

**ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE
A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA**

**ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST
INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE
MEETING**

You are hereby SUMMONED to the Annual Meeting of Pulborough Parish Council which will be held at Pulborough Village Hall on **Thursday 23rd May 2024 at 7.30pm**, for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

**Harry Quenault
Clerk & RFO**

Swan View, Lower Street, Pulborough, RH20 2BF

Tel: 01798 873532 hquenault@pulboroughparishcouncil.gov.uk

Dated 16th May 2024

AGENDA

- 1. Election of Chair of the Council**
To elect a Chair of the Parish Council for the ensuing municipal year and to receive the signed Declaration of Acceptance of Office of the Chair.
- 2. Election of Vice Chair of the Council**
To elect a Vice Chair of the Parish Council for the ensuing municipal year.
- 3. Apologies for Absence**
To receive and approve reasons for any apologies for absence.
- 4. Declarations of Interest**
To receive Councillors' declarations of interest on items on the agenda, as defined under the Localism Act 2011 and the Parish Council Code of Conduct and consider any requests for dispensation as a result.
- 5. Register of Members' Interests**
To note receipt of completed Registers of Members' Interests update forms.
- 6. Committee Terms of Reference**
To review terms of reference and delegation arrangements for Council Committees, Sub-Committees and Working Groups (Appendix A)
- 7. Appointments to Committees & Sub-Committees**
To appoint Members, Chair and Vice-Chair to serve on the following Committees, Sub-Committees, Working Groups, noting that the Chair, Vice Chair and Committee Chairs are ex-officio Members of Standing Committees (Appendix B):-
 - Finance & Policy Committee
 - Staffing Sub-Committee
 - Planning & Services Committee
 - Recreation & Open Spaces Committee
- 8. Appointments to Working Group**

To appoint Members to serve on the following Working Groups (Appendix C).

- 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)
- Communication Working Group (3 Council Members)

9. Representatives to Outside Bodies

To appoint Parish Council representatives to other organisations (Appendix D)

10. Bank Account Signatories and Authorisation

To review and appoint signatories and authorises for the Council's bank accounts

11. Minutes of Full Council Meeting

To approve the Minutes of the Full Council Meeting held on 18th April 2024 (Appendix E).

12. Committee Meeting Minutes

To receive and approve the Minutes: -

12.1 Planning & Services Committee

To accept the Minutes of the Meetings held on 15th February 2024.

12.2 Recreation & Open Spaces Committee

To accept the Minutes of the Meeting held on 14th March 2024.

12.3 Finance & Policy Committee

To accept the Minutes of the Meeting held on 28th March 2024.

13. Adjournment for Public Speaking

The Chairman will invite those residents who have given formal notice to speak once only in respect of:-

- a) 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.
- b) 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**.

14. Annual Internal Audit Report 2023/24 – Appendix F

To note and accept the annual internal audit report 2023/24 as part of the 2023/24 AGAR.

15. Section 1 – Annual Governance Statement – Appendix G

To approve Section 1 of the annual governance statement as part of the 2023/24 AGAR.

16. Section 2 – Annual Governance Statement – Appendix H

To approve Section 2 of the annual governance statement as part of the 2023/24 AGAR.

17. Reports from County and District Councillors

To receive any reports of the County and District Councillors present

18. Planning Applications

To consider planning applications as listed on Page 3.

19. Payments

To approve the payments for signing.

PLANNING APPLICATIONS

The Committee will consider the following planning applications:

DC/24/0452 – Orange Tree Cottage, Rectory Lane, Pulborough, West Sussex

Fell 1x Fig (Works to trees in conservation area)

Additional information has been received for this proposal.

Appendix A Part 1

(taken directly from the 2023 standing orders)

C Planning Committee

CONSTITUTION

Not less than 4 members and not more than 10 members of the Council. Chairman and Vice-Chairman of the Council are members of this committee (ex-officio). A quorum consists of 3 or more.

TERMS OF REFERENCE

1. To consider all planning applications relating to the Parish and to comment thereon to the District Council.
2. To authorise where appropriate the lodging or support for appeals arising out of decisions in respect to planning applications within the Parish.
3. To arrange for the periodical review of risk assessments relevant to this committee.
4. To exercise general control of that street lighting owned by the Parish Council and to make recommendations on any extension/reduction thereof.
5. To keep under review and report to the appropriate authority any failures or proposals in respect of street lighting.
6. To keep under review the general supervision of the clearing of highways, footways etc. within the Parish.
7. To consider any matter relating to protection of highways, footways, footpaths or bridleways within the Parish and to report any problems or recommendations to the appropriate authority.
8. To consider any matter relating to public transport facilities within the Parish and to report any problems or recommendations to the appropriate authority.
9. To review the provision of and to be responsible for the regular maintenance and occasional replacement or other work on the following items of Council property: the millennium clock, notice boards, Christmas lights, hanging baskets, village signs, seats (except those in children's' play grounds and on the main recreation ground), litter bins, dog waste bins, grit bins and the memorial garden.
10. To invite quotations for expenditure in excess of £3,000 for goods and services within the Committee's budget and to recommend to Council thereon.
11. At the discretion of the Chairman, and with the agreement of the Committee, £3,000 may be spent without referral to Council provided the expenditure is within the budget.

