



# 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 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.

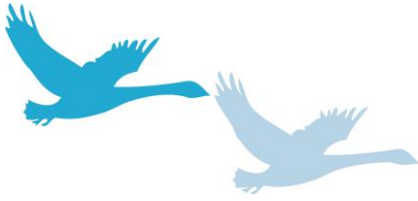
Whereas the Locum Parish Clerk has been appointed by PPC's Personnel Sub Committee, the role of Proper Officer must be confirmed by Full Council.

### 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



# 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 27/24

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

### 1. 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.

### 2. 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.

### 3. 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** – Pulptopia 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.

### 4. Recommendation.

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

**Paul Richards**  
Locum Clerk