relating to the diversion of FP 2475 in Thakeham, on the western side of Crays Lane. I understand that the proposal is acceptable to the Parish Council.



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## West Chiltington

- New

- The bends on the Hollows, which I reported as being repaired in August 2024, have deteriorated badly to the point where they are again dangerous. The surface of the road is breaking up and 'pillowing', creating a very uneven and insecure surface. Cars are once again deviating across the centre line on blind bends to avoid this hazard and it is particularly dangerous to cyclists. I've requested urgent action to address this and have received the following update from WSCC Highways:
  - The Hollows, West Chiltington. Enquiry number – 3825357. Passed on to our Senior Highway Steward to inspect for patching. The inspection should be carried out in the next few weeks and patching works put in the system."
- Cllr S Booth raised an enquiry regarding a culvert that runs under West Chiltington Road (WCR), slightly north of the main culvert that was recently repaired, which appeared not to be flowing. I have received a report on this from WSCC Riparian Drainage Project Officers (circulated separately). In summary:
  - There are six culverts that run underneath WCR in the vicinity of Heath Mill/Panners Drive:
    - Three 'south' culverts (one old, two new) near Panners drive which were the site of works last year to repair the road and improve drainage
    - Three 'north' culverts that previously served as the outflows from the now redundant Heath Mill.
  - The RDPO team undertook a visit to Heath Mill on 22nd November 2024. A site walkover discovered that the mill pond no longer exists and has been historically filled. In addition, the ditches that filled the pond either no longer exist or no longer have the means of communicating with the main watercourse that flows along the east boundary of Heath Mill land. Observations on site would suggest the Mill has been redundant for several decades.
  - There is no current connection between the main watercourse and the redundant mill water courses, although it is believed that there was once a connection between the main watercourse and the mill ditches via a sluice (not located on a recent site visit and assumed removed at some time in the past).
  - With the mill no longer functioning, and with no sluice structure to divert flow, the three south culverts under West Chiltington Road manage all run-off from the catchment.
  - The report includes consideration of the work that may be required in order to bring the original ditches that served the mill back into operation, plus other suggestions which the PC may wish to consider.
- I have indicated my support for the proposal from WC PC to restrict speed on Broadford Bridge Road to a maximum of 40mph.
- WCR will be closed for one day on 22<sup>nd</sup> Feb. presumably for culvert jetting.

- Ongoing

- On 21<sup>st</sup> November I reported that a step to the stile at the junction of footpath 2439 and 2437 in West Chiltington is broken, making it difficult to negotiate for the less flexible. This has been passed to the WSCC PROW team.

Link to the MPs website: [News | Andrew Griffith](#)



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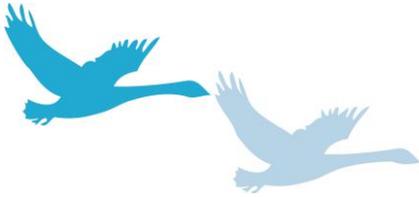
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## Glossary

BPG	Business Planning Group
CHESC	Communities, Highways and Environment Scrutiny Committee
CHS	Community highways scheme e.g. traffic calming features, town/village centre enhancements, cycling facilities and small scale junction improvements
CYPLS	Children, Young People, Learning and Skills
LFMRS	Local Flood Risk Management Strategy
LLFA	Lead Local Flood Authority
PC	Parish Council/Parish Councillor
PROW	Public Right of Way
PTIWG	Pulborough Transport and Infrastructure Working Group
RAAC	Regulation Audit and Accounts Committee
TFG	Task and Finish Group – a working party to consider a specific issue
TRO	Traffic regulation order. Measures to restrict or prohibit the use of the highway network, in line with The Road Traffic Regulation Act 1984 e.g. speed limits, line painting
WC	West Chiltington



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## APPENDIX B

### Item 14 - Proper Officer Report

**Agenda Item 14/24**

<b>Report to:</b>	Full Council
<b>Report from:</b>	Chair
<b>Report on:</b>	Appointment of the Proper Officer

#### 1. Background.

Following the resignation of the Parish Clerk, a Locum Clerk, Paul Richards, has been appointed to ensure the Parish Council maintain a 'business as usual' service, remain fully compliant and enables the outgoing Parish Clerk to focus on providing a detailed handover of current projects and initiatives to the Parish Chair and Council Members during his notice period.

#### 2. Proper Officer.

The Parish Clerk is the "Proper Officer" of the Parish Council. The Proper Officer is a formal role as defined in the Local Government Act 1972<sup>1</sup> and is a title used in statute. It refers to the appropriate officer for the relevant function. In Town and Parish Councils, the Proper Officer is normally the Clerk. In financial matters, the proper officer is known as the Responsible Financial Officer.

#### 3. Formal appointment.

Whereas the Locum Parish Clerk has been appointed by PPC's Personnel Sub Committee, the role of Proper Officer must be confirmed by Full Council.

#### 4. Recommendation.

It is recommended that the Locum Parish Clerk, Paul Richards, be appointed as the Proper Officer to Pulborough Parish Council until the new Parish Clerk is appointed and in place.

**Cllr Sharon Curd**  
**Chair**

<sup>1</sup> Section 112 of the Local Government Act (LGA) 1972, section 101 of the 1972 and section 151 of the LGA 1972



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## APPENDIX C

### Item 27 – Pantry

### Agenda Item 27/24

<b>Report to:</b>	Full Council
<b>Report from:</b>	Clerk
<b>Report on:</b>	Community Pantry

#### 5. Background.

The Community Pantry located on the Pulborough Recreation Ground was launched on 9<sup>th</sup> January 2024 and the Parish Council agreed that space at the back of the village sports and social club could be utilised for its operation. The financial arrangements separate the funding and income from the main Parish Council budget therefore having no impact on the precept.

#### 6. Proposal to form a Charity.

A proposal has been received to establish a Charity (or Charitable Incorporated Organisation) and to move the management and responsibility of the Pantry from Pulborough PC. The proposal suggests a three-year lease at a nominal rent for exclusive use of the space.

#### 7. Issues to consider.

The transfer of responsibility to a Charity or third party could raise several concerns or queries for the Parish Council to consider. These include:

- **Meeting rooms** – the Parish Council use the existing space for committee meetings. By granting exclusive use of the space to the Pantry, the Parish Council would be denied access to the meeting room and would incur additional room hire costs;
- **Building Condition** – the building is in poor condition, and it would be unlikely if a new tenant would accept a full repairing lease;
- **Fund raising** – Pultopia and the Christmas Fete are Parish Council fund raising activities for the benefit of the Pantry. This might need to be reviewed if the pantry's status changes;
- **Development** – the Parish Council has progressed outline plans to rebuild/relocate the current building to create a Community Hub. As the existing building may be redeveloped, a three-year lease may not be able to be granted. However, an agreement could be reached to offer a lease until the end of life of the existing building; and
- **Options** - The Parish Council should invite other options/proposals and not just consider one proposal.

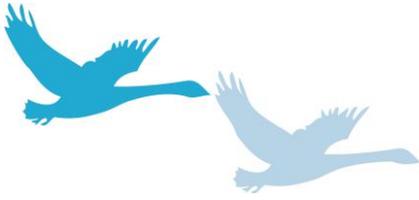
#### 8. Recommendation.

That the parish council consider the proposal and review the options and issues that may arise.