D Finance & Policy Staffing Sub-Committee

Constitution

Not less than 3 members and not more than 4, formed from the Finance & Policy Committee membership. The Chairman of Council, Chairman of F&P Committee and Vice Chairman of F&P Committee are-officio members. A quorum consists of 3 or more.

Appendix A Part 1

(taken directly from the 2023 standing orders)

Purpose of Finance & Policy Staffing Sub-Committee

The sub-committee is appointed to make decisions about staffing matters, subject to budget and expenditure limits set by the finance committee.

Terms of Reference

1. To establish and keep under review the staffing structure in consultation with the Finance & Policy Committee.
2. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
3. To oversee the recruitment and appointment of staff.
4. To establish and review performance management, including annual appraisals, and staff training programmes.
5. To oversee any process leading to dismissal of staff, including redundancy.
6. To keep under review staff working conditions and health and safety matters.
7. To consider grievance or disciplinary matters, and any appeals, in accordance with the Council's grievance or disciplinary policies.

E Recreation & Open Spaces Committee

CONSTITUTION

Not less than 4 members and not more than 10 members of the Council. Chairman and Vice-Chairman of the Council are members of this committee (ex-officio). A quorum consists of 3 or more.

TERMS OF REFERENCE

1. To be responsible for the proper regulation and management of the Council's parks, recreation grounds, woodlands, open spaces set aside for purposes of leisure, recreation, bio-diversity and picnic grounds and amenities areas.
2. To be responsible for regular review and updating of risk assessments for items or activities relevant to this committee.
3. To be responsible for regular inspections relating to the health and safety of all trees owned by the Council and for any works recommended in an inspection report.
4. To be responsible for the provision and maintenance of children's' playgrounds and equipment and for their regular inspection.
5. To review the provision of and to be responsible for the regular maintenance and occasional replacement of the Council's seats in children's' playgrounds and on the main recreation ground, and for the Council's life buoys by the river.
6. To exercise the Council's responsibilities relating to the provision and promotion of leisure and recreational facilities within the Parish.
7. To exercise the powers and duties of the Council relating to allotments.

Appendix A Part 1

(taken directly from the 2023 standing orders)

8. To achieve the most beneficial use of the Council's recreation facilities by the proper allocation of sports facilities.
9. To invite quotations for expenditure in excess of £3,000 for goods or services within the Committee's budget and to recommend to Council thereon.
10. At the discretion of the Chairman, and with the agreement of the Committee, £3,000 may be spent without referral to Council provided the expenditure is within the budget.
11. To formulate and review plans for a three year rolling programme for maintenance and replacement of assets.
12. To receive reports and any issues arising from the representatives of the various sports organisations, allotments and other community groups and deal with accordingly.

F Finance and Policy Committee

CONSTITUTION

Not less than 4 members and not more than 10 members of the Council. Chairman of each Standing Committee together with the Chairman and Vice-Chairman of the Council are ex-officio. A quorum consists of 3 or more.

TERMS OF REFERENCE

1. To exercise general supervision and control over the finances and assets of the Council and to arrange for the proper auditing of all accounts of the Council as detailed in the Financial Regulations.
2. To arrange for the periodical review of the following:
 - a) The Council's Financial Regulations.
 - b) The Council's Risk Assessments.
 - c) The Council's Business Plan
3. To arrange for the investment of any Council funds, subject to the requirements of law and as referred to in Pulborough Parish Council's Investment Policy.
4. To arrange where appropriate for the insurance against damage or loss of the Council's property of whatever nature and to be responsible for effecting and maintaining all such other policies of insurance which is desirable or necessary to maintain in respect of liabilities which may be incurred by the Council, its members or officers.
5. To be responsible **overall** for the appointment of Council staff, and for the Terms and Conditions of their employment, **as delegated to the F&P Staffing Sub-Committee.**
6. To be responsible for the provision of the Council's offices, office equipment and furniture. To be responsible for maintaining the Council's Asset Register.
7. To exercise general supervision of wages and salaries paid to Council employees, **as**

Appendix A Part 1

(taken directly from the 2023 standing orders)

delegated to the F&P Staffing Sub-Committee.

