

**PULBOROUGH PARISH COUNCIL**

**Minutes of the Finance and Governance Committee held at the United Reformed Church,  
82 Lower Street, Pulborough, RH20 2DW on Monday 16<sup>th</sup> March 2026.**

**Councillors present:** Cllrs. Lauren Bailey, Jonathan Campbell, Paul Clarke (Committee Chair, Sharon Curd (Chair of the Parish Council), Ruth Court, Elizabeth Hunt, Andrada Labuschagne.

**Officers:** Oliver Last (Clerk)

**Members of the Public:** None

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

**1. Apologies for Absence**

There were no Apologies.

**2. Declarations of Interest and Changes to Register of Interests**

There were no declarations of interest.

**3. Minutes**

It was **resolved** to approve the minutes of the meeting held on Monday 12<sup>th</sup> January 2026.

**4. Public Speaking**

There were no public speakers.

**5. Grass Cutting:**

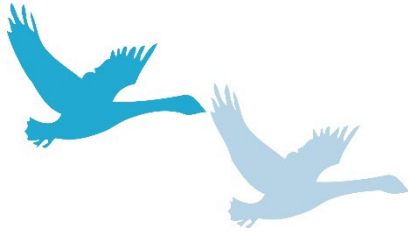
Cllr Labuschagne joined the meeting at 18:44.

The Clerk asked whether there were any questions about the report received regarding outsourcing the grass-cutting service and the proposal to proceed to tender the contract to identify the most suitable provider. The intended timeline was for the submitted tenders to be reviewed at the next Finance and Policy Committee meeting and be agreed at Full Council.

It was **resolved** to proceed with the grass cutting tender for a 3 year access to our equipment tender.

**6. IT and Website**

The council discussed the range of options presented and examined each of the quotations in detail. Members considered the overall value offered by each contractor. The Clerk informed the committee that he had met individually with all of the companies



who submitted quotations, using these meetings to clarify their proposals and to assess their capacity, experience, and approach to delivering the required services. He provided feedback from these discussions, highlighting the strengths and potential limitations of each provider to support the council's decision-making.

It was **resolved** to proceed with JNR computer services.

#### **7. Sports and Social Club**

The Clerk provided an update to the committee regarding the completed roof repair works, outlining the progress made and informing them of a possible leak since the repair and that the company had returned to resolve the possible issue. He also reported on the additional expenditure required for the emergency EML (Emergency Lighting) works, which had been identified as necessary following the recent compliance assessment. The Clerk explained the urgency of these remedial actions and the reasons for the unplanned costs.

It was **resolved** to note the updates and money spent on maintenance.

#### **8. EMR**

The council discussed the potential projects for Pulborough and highlighted a selection of priorities.

- i. Pavilion Redevelopment
- ii. Pavilion
- iii. MUGA lights
- iv. MUGA Gate (to interact with the lights)
- v. MUGA basketball (outside)
- vi. MUGA raised fence
- vii. Outdoor tennis table
- viii. New land at Glebelands- CLT
- ix. Tree survey
- x. Councillor IT hardware

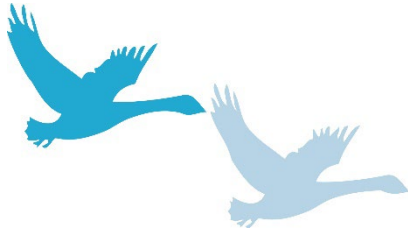
It was **resolved** to take the selection of projects to Full Council to discuss the priorities further.

#### **9. HDC Community Asset Transfer**

There was no update to give since the last meeting.

#### **10. Transfer of land**

The Clerk updated the committee informing them of the meetings that have been held recently and the proposed formation of Pulborough Community Land Trust that will



include Councillors, Council staff with residents and other organisations included to try and develop some areas of Pulborough specifically for Pulborough residents and youth as they move out of their family homes with housing that will be affordable.

It was **resolved** to note the updates

#### **11. Change of office**

The Clerk supplied the initial costs associated with the move into the new area in the Village Hall to make the area suitable for council use. The initial building costs are expected to be £5360 with additional costs of approximately £1000 to get the office broadband and equipment set up.

It was **resolved** to agree the costs and proceed with the work to change the council office space.

#### **12. YTD Budget**

The Clerk provided an update on the Council's Year to Date Finances, confirming that all income and expenditure for the period had been reviewed and recorded accurately and that the bank reconciliation had been completed with no discrepancies identified. Current balances were verified against bank statements.

It was **resolved** to acknowledge the figures.

#### **13. Payments**

Payments were circulated to members and signed off.

With no further business the meeting ended at 19:54