**Paul Richards**  
Locum Clerk



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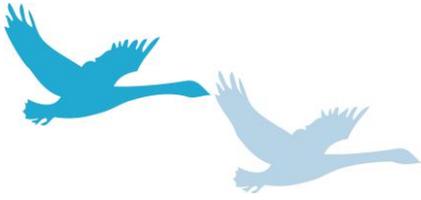
## APPENDIX D

### Item 31 – Payments

Payments for Authorisation 2024/25								
NO	Date	Chq No/ Transfer	Payee	Description	Amount £'s	Signature 1	Signature 2	RFO
246	04/03/2025	TR246	Lakers Builders Merchants	Safety Spectacles for Groundsman	£9.07			
247	04/03/2025	TR247	Lakers Builders Merchants	Box Screws MUGA Gate Box	£3.19			
248	04/03/2025	TR248	LASER	S&SC Gas 31/12/2025 - 31/01/2025	£60.87			
249	04/03/2025	TR249	Lakers Builders Merchants	Bark for Footpaths in Pocket Park 2 x Bulk Bags	£180.00			
250	04/03/2025	TR250	Pulborough URC	Full council 4th march 2025 plus an additional 15 minutes	£33.00	PAID		
251	04/03/2025	TR251	Gallagher Insurance	Truck Insurance 08/12/2024 - 07/12/2025	£1,217.73			
252	04/03/2025	TR252	LASER	Rectory Close Electricity - 01/11/2024 - 31/01/2025	£385.57			
253	04/03/2025	TR253	CBRE	Membership Fee 28/02/2025 - 01/03/2026	£60.00			
254	04/03/2025	TR254	FAROL	Bolts & Nuts for John Deere Mower	£49.57			
255	04/03/2025	TR255	Paul Richards	Locum Clerk Services & Land Registry	£2,759.00			
256	04/03/2025	TR256	WSSC	Salaries February 2025	£10,353.42			
257	04/03/2025	TR257	Burgess & Randall	Petrol Mower for Groundsman	£749.00			
258	04/03/2025	TR258	Heather Richardson Consultancy	Various Letter Templates	£135.00			
259	04/03/2025	TR259	Heather Richardson Consultancy	3 Month Advisory service Apr - Jun 2025	£360.00			
260	04/03/2025	TR260	Jack Killner	Expenses - fuel for ride on mower	£25.28			
SIGNATURE 1 PRINT NAME						SIGNATURE 2 PRINT NAME		



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## **APPENDICES A,B and C**

### **Items 41, 42 and 43**

### **Appointmnets to Committees, Sub-Committees, Working Groups and Representatives to Outside Bodies.**



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## **APPENDIX D**

### **Item 45**

#### **Planning and Services Committee – To accept the Minutes of the previous meeting**

# PULBOROUGH PARISH COUNCIL

*Working together for a better future*



PULBOROUGH  
Swan View, Lower Street

PARISH COUNCIL

Pulborough  
West Sussex RH20 2BF  
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## **MINUTES OF THE PLANNING AND SERVICES COMMITTEE MEETING HELD IN THE UNITED REFORMED CHURCH, 82 LOWER STREET, PULBOROUGH RH20 2DW ON MONDAY 31st March 2025**

**PRESENT:** Cllr Esdaile (Vice Chair), Marcuson, and Martin.

**IN ATTENDANCE:** Mrs B Nobbs (Deputy Clerk)

*The meeting opened at 18:00 pm*

### **78. APOLOGIES FOR ABSENCE**

Apologies of absence was received from Cllr Trembling (Unwell), Cllr Curd (Personal Commitment)

### **79. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest made. There were no changes to the register of interests.

### **80. ADJOURNMENT FOR PUBLIC SPEAKING**

The committee welcomed.

### **81. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 27<sup>th</sup> January and 17<sup>th</sup> February 2025 as a true and accurate record of the proceedings and the Chair signed them.

### **82. PLANNING APPLICATIONS**

The Committee considered the planning applications, attached to these Minutes as Appendix 1, and **RESOLVED** that its representations be forwarded to Horsham District Council.

### **83. PLANNING APPLICATIONS DECISIONS**

The Committee **NOTED** the planning application decisions and compliance issues since the last meeting.

**84. PAYMENTS**

Viking Direct	£86.80
Horsham District Council	£74,829.26
WSALC	£96.00
The Acorn Workshop	£660.00
Pulborough United Reformed Church	£240.00
APCAG	£100.00
FAROL	£44.14
Lakers Builders Merchants	£17.30
Pulborough Social Centre	£100.00
Maximus Tree Care	£2232.00
Kent County Council	£63.47
Kompan	£2308.32
Pulborough Village Market	£63.00
PI Group Consultants	£508.00
Laser	£54.98
CIA Fire & Security	£3775.20
Frank Riddle	£12.00
Tracey Euesden	£640.00
Travis Perkins	£55.56
Jack Killner	£109.98
Beverly Nobbs	£39.74

***The meeting closed at 19:30pm***

..... Chair

.....Date

**Recommendations of the Planning & Services Committee meeting held on**

**31<sup>st</sup> March 2025**

**HDC Recommendations**

**PLANNING APPLICATIONS**

**DC/24/0296 – 41 Glebelands Pulborough West Sussex RH20 2BZ**

Surgery to 1 x Sycamore

**PPC Comments: No Objection**

**DC/25/0285 – Blackgate Cottage, Blackgate Lane, Pulborough West Sussex**

Variation of condition one of previously approved application reference DC/24/1648 (Demolition of existing rear conservatory. Erection of a two storey side extension, single storey rear extension and alterations to roof) for revised drawings to incorporate alterations to the fenestration and a revised first floor design.

**PPC Comments: No Objection**

**DC/25/0257 Red Lion, 145 Lower Street, Pulborough**

Replacement of 3no. first floor windows and 1no. side window (Listed Building Consent).

**PPC Comments: - No Objection**

**DC/25/0317 – Land West of Parsons Field Stables Pickhurst Lane Pulborough West Sussex**

Application for the continuous use of land for the stationing of 2 static caravans for residential purposes and associated day rooms. Associated landscape works (Retrospective).

**PPC Comment: Strong Objection** - Originally established in 2004, this site has undergone multiple ownership changes. Despite repeated applications, planning permission has consistently been denied.

Members noted feedback from neighbouring residents who had strong objections to the application. While the National Planning Policy Framework (NPPF) recognises the need for traveller sites, this particular location presents several challenges.

It is situated in a rural area; the site is two miles from Pulborough's centre and close to two listed buildings.

Additionally, the existing road infrastructure is insufficient to support the increased traffic that would result from two extra three-bedroom caravans and associated vehicles.

Given these concerns, development on this site is considered unsuitable. The risks of overdevelopment, negative impacts on the surrounding landscape, and the overall incompatibility of expansion in this rural setting reinforce the strong objections to the proposal.

**DC/25/0271 – Hawthorn house, 29 Masons Way, Codmore Hill, Pulborough, West Sussex**

Surgery to 2x Poplar

**PPC Comments:** surgery to reduce height and canopy – **No Objection**

**CA/25/0035 – 2 Bell close, Pulborough, West Sussex, RH20 1DH**

Surgery to 1x Sycamore (Works to Trees in a Conservation Area)

**PPC Comments:** crown reduction members have - **No Objection**

**DC/25/0405 – Nash Manor, Lower Nash, Nutbourne Lane, Nutbourne, West Sussex**

Erection of a detached garage.

**PPC Comments:** **No Objection**

**DC/25/0181– 94 Glebelands, Pulborough, West Sussex, RH20 2JJ**

Replacement of garage door with windows. Addition of garden room. Alterations to boundary fencing.

