

PULBOROUGH PARISH COUNCIL

**Minutes of the Annual General Meeting of the Council held at the United Reform Church on
Monday,
11th May 2026 at 6:30 pm.**

Councillors present: Paul Clarke, Sharon Curd, Ruth Court, Jeannie Esdaile, Elizabeth Hunt, Andrada Labuschagne, Sandra Martin, Jilly Marcuson, Andrew Perry, Frank Riddle, and Lisette Trembling.

Officers: Beverly Jones (Deputy Clerk), Oliver Last (Clerk)

Also Present:

Members of the Public: None

The Chair welcomed everyone and gave a safety announcement.

1. Election of Chair.

The Chair invited nominations for the role of Chair of Pulborough Parish Council. Cllr Hunt nominated Cllr Curd who accepted the nomination. Cllr Esdaile seconded the nomination.

Members voted to elect, unanimously, Cllr Curd to the role of Chair. Cllr Curd signed the acceptance of office form and took the Chair.

2. Election of Vice-Chair.

Cllr Hunt nominated Cllr Clarke for the role of Vice- Chair of Pulborough Parish Council who accepted the nomination. Cllr Esdaile seconded the nomination.

Members voted to elect, unanimously, Cllr Clarke to the role of Vice-Chair. Cllr Clarke signed the acceptance of office form.

3. Apologies for Absence

Apologies were received from Cllrs Lauren Bailey, Jonathan Campbell, Ian Hare and Ruth Court.

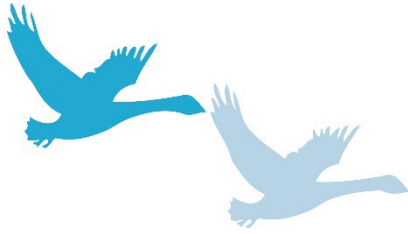
4. Declarations of Interest and Changes to Register of Interests

The Chair reminded all present that declarations of interest still stand (as defined by the Localism Act 2011).

There were no declarations of interest.

5. Public forum and questions

There were no questions from the public.



6. Minutes of the Council meeting held on 27th April

It was **resolved** to approve the minutes of the Full Council meeting held on 27th April 2026 as a true and accurate record of the meeting.

7. Appointments to Committees & Sub-Committees

The Chair referred to the suggested appointments paper circulated previously. This paper proposed appointment to committees, sub committees, working groups and outside bodies. The Chair suggested that the appointments were made en bloc and proposed that they be adopted.

It was **resolved** to agree these appointments unanimously. The list of appointments is attached at Appendix A.

8. Appointments to Working Group and Terms of Reference

As item 7.

9. Representatives to Outside Bodies

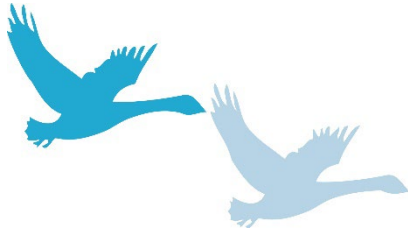
Councillors discussed the different outside bodies and the input they have within Pulborough. These will be continually assessed and revised if areas around the village are highlighted as a priority:

PDCCA – Cllr Hunt
HALC – Not allocated
WSALC – Cllr Curd, Clerk
PCP – Cllr Hunt
S&SC – To remove
Village Hall Trustee – Cllr Clarke
Traders Group – Cllr Hunt
Pulborough Society – Cllr Clarke
APCAG – Cllr Hare
Neighbourhood Warden Steering Group - Chair and Clerk
SCRP Arun Valley Line – Not allocated
Fairtrade Group – Cllrs Labuschagne and Cllr Campbell
SDNP – Cllr Trembling

It was **resolved** to accept all the allocated representatives.

10. Review the Policies and Codes of Conduct

The policy list was circulated by the Clerk prior to the meeting, including a summary showing the ones due for review, the date they were last reviewed, whether any changes were proposed and the recommended actions. It also showed where a policy or risk



assessment has material amendments or if they are new. New Policies included the Reserves Policy, and a Safeguarding Policy.

The Standing Orders and Financial Regulations were reissued to all Councillors. All policies, Standing Orders and Financial Regulations can be found on the council website.

Code of Conduct
Standing Orders – NALC Model
Financial Regulations – NALC Model
Complaints Procedure
Cricket Nets Policy
Data Protection Policy
Disciplinary Policy
Drugs and Alcohol Policy
Retention Policy
Dummy CCTV Policy
Equality and Diversity Policy
Freedom of Information Policy
Grant Awarding Policy
Information Security Incident Policy
Investment Policy
IT Policy
Privacy Notice
Removal of Unauthorised Encampment Policy
Reporting of Council Meetings Policy
Recruitment Policy
Risk Management
Vexatious or Habitual Requests and Complaints Policy
Winter Maintenance Plan
Resilience Plan
Pulborough Parish Council Reserves Policy
Pulborough Parish Council Safeguarding Policy

It was **resolved** to accept the updated policies, Standing Orders and Financial Regulations.

11. Review the asset register and risk assessments

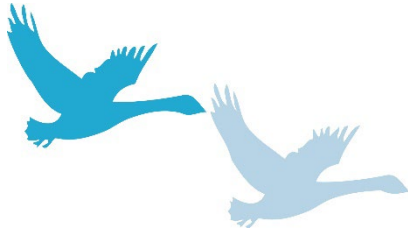
The Asset Register and Risk Management policy were circulated for review and considered.

It was **resolved** to note the asset register and risk management assessment.

12. Annual Review of Fees and Charges

The Deputy Clerk supplied a list of the council's fees and charges which were discussed and considered.

It was **resolved** to accept the report and figures supplied.



13. Planning & Services Committee

It was **resolved** to approve the minutes of the Planning & Services Committee meeting held on 13th April 2026 as a true and accurate record of the meeting.

14. Finance and Policy Committee

It was **resolved** to approve the minutes of the Finance and Policy Committee meeting held on 20th April 2026 as a true and accurate record of the meeting.

15. Recreation & Open Spaces Committee

It was **resolved** to approve the minutes of the Recreation & Open Spaces Committee meeting held on 13th April 2026 as a true and accurate record of the meeting.

16. Finance

There were no payments to approve.

The meeting ended at 19:07