



**To: All Members of the Finance and Policy Committee**

Cllrs. Paul Clarke (Committee Chair), Jonathan Campbell (Committee Vice Chair), Ruth Court, Elizabeth Hunt, Andrada Labuschagne, Andrew Perry

**Ex-Officio**

Cllrs. Sharon Curd (Chair of the Parish Council)

You are hereby summoned to attend the following meeting for the transaction of the business stated in the agenda below.

**Finance and Policy Committee Meeting  
to be held on Monday 15<sup>th</sup> September 2025, at 6:00pm  
United Reformed Church, 82 Lower Street, Pulborough.**

Members of the public and press are welcome to attend this meeting and may speak during the public adjournment at the discretion of the Chairman and in accordance with standing order 1 e.g. Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or Clerk as appropriate and outside this meeting.

The law allows the public proceedings of council meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Clerk if you intend to record any part of the proceedings.

Oliver Last  
Clerk to the Council  
8<sup>th</sup> September 2025

**AGENDA**

- 1. Apologies for Absence**  
To receive and approve the apologies for absence for members.
- 2. Declarations of Interest and Changes to Register of Interests**  
To receive members declarations of interest on any agenda items as defined under the Localism Act 2011.
- 3. Minutes**  
To approve the minutes of the meeting held on Wednesday 30<sup>th</sup> July 2025.
- 4. Public Speaking**  
In accordance with standing order 1f, the chairman will invite those residents who have given formal notice to speak once only in respect of business itemised on the agenda and



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.

**5. Parish Council Finances**

- To receive and note the reconciliations for Cashbook 1, Cashbook 2, Cashbook 3 and Cashbook 4 (Appendix A);
- To receive and note a summary of Income & Expenditure compared to budget (Appendix B);
- To note a statement of the earmarked reserves (Appendix C); and
- Quarter 1 variance report (Appendix D).

**6. External Auditor report and Certificate 2024/25**

To note the Auditor's comments and opinion.

**7. Pulborough Parish Council Grant Committee Recommendations**

To receive recommendations from Cllr Court & Cllr Campbell on how best to allocate the grant budget. To resolve to take the recommendations to Full Council next month.

**8. Donation requests**

- KSS Air Ambulance - £500;
- Pulborough Parochial Church Council - £500;
- The Samaritans - Bognor & Chichester- £200;
- Tylers Trust - £200;
- Citizens advice - £500; and
- 4Sight Vision Support.

**9. Pantry**

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

**10. Policies**

- i. To review and adopt a new IT Policy
- ii. To review and adopt a new Resilience Plan Policy

**11. HDC Community Asset Transfer**

- i. To review and discuss the Asset Transfer

**12. Annual Review of Fees and Charges**

To review the current fees and charges and approve any variations.

**13. 2026/27 budget and precept**

To agree the budget timetable

**14. Payments**

To approve payments for signing. *(Details to be circulated to members at the meeting).*