**PPC Comments: Objection** - Members are concerned that by removing the conifers and building a wall will interrupt the wildlife corridors holes should be provided for the wildlife within the new wall. This is being adopted in the new development and should be adhered to in the application. Concern was also raised about water displacement after removal of the conifers.

**SDNPA**

**SDNP/25/01009/LDE - Pulborough Garden Centre, Stopham Road, Pulborough, West Sussex, RH20 1DS**

Implementation of planning permission SDNP/21/04105/FUL by the laying of concrete to create a sloped pathway as shown on the approved drawings.

**PPC Comments: Objection** – All pathways must be porous; with attention to drainage; the Parish Council Objects to the laying of concrete in the parish.



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**The Minutes of the Planning and Services Committee Meeting of Pulborough Parish Council held on Tuesday 22<sup>nd</sup> April 2025 commencing 6:00 pm held at the United Reformed Church, 82 Lower Street, Pulborough, RH20 2DW.**

**85. Attendance and Apologies for Absence.**

**Those Present:** Cllr Esdaile (Chair), Cllr Curd, Cllr Hunt, Cllr Marcuson and Cllr Martin.

**Also Present:** P. Richards (Locum Clerk). No members of the public were present.

**Apologies:** Apologies were accepted from Cllr Trembling.

**86. To receive any declarations of interests from members in respect to Items on the agenda – none.**

**87. Public Session – none.**

**88. Minutes of the last meeting –** The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 31<sup>st</sup> March 2025 as a true and accurate record of the proceedings and the Chair signed them.

**89. Planning Application –** The Committee considered the planning applications, attached to these Minutes as Appendix 1, and **RESOLVED** that its representations be forwarded to Horsham District Council.

**90. Planning Decisions -** The Committee **NOTED** the planning application decisions and compliance issues since the last meeting.

Cllrs Curd and Hunt agreed to provide a draft letter in response to Planning Appeal DC/24/0941.

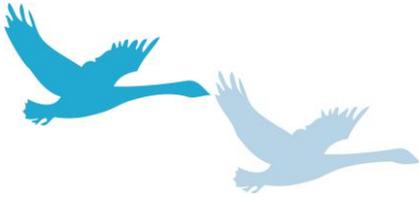
**91. Payments**

<b>Mulberry Local Authority</b>	<b>£299.52</b>
<b>Pulborough Social Centre</b>	<b>£1677.00</b>
<b>FAROL</b>	<b>£389.16</b>
<b>Kidwell Plumbing &amp; Heating</b>	<b>£156.00</b>
<b>RIALTAS</b>	<b>£243.60</b>
<b>Kestrel Alarms</b>	<b>£81.60</b>

**The meeting closed at 6:51pm**



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## APPENDIX 1

### Recommendations of the Planning & Services Committee meeting held on 22<sup>nd</sup> April 2025

#### PLANNING APPLICATIONS

##### **DC/25/0150 – Peacocks Paddock, Stall House Lane, North Heath, Pulborough**

Change of Use of land to a travellers caravan site consisting of 1 no. mobile home, 1 no. touring caravan and 1 no. utility dayroom and associated development.

##### **PPC Comments:**

At the meeting of Pulborough Parish council held on 22nd April 2025, members voted to **OBJECT** to the application. Members noted that concerns raised in their previous objection sent on 19/2/25 had not been addressed and were still pertinent.

##### **DC/25/0181 – 94 Glebelands, Pulborough, West Sussex, RH20 2JJ**

Replacement of garage door with windows. Alterations to boundary fencing.

##### **PPC Comments:**

At the meeting of Pulborough Parish council held on 22nd April 2025, members voted to **OBJECT** to the application. Members noted that concerns raised in their previous objection sent on 19/2/25 had not been addressed and were still pertinent.

##### **DC/25/0317 – Land West of Parsons Field Stables, Pickhurst Lane, Pulborough West Sussex**

Amendment to application for the continuous use of land for the stationing of 2 static caravans for residential purposes and associated day rooms. Associated landscape works (Retrospective).

##### **PPC Comments:**

At the meeting of Pulborough Parish council held on 22nd April 2025, members voted to **OBJECT** to the application. Members noted that concerns raised in their previous objection sent on 19/2/25 had not been addressed and were still pertinent.

##### **DC/25/0318 – Rose View Park, Hill Farm Lane, Codmore, Hill West Sussex**

Use of land for the stationing of a further 2 static caravans for residential purposes and associated layout changes.

##### **PPC Comments:**

##### **PPC Comment: Strong Objection.**

Members noted feedback from neighbouring residents who had strong objections to the application and that no neighbour notices had been put up or circulated.

While the National Planning Policy Framework (NPPF) recognises the need for traveller sites, this particular location presents several challenges. It is situated in a rural area; the site is two miles from Pulborough's centre and the existing road infrastructure is insufficient to support the increased traffic that would result from two extra caravans and associated vehicles. Given these concerns, development on this site is considered unsuitable. The risks of overdevelopment, negative impacts on the surrounding landscape, and the overall incompatibility of expansion in this rural setting reinforce the strong objections to the proposal.



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## **DC/25/0370 – 11-13 Police Station, London Road, Pulborough, West Sussex**

Conversion of two police houses and station to two 3-bed dwellinghouses and one 1-bed dwellinghouse.

### **PPC Comments:**

At the meeting of Pulborough PC held on 22nd April 2025, Members voted to support the application. Members trust that eco and wildlife friendly solutions form part of the garden and landscaping designs

## **DC/25/0387 – Yaffle Cottage, West Chiltington Road, Pulborough, West Sussex**

Erection of a single storey side extension.

### **PPC Comments:**

At the meeting of Pulborough PC held on 22nd April 2025, Members voted to support the application.

## **DC/25/0481– Architectural Plants Limited, Stane Street, North Heath West Sussex**

Variation of conditions 1, 6, 8 and 11 on approved application DC/19/0438 (Mixed use of existing horticultural nursery / education centre to allow for weddings and other events) To increase the number of weddings and other events permitted.

### **PPC Comments:**

At the meeting of Pulborough PC held on 22nd April 2025, Members voted to support the application.

## **DC/25/0516 - 1 The Moat, Pulborough, RH20 2DJ**

Replacement outbuilding to be used as games room. (Retrospective).

### **PPC Comments:**

At the meeting of Pulborough PC held on 22nd April 2025, Members voted to support the application with the proviso that the replacement outbuilding shall be used solely for purposes ancillary to the occupation and enjoyment of 1 The Moat, Pulborough and shall not be used as a separate unit of accommodation or for business use.

## **DC/25/0528 - Beech House, Stane Street, Codmore Hill, West Sussex**

Surgery to 1x Copper Beech.

### **PPC Comments:**

At the meeting of Pulborough PC held on 22nd April 2025, Members voted to support the application providing the HDC arborological officer agrees to the work.

## **DC/25/0537 - Ramblers Church Place Pulborough West Sussex**

Repair red clay roof tiles and chimney (Listed Building Consent).

### **PPC Comments:**

At the meeting of Pulborough PC held on 22nd April 2025, Members voted to support the application.

## **DC/25/0503 – St Mary's Church Of England School, Link Lane, Pulborough**

Demolition of existing derelict school building and formation of new nursery and community building.

### **PPC Comments:**

At the meeting of Pulborough PC held on 22nd April 2025, Members voted to support the application providing the HDC consultation advice regarding great crested newts is adhered to.