8. To keep under review Standing Orders in the Council and constitutions/terms of reference for each Standing Committee, considering proposals from other Committees and to recommend to Council thereon.
9. To consider in every year the annual estimates of income and expenditure on revenue and capital account and to recommend to the Council the precept necessary to meet the expenditure of the Council.
10. To keep under **overall** review the staffing and services of the Council, **as recommended by the F&P Staffing Sub-Committee.**
11. To invite quotations for expenditure in excess of £3,000 for goods or services within the Committee's budget and to recommend to Council thereon.
12. At the discretion of the Chairman, and with the agreement of the Committee, £3,000 may be spent without referral to Council provided the expenditure is within the budget.
13. To advise Council on new or revised Council policies.
14. To administer the Council's Grant Scheme in accordance with policy, consider grants within approved budget and make recommendations to Council.
15. To be responsible for corporate landlord management.
16. To be responsible for leasing and licensing of the Council's land and building

Appendix A Part 2

Terms of Reference – Pantry Working Group

Background

The Pulborough Parish Council Pantry stands as a beacon of community-driven action, born from a collective desire to combat food waste and address the needs of the community.

Nestled within an unused corner of the Parish Council's premises, this initiative emerged from the dedication of Councillors and key stakeholders who volunteered their time and resources to transform the space into a vital resource hub.

Since its inauguration on January 9th, the pantry has evolved into a lifeline for many, serving an average of 130 customers weekly. Notably, its impact extends beyond mere provision, with an impressive tally of 2240 kg of food diverted from local landfills, underscoring its dual mission of environmental stewardship and social welfare.

However, amidst its commendable achievements, ensuring robust governance mechanisms has emerged as paramount. The pantry adheres to stringent safety standards, equipped with comprehensive food preparation documents, insurance coverage, and meticulous risk assessments. To further improve, official governance via a term of reference will underscore the commitment to transparency and accountability, with all pertinent documentation readily accessible upon request.

In embodying the ethos of community solidarity and responsible stewardship, the Pulborough Parish Council Pantry demonstrates the power of grassroots initiatives in effecting positive change.

Purpose

Pulborough Parish Council recognises the need for a Pantry Working Group to foster community cohesion and enhance the vibrancy of our village.

This dedicated group will serve as the driving force behind the Pulborough Parish Council Pantry, orchestrating its operations and initiatives to cater to the diverse needs of our residents.

Entrusted with the responsibility of coordinating and managing a myriad of responsibilities within the pantry, the Pantry Working Group will play a pivotal role in optimising service delivery to our community. This dedicated team will not only oversee the day-to-day operations but also provide essential training and support to volunteers, ensuring the seamless functioning of the pantry. By fostering a culture of continuous improvement and professional development, the group aims to enhance the quality of services offered, thereby better serving the diverse needs of our residents.

Moreover, the Pantry Working Group will be instrumental in identifying funding priorities and exploring potential grant opportunities to sustain and expand the pantry's initiatives. Through

strategic financial planning and resource allocation, the group will work tirelessly to secure the necessary resources to bolster the pantry's impact and reach within the community.

Collaboration with the Clerk will be paramount as the group navigates communication strategies and outreach efforts. By leveraging the Clerk's expertise in administrative matters and communication channels, the Pantry Working Group will craft cohesive and effective strategies to disseminate information, engage stakeholders and gain support for pantry initiatives.

Membership

The working group can consist of mixed representation and should incorporate the current active board; however, the Parish Council must have at least 1 Councillor sitting on the committee at any given time.

Other representatives, who are not chosen by the board, may also attend meetings when necessary for additional guidance, as long as this is with the agreement of a simple majority of the group.

Any Parish Councillors should be any to attend the meeting at any given time, as long as they have given proper notice (3 working days).

Working Arrangements

It is key to our governance, that at least once a quarter, the Parish Councillor assigned to this group will update the Full Council. If a matter is greater than an operational consideration (expenditure over £500, change of use, service provision change), the Parish Councillor must inform and agree with the Full Council.

Finance Arrangements

The Pulborough Parish Council Pantry was set up so that it would not impact the precept and thus not impact the taxpayer.

Due to the financial contribution gained from event donations and outside body grants which have been paid out, the working group has use of a new ringfenced fund (315 – to be confirmed by finance). This is specifically made up of funds received and expense.

By separating the income and cost from the main budget it allows for better accounting practise and allows the Clerk to clearly demonstrate to the auditor that this has been accounted for correctly.

The Pantry also has a separate bank account which helps to provide transparency and clarity. This will be reviewed by Finance monthly.

Terms Of Reference – Pulborough Creative Allotment

Background:

The Pulborough Creative Garden serves as a vibrant centre for community-driven action, rooted in the collective desire to foster sustainable agriculture, promote local biodiversity, and create a welcoming green space for residents.

This will be established within an allotment setting, as a test run for a bigger project .