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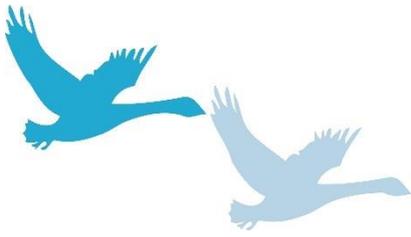
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## **APPENDIX E**

### **Item 46**

#### **Finance and Policy Committee – To accept the Minutes of the previous meeting**



## PULBOROUGH PARISH COUNCIL

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Pulborough

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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



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## **The Minutes of the Pulborough Parish Council Finance & Policy Committee held on Monday 28th April 2025 at 6pm at the United Reformed Church, 82 Lower Street, Pulborough, RH20 2DW.**

### **1. Attendance and Apologies for absence.**

**Those Present:** Cllr Clarke (Chairman), Cllr Campbell (Vice-Chairman), Cllr Court, Cllr Curd and Cllr Hunt.

**Also Present:** P. Richards (Locum Clerk). Three members of the public were present.

**Apologies:** Apologies were accepted from Cllr Labuschagne.

### **2. To receive any declarations of interests from members in respect to Items on the agenda – none.**

### **3. Minutes of the last Full Council meeting – Cllr Curd proposed that the draft Minutes be accepted as a true record and that the Chairman sign them. This was seconded by Cllr Court and **AGREED** unanimously.**

### **4. Public Session.**

- A resident objected to the S106 application by the Cricket Club. He queried which S106 allocation pot the requested sums would be taken from. He also suggested that the equipment requested in the application would be better provided for by the parish council and that he would support PPC making such an application instead;
- A representative of the Cricket Club referred to their application for S106 funds;
- The Chairman asked if the Cricket Club could agree to the parish making the necessary S106 application. The Cricket Club representative agreed to this proposal;

### **5. Internal Audit.**

- a) **Review the internal audit report 2023/24** – the Chairman drew attention to the issue of parish deposits in excess of the Financial Services Compensation Scheme threshold of £85,000. The Clerk was asked to review this. The Chairman also noted the general reserve balance of £131,000 was in accordance with recommended practice.
- b) **Internal Audit quotation 2025/26** – the quotation was reviewed and **AGREED** unanimously. The Clerk was asked to write to the internal auditor to appoint them for a three year period.

### **6. Review the Annual Governance Statement 2023/24 – this was noted.**

### **7. Review the Accounting Statement 2023/24 – this was noted.**

### **8. S106 and CIL.**

- a) **Quarterly S106 & CIL Reports from HDC** – this was noted.
- b) **Confirmation of S106 Fund Expiry Dates** – the Chairman advised that HDC had acknowledged their mistake.
- c) **Pulborough Cricket Club's Section 106 Funding application** – the Chairman advised that he would suspend Standing Orders to allow for a wider discussion with those present. Members reviewed the application.
  - Cllr Campbell noted that if PPC applied for the necessary funds for the Cricket Club equipment, then PPC would be liable for future maintenance costs;
  - Cllr Curd stated that she would support a PPC led S106 application as it would benefit both the community and Cricket Club;



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- The Chairman noted the relative inexperience of the PPC groundsman and that this needed to be addressed. Cllr Curd suggested that existing support from the Club's groundsman to the PPC employee could continue; and
- Cllr Hunt questioned the security of the tractor shed.

*18:30 - the Chairman suspended Standing Orders and asked for an adjournment. This was **AGREED** unanimously.*

The Chairman asked the Cricket Club representative if she would support a parish council led S106 application to acquire the required equipment. She agreed to this and extended an offer for the Club to assist the PPC groundsman. The member of the public who suggested the solution also agreed that this was the best outcome for the community.

*18:35 – the meeting resumed*

Cllr Curd proposed that the parish council resolve to apply for the necessary S106 funds to acquire the equipment. This was seconded by Cllr Campbell and **RESOLVED** unanimously. The Clerk was asked to make the necessary application.

9. **Update on rent for the various sports clubs** – the summary sheet prepared by the Clerk was reviewed. Cllr Curd advised that the Bowls Club lease was with PPC's lawyers for review. The Chairman understood that the terms of the lease need to be re-visited. The Clerk was asked to progress this;

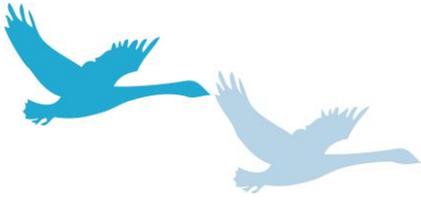
*18:38 - the Chairman suspended Standing Orders and asked for an adjournment. This was **AGREED** unanimously.*

The Cricket Club representative referred to item 3 of the Cricket Club lease. The Chairman suggested that he and the Clerk review this. It was noted that no payment had been requested or made.

*18:41 – the meeting resumed*

The Chairman noted that new leases had not been drawn up for the Clubs given the imminent rebuilding of the sports pavilion. Cllr Curd suggested that PPC issue invoices to all the Clubs for the year 2024/25. The Chairman proposed that the Clerk to raise the necessary invoices and this was seconded by Cllr Campbell. This was **AGREED** by majority. It was noted that the Football Club lease was not included on the Clerk's schedule, and he was asked to update it.

10. **Update on leases and legal agreements** – discussed earlier.
11. **Consider future of the parish Groundsman vehicle** – the Chairman referred to the previous discussion relating to the PPC groundsman. It was noted that the groundsman's age prevented a cost-effective insurance quote to enable him to drive the vehicle. It was **AGREED** that the Clerk ask Cllr Hare for his advice on this matter. It was further **AGREED** that the Clerk arrange the necessary training for the groundsman.
12. **Statement for the Annual Parish Meeting** – the Chairman reminded Members that a statement from the Committee would be required for the Annual Parish Meeting scheduled for 29<sup>th</sup> May 2025. He had prepared a draft and, once the figures had been verified by the Clerk, the draft report would be circulated.



# Pulborough Parish Council

Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

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13. **Date of next Meeting** – 16<sup>th</sup> June 2025 at 6pm.

The Chairman announced that the next items contained confidential information and that in accordance with PPC Standing Orders, the press and public would now be excluded from the meeting.

14. **Consider a compensation claim** – a compensation claim from a former PPC employee was considered and a full and final settlement of £135.45 was **AGREED** unanimously. The Clerk was asked to make the necessary payment.

15. **Staff Update** – the Clerk provided the necessary update.

16. **Payments** – the schedule was reviewed and **AGREED**.

The meeting concluded at 7:09pm

**Signed** .....

**Date** .....



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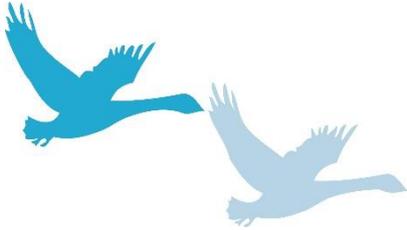
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## APPENDIX F

### Item 47

### Recreation & Open Spaces Committee - To accept the Minutes of the previous meeting



**PULBOROUGH PARISH COUNCIL**

Swan View, Lower Street  
Pulborough

West Sussex RH20 2BF  
Telephone: 01798 873532

Email: [reception@pulboroughparishcouncil.gov.uk](mailto:reception@pulboroughparishcouncil.gov.uk)

**MINUTES OF THE  
RECREATION AND OPEN SPACES COMMITTEE  
HELD AT THE UNITED REFORMED CHURCH, 82 LOWER STREET, PULBOROUGH,  
RH20 2DW ON MONDAY 7<sup>th</sup> APRIL 2025**

**PRESENT:** Cllrs Curd (Chair), Cllr Campbell, Clarke, and Hunt

**IN ATTENDANCE:** Mrs Beverly Nobbs (Deputy Clerk) and 2 Members of the public

*The meeting opened at 7. 30pm.*

**56. APOLOGIES FOR THE ABSENCE**

Apologies for absence were received and reasons approved for Cllr Marcuson (Personal Commitment), Cllr Esdaile (Personal Commitment) and Cllr Martin (Personal Commitment)

**57. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS**

There were no declarations of interest, there was one change to the Register of Interests made. Cllr Campbell is no longer a member of the Cricket Club.

**58. MINUTES**

The Committee **RESOLVED** to agree and approve the Minutes of the Meetings held on 10<sup>th</sup> October 2024 and 14<sup>th</sup> November 2024 as true and accurate record of the proceedings and the Chair signed them.

**59. PUBLIC SPEAKING**

There were no public speakers present and therefore the Chair moved on to the next agenda item.

**60. RECREATION CLUB REPORTS**

A member of the Cricket Club; Works are being completed on the square for the start of the season. They have a new social media consultant who has is improving their social media presence. The Cricket team has been promoted from league 12 to 11 for the coming season. Sponsorship has been reduced by a sponsor which means that the Club may struggle from June onwards.

**61. CLERKS REPORT**

The Deputy Clerk gave a full report on our new Groundsman, covering his excellent work which is taking place in and around the village.

The broken culvert in Rivermead is being repaired/renewed on 14<sup>th</sup> April 2025.

Members **NOTED** the Clerks report.

**62. YOUTH PROVISION IN PULBOROUGH**

To consider a proposal for a working sub-committee of 2/3 members to look at Youth provision, with the intention of coming back at the next meeting with a costed plan suitable for implementation.

Members have resolved that Cllr Hunt, Campbell, Curd and Marcuson will form the sub-committee and report back to this meeting.

Members discussed Little Monkeys Play Group and whether on not to support them for the coming financial year.

Members **RESOLVED** to support Little Monkeys play group for a further year.

**63. PULBOROUGH CRICKET CLUB**

Members noted a request from a former Chair – to agree an acceptable rent and terms for Pulborough Cricket Club to cement the playing agreement for 2025.

Members **NOTED** the request; this will be looked into later when the contract renews.

**64. PULBOROUGH CRICKET CLUB PERMISSION REQUEST**

Members considered a request from Pulborough Cricket Club for a gazebo to be erected on match days throughout the cricket season to enable teas to be provided. The gazebo would be up for the duration of the game and then removed. All rubbish would be cleared away and the site left clean and tidy.

Members resolved to allow Pulborough Cricket Club to erect a gazebo on the Recreation field on match days.

AOB - VE Day Celebrations the Deputy Clerk will install the Tommys once permission has been sought from WSCC.

Members discussed holding Pultopia Festival again this year, the suggested date is 21<sup>st</sup> June 2025.

Members **RESOLVED that** JC will ask our events coordinator to organise this for us.

**65. PAYMENTS**

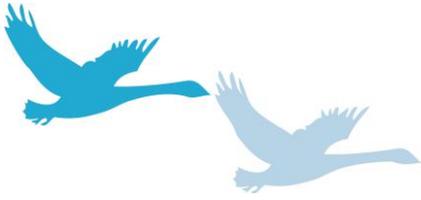
Members **RESOLVED** approval of the Payments List, which was duly signed by two, authorising members, comprising the following payments:

WSSC	£7,806.61
WSALC	£2,060.65
Pulborough Social Centre	£2,100.00
Viking Office	£61.80
Bearded Hero	£125.70
Burgess & Randall	£45.00
Heather Richardson Consultancy	£50.00
Final Finishes Window & Exterior Cleaning	£250.00
Business Stream	£18.55
Paul Richards	£1743.75

***Meeting Closed at 6:31 pm***

.....**CHAIR**

.....**DATE**



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## **APPENDIX G**

### **Item 50**

#### **Declaration for River Recovery – To consider adopting the Declaration**

## Paul Richards

---

**From:** Sharon Curd  
**Sent:** 14 March 2025 10:28  
**To:** Paul Richards; Beverly Nobbs  
**Subject:** Fw: Declaration for River Recovery  
**Attachments:** Declaration for River Recovery final version.pdf

Hi Paul,

Please see attached and below for info.

I believe this should be an agenda item for our next full council meeting to be discussed and voted on. If resolved by council members, it could then be given to ROS committee to action and implement with appropriate projects as part of our Greener Pulborough plans.

Best,  
Shaz

Sent from [Outlook for iOS](#)

---

**From:** Reception <reception@pulboroughparishcouncil.gov.uk>  
**Sent:** Friday, March 14, 2025 9:53 AM  
**To:** All Councillors <all-councillors@pulboroughparishcouncil.gov.uk>  
**Cc:** Ross.Phillips <Ross.Phillips@horsham.gov.uk>  
**Subject:** FW: Declaration for River Recovery

Dear all,

Please find below from HDC regarding the rivers Arun, Rother and Adur and their tributaries.

Kind regards

Beverly

***Beverly Nobbs***

***Deputy Clerk to Pulborough Parish Council***

*Swan View, Lower Street, Pulborough, West Sussex RH20 2BF*

*Tel: 01798 873532*

*Parish Council Office opening hours are Tues-Thurs 9am-12.30pm.*

***My hours are 9am-5pm Mon-Thurs, 9am-4.30pm Fri. Email [deputy@pulboroughparishcouncil.gov.uk](mailto:deputy@pulboroughparishcouncil.gov.uk)***

---

**From:** Sarah.Attfield <Sarah.Attfield@horsham.gov.uk>  
**Sent:** 13 March 2025 16:47  
**To:** Sarah.Attfield <Sarah.Attfield@horsham.gov.uk>  
**Cc:** Colette.Blackburn <Colette.Blackburn@horsham.gov.uk>; Helen.Peacock <Helen.Peacock@horsham.gov.uk>  
**Subject:** Declaration for River Recovery

**Please see email below from Cllr Colette Blackburn, Cabinet Member for Climate Action and Nature Recovery**

***Please also share with other members of your Parish/Neighbourhood Council***

Dear Parish and Neighbourhood Council Clerks

I know that many of your organisations have concerns about the state of our local rivers and watercourses. Horsham District Council shares these concerns and has recently adopted a Declaration for River Recovery. This covers the rivers Arun, Rother and Adur and their tributaries. A copy of the document is attached to this email.

The Declaration was produced in conjunction with the neighbouring Councils, both Rivers Trusts, Sussex Wildlife Trust, and the Knepp Wildland Foundation. Many of these will either be adopting or supporting the Declaration. Collaborating on the production of the document shows a joined up approach to this issue, as quite clearly rivers do not respect administrative boundaries.

As well as the main Declaration itself, the document contains a list of current projects associated with these rivers which you might find interesting. Horsham District Council is already involved with several of these. The Declaration demonstrates the Councils ongoing commitment to these, as well as supporting new projects working closely with our partners.

If you have any queries in relation to this, contact Helen Peacock, Head of Sustainability and Greenspaces ([helen.peacock@horsham.gov.uk](mailto:helen.peacock@horsham.gov.uk)).

Please let me or Helen know if your organisation is able to support the Declaration.

Kind regards

Cllr Colette Blackburn  
**Cabinet Member for Climate Action and Nature Recovery**  
(sent by Sarah Attfield on behalf of Cllr Blackburn)

**Sarah Attfield**

PA to Leader and Cabinet

**Telephone:** 01403 215396

**Email:** [Sarah.Attfield@horsham.gov.uk](mailto:Sarah.Attfield@horsham.gov.uk)



---

**PLEASE NOTE: We have moved, please see the new Council address below.**

**Horsham District Council, Albery House, Springfield Road, Horsham, West Sussex RH12 2GB**

Telephone: 01403 215100 (calls may be recorded) [www.horsham.gov.uk](http://www.horsham.gov.uk) Chief Executive: Jane Eaton

**The Council will only accept service of documents by email if they are sent to [legal@horsham.gov.uk](mailto:legal@horsham.gov.uk) during our office opening hours. Any documents sent to individual email addresses will not in any circumstances be accepted. Communications received outside our office opening hours will be regarded as being served on the next working day**

**Please contact us in advance if your email, including any attachments, is going to exceed 30MB.**

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IMPORTANT NOTICE This e-mail might contain privileged and/or confidential information. If you have received this e-mail in error, please notify the sender and delete the e-mail immediately; you may not use or pass it to anyone else. Whilst every care has been taken to check this outgoing e-mail for viruses, it is your responsibility to carry out checks upon receipt. Horsham

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This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd.**

## Declaration for River Recovery

Healthy rivers are the lifeblood of biodiversity and ecosystems, providing essential habitats for wildlife and promoting vibrant natural communities. We need our riverscapes and the water environment to thrive and be places that enhance our lives, with clean water that supports life and industry, whilst being a great place to relax and play. Rivers, streams, and other watercourses provide a wide range of benefits, but are increasingly degraded. We need to protect and restore resilient, vibrant riverscapes that benefit wildlife and people for whole catchments and down to the coastal waters and seas.

This Declaration demonstrates the commitment of the organisations that sign it to work in partnership, and contribute to the recovery of the rivers, streams, and other watercourses in their areas (subject to the availability, and approval, of additional resources and budget).

### The rivers Arun and Adur

This Declaration relates to the rivers Arun and Adur and their associated streams and watercourses, the river Rother (which flows into the river Arun), as well as Teville Stream and Ferring Rife which are chalk streams located in Worthing.

The river Arun is the longest river (60km) located entirely within Sussex. It starts in St Leonards Forest as a series of small streams, and then flows westwards towards Horsham. It then joins the North River and flows south through the Arun valley between Pulborough and Arundel, which contains internationally important wildlife. It finally arrives at the river mouth in Littlehampton. It is one of the fastest flowing rivers in England and is tidal up to Pallingham Quay, near Wisborough Green. The river Rother is a chalk stream which is the largest tributary of the river Arun. It does not flow out to sea but travels along the foot of the South Downs, joining the Arun at Pallingham, near Pulborough.

The river Adur has a catchment area of approximately 500km<sup>2</sup>. Inland the river has two branches, with the Western Arm rising at Slinfold, flowing through Shipley and West Grinstead. The Eastern Arm rises at Ditchling Common and flows north and west between Haywards Heath and Burgess Hill. The two arms meet about 2km north of Henfield, where it then flows south to Bramber. The river mouth is at Shoreham-by-sea, where the estuary salt marsh contains a nationally important wildlife habitat containing rare wading birds and plants.

### The need for a Declaration

The rivers and streams related to this Declaration are impacted by a range of historical and contemporary pressures which are reducing water quality, changing water quantity and, hence, their function. Historic management practices have degraded the rivers' natural processes with further deterioration resulting from modern day

pressures including climate change, population growth and unsympathetic development, underinvestment in infrastructure, intensive land management, and hard engineering approaches to water management. These are complex issues which must be addressed through an integrated catchment management approach, requiring government agencies, local authorities, non-governmental organisations, landowners, businesses, water companies, and communities (including schools, Parish/Neighbourhood and Town Councils) to work together in the co-design and delivery of projects that will regenerate these rivers and watercourses.

Restoring river systems requires a catchment scale approach which looks beyond administrative or operational boundaries, to identify and mitigate the source of pressures on rivers. The requirements and mechanisms for improvement are well understood and documented through plans and strategies which span geographical scales from river basins, river catchments, local authority boundaries through to project delivery. Improvements to the water environment is vital for nature recovery, particularly as rivers and streams are natural wildlife corridors. Landscape scale nature recovery

needs to be part of a cohesive and collaborative response to restoring rivers. However, solutions entail thinking beyond standard political and business planning cycles, requiring long-term, structured investment which enables those striving to deliver positive change to do so faster and at a larger scale.

This Declaration does not have the force of legislation, but it signals the commitment from the organisations that adopt or support it to play their part in encouraging the long-term recovery of rivers and watercourses. It aims to complement existing plans, providing context to discussions focused on the issues that impact our rivers and provide support to those working towards restoring the rivers' ecosystems and biodiversity. This is important as it requires a multi-organisational and cross sector response, which includes the active involvement of local communities, to draw together local policies and strategic ambitions of a wide range of stakeholders, on biodiversity and climate change, to support and encourage sustainable regeneration of river catchments.

## **The Declaration**

The Declaration expresses the shared values of those that adopt or support it on the need to co-steward the protection and enhancement of the water environment in our catchment(s) and establishes a commitment to work in partnership with statutory bodies, landowners, local communities (including schools and Parish/Neighbourhood/Town Councils), and other stakeholders to deliver tangible improvements. It does not give rights to people, nor guarantee economic investment but provides a framework to enable and support a sustainable water environment for future generations.

***A healthy river is one which enables nature to thrive and is safeguarded for future generations. We agree that this can be achieved by: -***

- Prioritising nature-based, over grey engineering solutions within environmental and infrastructure decision making, to address biodiversity loss, improve water quality and quantity of rivers and watercourses, as well as societal challenges.***
- Increasing connectivity within the river channel, with the floodplain, and across the wider landscape.***
- Encouraging sustainable land management practices, reducing the reliance on chemical inputs, advocating for regenerative agriculture, and providing advice and support to those seeking to change.***
- Inspiring communities and individuals to take pride in their waterways and act to help with their recovery, providing opportunities for people to connect with high quality environments.***
- Ensuring that planning policy and decisions promote water efficiency in buildings, seek to find nature-based mitigation solutions that take account of wider catchment targets and where, it is possible to do so within the remit of planning law, reduce pressure on sewage networks.***
- Consideration of the impacts of climate change on the water environment, with a particular emphasis on reducing risk of drought and flooding from extreme weather events***
- Working through the Catchment Partnerships to ensure greater collaboration and integrated working between stakeholders to achieve catchment targets as set out in various regulations, strategies, and plans.***
- Encouraging all communities and stakeholders to maximise water efficiency, reducing pressure on the public water supply network and minimising abstraction from rivers and aquifers.***

## **River recovery actions**

There is already a wide range of projects being delivered across the rivers and watercourses of West Sussex, alongside strategic thinking through the Adur & Ouse Catchment Partnership and Arun & Western Streams Catchment Partnership. The Catchment Partnership Management Plans reflect the challenges and solutions to improve these rivers at a catchment scale, involving a range of organisations, groups, and agencies, as well as individuals that are committed to working together. Whilst it is not feasible to cover every action taking place, a summary of the high impact projects on the Adur and Arun are presented below, as well as a project that relates to the river Rother which flows into the Arun.

## **River Adur**

The Adur Estuary Site of Scientific Interest (SSSI) Partnership, a sub-group of the Adur Catchment Partnership, collaborates on a range of smaller interventions in the estuary. Whilst the Friends of Adur SSSI raise awareness of the important intertidal habitat within Shoreham-by-Sea.

The Adur River Recovery Project is a partnership between Knepp Wildland Foundation, Ouse & Adur Rivers Trust, Wilder Horsham District, Adur District Council and Horsham District Council working with 27 landowners to deliver large scale restoration to the river valley over the next 30 years through a range of interventions including embankment removal, river realignment and wetland creation to increasing landscape connectivity of hedgerows, meadows, and woodland.

(<https://www.adur-river-recovery.org/>).

The Adur Adaptation Project is a partnership between the Ouse & Adur Rivers Trust and the Environment Agency, covering the whole catchment and based on the outputs of three years of planning. This project seeks to reduce peak river flows by 10%, improve water quality and boost freshwater biodiversity through the delivery of a wide range of nature-based solutions.

(<https://oart.org.uk/project/adur-adaptation-project/>).

## **River Arun**

River Guardians are citizen scientists monitoring water quality for early pollution detection, and to identify trends to enable targeted actions to improve water quality. The River Guardians are supported by the Western Sussex Rivers Trust (<https://wsrt.org.uk/get-involved/water-monitoring>).

The Arun Landscape Recovery Group has evolved from the Arun Valley Vision - a group of landowners committed to investigating land management to build biodiversity and climate resilience in the Arun Valley.

The Rother Partnership is a collaboration between the South Downs National Park Authority, South Downs Trust, Southern Water and Chichester District Council. The objective is to develop and fund a shared action plan for landscape-scale change to improve the health of the Rother. Shorter term practical interventions will also be delivered through this partnership. A short stretch of the Rother borders the Horsham District. (<https://wsrt.org.uk/about/our-projects/the-rother-partnership>).

Downs to the Sea is a multi-partner project, led by the South Downs National Park and South Downs Trust, to bring together farmers, landowners, and communities to create and restore priority wetland habitats in the National Park and beyond. Focusing on 'Water in the Landscape' and 'Water in People's Lives', this project will also engage with schools and parish councils to inspire a variety of actions to protect and restore rivers, ponds and wetlands.

(<https://southdownstrust.org.uk/downs-to-the-sea/>).

## **Across both rivers**

Two Catchment Partnerships. The Adur & Ouse and Arun Catchment Partnership and the Arun and Western Sussex Catchment Partnerships collaborate across each catchment. Each of the Partnerships has a group of diverse stakeholders, with a broad and detailed knowledge of catchment management. They are working together to improve rivers and the surrounding landscapes. Catchment Management Plans are written collaboratively and guide the Partnerships practical interventions on the ground. More details of the two Partnerships and the Management Plans can be viewed at <https://adurandousecatchment.org.uk> and <https://awscp.org.uk/>.

Weald to Waves is establishing a 100-mile nature recovery corridor across Sussex to connect fragmented landscapes. The corridor contains both the Adur and Arun catchments and is farmer and land manager led in collaboration with councils, businesses, services, charities, and community groups. Habitats and landscapes across the river valleys of the Arun and Adur will be restored and connected alongside sustainable farm businesses with greener communities, gardens and greenspaces helping to join the dots. (<https://www.wealdtowaves.co.uk/>).

Wilder Horsham District is a partnership between Horsham District Council and the Sussex Wildlife Trust that has been established in response to the urgent pressures on biodiversity. Its main objective is to initiate the development and delivery of the Horsham District Nature Recovery Networks. Rivers, streams, and watercourses form natural corridors and, therefore form the basis of creating Nature Recovery Networks, as well as being valuable habitats in their own right. (<https://sussexwildlifetrust.org.uk/wilderhorshamdistrict>).

Two Farm Clusters (Upper Adur and Arun to Adur) operate in the catchment. These are led by the farming community, to drive forward co-operative and sustainable land management which considers the health of the environment.

Sussex Bay aims to unlock funding to accelerate the recovery of Sussex Seascapes and Rivers. It is supporting marine, riverine, and intertidal recovery projects, prioritising nature's recovery and optimising the positive impact this has on people's lives and livelihoods (<https://www.sussexbay.org.uk/>).



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## **APPENDIX H**

### **Items 51, 52 and 53**

### **Annual Internal Audit Report 2024/and the annual governance statement**



Mr P Richards  
Pulborough Parish Council  
Swan View  
Lower Street  
Pulborough  
West Sussex  
RH20 2BF

11 April 2025

Dear Paul

**Re: Pulborough Parish Council**  
**Internal Audit for Financial Year Ended 31 March 2025 – Final Audit report**

**Executive summary**

Following completion of our final internal audit on 11 April 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Pulborough Parish Council are well established and followed.

## **Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

## **Independence and competence**

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

## **Engagement Letter and inherent risk assessment**

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from [anna@mulberrylas.co.uk](mailto:anna@mulberrylas.co.uk)

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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**Interim internal audit recommendations**

Audit Point	Interim Audit Findings	Council comments
<b>I. BANK AND CASH</b>	<p>The reconciliations were signed although there is no evidence of the statement being signed in accordance with FR 12.1 and to achieve a positive sign-off on this internal control objective I will need to see signed documents for both the reconciliation and bank statement.</p> <p>The balances on the Nat West accounts exceed the Financial Services Compensation Scheme (FSCS) limit and the council should consider opening an account with an alternate provider to maximise the protection available to it. The Clerk and council are aware that the CCLA are not covered by the FSCS guarantee.</p>	At the final audit I was provided with evidence that this action is now being completed in accordance with the Financial Regulations.

## **A. BOOKS OF ACCOUNT**

### **Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

### **Audit findings**

Testing conducted at the interim internal audit.

## **B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS**

### **Internal audit requirement**

*This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

### **Audit findings**

Testing conducted at the interim internal audit.

## **C. RISK MANAGEMENT AND INSURANCE**

### **Internal audit requirement**

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

### **Audit findings**

Testing conducted at the interim internal audit.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

*“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”*

The Locum Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

## **D. BUDGET, PRECEPT AND RESERVES**

### **Internal audit requirement**

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

### **Audit findings**

Testing conducted at the interim internal audit.

The year-end budget report shows income reported as 117% of budget and expenditure at 110%, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

At the end of the financial year, the council held circa £252,000 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately. I checked the purpose of these earmarked reserves with the Locum Clerk and am satisfied they are all for legitimate future planned projects of the council.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

*5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

*5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

*5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

*5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

*5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

The general reserve balance at the end of the financial year is £131,000 which is within the recommended range.

## **E. INCOME**

### **Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

### **Audit findings**

Testing conducted at the interim internal audit.

## **F. PETTY CASH**

### **Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.*

### **Audit findings**

The council has no petty cash and the testing for this internal control objective does not apply.

## **G. PAYROLL**

### **Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

### **Audit findings**

Testing conducted at the interim internal audit.

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

## **H. ASSETS AND INVESTMENTS**

### **Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

### **Audit findings**

Testing conducted at the interim internal audit.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has no borrowing nor long-term investments.

## **I. BANK AND CASH**

### **Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

### **Audit findings**

Testing conducted at the interim internal audit.

I reviewed the March 2024 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

## J. YEAR END ACCOUNTS

### Internal audit requirement

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

### Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting.

**COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ACCOUNTING STATEMENT).**

### Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	<b>Annual Governance Statement</b>	<i>‘Yes’, means that this authority</i>	<b>Suggested response based on evidence</b>
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>	<b>YES</b> – the requirements and timescales for 2023/24 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and

	introduction of internal controls and/or external insurance cover where required.		appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> – the council has no trusts

**Section 2 – Accounting Statements**

AGAR box number		2023/24	2024/25	Internal Auditor notes
1	Balances brought forward	339,809	361,037	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	277,323	292,460	Figure confirmed to central precept record
3	Total other receipts	85,716	101,009	Agrees to underlying accounting records
4	Staff costs	140,271	133,536	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	201,540	244,213	Agrees to underlying accounting records
7	Balances carried forward	361,037	376,757	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	361,664	382,621	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	1,358,986	1,365,402	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
11a	Disclosure note re Trust Funds (including charitable)	No	No	No – the council is not a sole trustee
11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee

**Audit findings**

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed.

This shows year-end total debtors of £4,061 and year-end total creditors of £9,926, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

## **K. LIMITED ASSURANCE REVIEW**

### **Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)*

### **Audit findings**

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

## **L: PUBLICATION OF INFORMATION**

### **Internal audit requirement**

*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation*

### **Audit findings**

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

**13(1)** An authority must publish (which must include publication on that authority’s website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

**13(2)** Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGARs are available for review on the council website for financial years 2019/20 to 2023/24 inclusive.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS****Internal audit requirement**

*The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

Inspection – key dates	2023/24 Actual	2024/25 Proposed
Date AGAR signed by council	23 May 2024	28 April 2025
Date inspection notice issued	24 June 2024	2 June 2025
Inspection period begins	25 June 2024	3 June 2025
Inspection period ends	5 August 2024	14 July 2025
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council. I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

**N: PUBLICATION REQUIREMENTS****Internal audit requirement**

*The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

*Before 1 July 2024 authorities must publish:*

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

*Not later than 30 September 2024 authorities must publish:*

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

**Audit findings**

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2024.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2024.

The council has therefore met the publication requirements for 2023/24 have been met.

## **O. TRUSTEESHIP**

### ***Internal audit requirement***

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

### **Audit findings**

The council has no trusts and testing under this internal control objective is not required.

**Achievement of control assertions at final internal audit date**

Based on the tests conducted during the interim and final audits, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	<b>INTERNAL CONTROL OBJECTIVE</b>	<b>YES</b>	<b>NO</b>	<b>NOT COVERED</b>
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review in the previous year tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for previous year's AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on [andy@mulberrylas.co.uk](mailto:andy@mulberrylas.co.uk) or 07428 647069.

Yours sincerely



**Andy Beams**  
Director, Mulberry Local Authority Services Ltd

**Final Internal Audit - Points Carried Forward**

Audit Point	Interim Audit Findings	Council comments
None		

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

# Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

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  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2024/25

Pulborough Parish Council

www.pulborough-pc.gov.uk / PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

07/11/2024

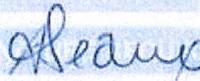
11/04/2025

DD/MM/YYYY

Name of person who carried out the internal audit

A Beams, Mulberry LAS Ltd I. AUDITOR

Signature of person who carried out the internal audit

SIG 

Date

15/04/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Pulborough Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.pulborough-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

Pulborough Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	339,809	361,037	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	277,323	292,460	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	85,716	101,009	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	140,271	133,536	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	201,540	244,213	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	381,037	376,757	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	361,664	382,621	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,358,986	1,365,402	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

DD/MM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Pulborough Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Smaller authority name: **Pulborough Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION  
OF UNAUDITED ANNUAL GOVERNANCE &  
ACCOUNTABILITY RETURN**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

**Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>Monday 2 June 2025</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) _____ _____ _____</p> <p>commencing on (c) <u>Tuesday 3 June 2025</u></p> <p>and ending on (d) <u>Monday 14 July 2025</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p><b>Moore (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ</b></p>  <p><b>MOORE</b></p> <p>5. This announcement is made by (e) _____</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## Pulborough Parish Council

### Extra information for External Auditor – Intermediate Review 2024 2025

- a. A copy of the financial statements (or extended trial balance) on which Section 2 of the Annual Return is based (if prepared) and a reconciliation between the two.

Please see attached.

- b. Provide:

- i. Details of the arrangements for the reviews of the bank reconciliations; and
- ii. An example of such procedures being performed.

Bank Reconciliations are conducted by the RFO and presented at the Finance Committee meetings and are then verified and signed by the Finance Committee Chairman who also signs the bank statements to confirm the balances match.

On a regular basis, at least once in each quarter and at each financial year end, two Council members shall verify all bank reconciliations produced by the RFO. The members shall sign the reconciliations and the original bank statements as evidence of verification. (See attached)

- c. Provide evidence of where the Standing Orders, Financial Regulations and Code of Conduct have been adopted or reviewed in the year (1 April 2024 to 31 March 2025), or details as to why this has not been done this year and the date of the last review.

See attached council meeting minutes October 2024 (minute Number 77). The code of conduct has not been reviewed since 2022.

- d. Provide:

- i. confirmation that the Council regularly seeks assurance regarding internal controls; and

- ii. An example of such procedures being performed.

The council engages an independent internal auditor to undertake two visits per year (interim and year end audit reports attached). The council has a comprehensive Risk Assessment which is reviewed at least annually. (see attached).

Quarterly analysis is undertaken and reported to council (see examples attached).

This additional information will need to be submitted at the same time as the submission of the AGAR and supporting documentation.



# Pulborough Parish Council

Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

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Email: [Reception@pulboroughparishcouncil.gov.uk](mailto:Reception@pulboroughparishcouncil.gov.uk)

[www.pulboroughparishcouncil.gov.uk](http://www.pulboroughparishcouncil.gov.uk)

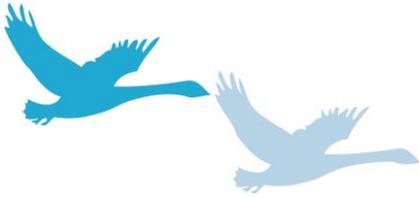
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*for Pulborough's future*

## **APPENDIX I**

### **Items 54**

#### **Proper Officer report**



# Pulborough Parish Council

Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

Telephone: 01798 873532

Email: Reception@pulboroughparishcouncil.gov.uk

www.pulboroughparishcouncil.gov.uk

*for Pulborough's future*

## Agenda Item 54/25

<b>Report to:</b>	Full Council
<b>Report from:</b>	Chair
<b>Report on:</b>	Appointment of the Proper Officer

### 1. Background.

Following the resignation of the previous Parish Clerk, the Parish Council has appointed Oliver Last as the replacement Clerk. He commenced employment on 19<sup>th</sup> May 2025

### 2. Proper Officer.

The Parish Clerk is the "Proper Officer" of the Parish Council. The Proper Officer is a formal role as defined in the Local Government Act 1972<sup>1</sup> and is a title used in statute. It refers to the appropriate officer for the relevant function. In Town and Parish Councils, the Proper Officer is normally the Clerk. In financial matters, the Proper officer is known as the Responsible Financial Officer.

### 3. Formal appointment.

Whereas the Locum Parish Clerk has been appointed by PPC's Personnel Sub Committee, the role of Proper Officer must be confirmed by Full Council.

### 4. Recommendation.

It is recommended that the new Parish Clerk, Oliver Last, be appointed as the Proper Officer to Pulborough Parish Council.

**Cllr Sharon Curd**  
**Chair**

<sup>1</sup> Section 112 of the Local Government Act (LGA) 1972, section 101 of the 1972 and section 151 of the LGA 1972