This initiative emerged from a new local community member Nichola Rodgers and an older idea that had been talked about at the parish council for some time. The community member used their time and resources to turn the space into a thriving community food garden.

Since its inception of an idea , the community garden has now become a reality with a hope to attract local gardening enthusiasts and provide a platform for communal learning, engagement, and environmental stewardship. It hopes to successfully cultivate a sense of community and contributed to local wildlife and environmental sustainability and contribute to the ongoing work at the pantry with a supply of fresh food.

However, to ensure the long-term success of the creative food garden and uphold the principles of transparency and accountability, the establishment of a Community Garden Working Group with a dedicated set of terms of reference is deemed essential.

Purpose:

Recognising the need for coordinated efforts and effective management, Pulborough Creative Garden acknowledges the necessity of a Community Garden Working Group and lead creative, to oversee and enhance the functionality of our community garden.

This dedicated group and lead will act as the driving force behind the Pulborough Creative Garden, orchestrating its day-to-day operations and initiatives to cater to the diverse needs and interests of our community. The Group will be entrusted with coordinating activities, managing resources, and fostering a sense of community ownership and participation.

The Community Garden Working Group will play a pivotal role in optimising the food garden's delivery, overseeing planting schedules, creativity, organising community events to promote education and engagement in sustainable practices.

Moreover, the Group will actively seek funding opportunities, explore grant options, and engage in strategic financial planning to ensure the sustainability and expansion of the community garden's initiatives. Collaboration with relevant stakeholders, and council Clerk, and others such as local environmental organisations and gardening experts, will be crucial for the success of the group's endeavours.

Membership:

The working group can consist of diverse representation, including community members, local gardening experts, and relevant stakeholders. The group should ideally include at least one representative from the Parish council.

Other individuals, not appointed by the board, may attend meetings when necessary for additional guidance, subject to the agreement of a simple majority of the group.

All community representatives should have the flexibility to attend meetings, provided proper notice (3 working days) is given.

Working Arrangements:

Regular updates to the community board or association should occur at least once a quarter. For matters exceeding day to day operational , and fundraising considerations the Community Garden Working Group must inform and seek approval from the Parish Council.

Finance Arrangements:

The Pulborough creative Garden operates with the goal of financial sustainability without impacting the community budget significantly. Event donations, grants, and other sources of income will be managed through a dedicated and transparent fund, reviewed regularly by the community's finance committee.

A separate bank account will be maintained for the community garden, contributing to financial transparency and accountability. Monthly financial reviews will be conducted by the community's finance committee to ensure proper accounting practices.

In summary, the Community Garden Working Group aims to empower community members to actively participate in sustainable gardening practices, fostering a sense of belonging and environmental stewardship within our community.

Terms of Reference – Events Working Group

Background

Pulborough Parish Council is at the heart of our picturesque countryside, playing a central role in our vibrant community. To enhance our community events and bring fresh ideas, we believe creating an Event Working Group is crucial. This group will be a hub for innovation, where we can come together to plan and execute events.

In a community filled with various local groups and stakeholders, this platform will promote collaboration and serve as a catalyst for shared experiences. Let's make our events even more memorable by working together!

Purpose

Pulborough Parish Council needs an Event Working Group to bring our community together and make our town more vibrant.

This group plans and organises various events that cater to everyone's interests, from fun gatherings to educational activities.

By doing this, it will help us connect, support local businesses and shows off what makes Pulborough special. Ultimately, this group aims to create a more united and lively community that celebrates our town's spirit through exciting events.

Membership

The working group will consist of the following representatives:

- 3 Pulborough Parish Councillors
- Deputy Clerk
- 1 Horsham District Councillor (can have two hats)
- 1 MOP

Other representatives may also attend meetings when necessary for additional guidance, as long as this is with the agreement of a simple majority of the group.

Working Arrangements

Parish Councillors will need inform the full Parish Council between stakeholder meetings, therefore the stakeholder group will meet approximately quarterly with meetings generally being held in Pulborough, or virtually if necessary. The group is unlikely to cease and rather be core to the ongoing work that Pulborough Parish Council wish to encourage. The group will be entitled to spend the events budget and work towards gaining the events income, without the need to come back to the Full Council.

Pulborough Parish Council

Communications - Working Group

Terms of Reference

The Communications Working Group is appointed by and solely responsible to Pulborough Parish Council. The group's duties are defined and agreed by the Council who may vote at any time to modify the working group's powers. Seeking guidance and final review by the Parish Clerk, or in their absence the Deputy Clerk, the Communications Working Group has the authority to produce media communications for approval by the Clerk (or in their absence the Deputy Clerk, or as detailed in the Emergency Plan).

The communications Working Group has no authority to bind the Council to a particular course of action or make any decisions that incur expenditure without approval from full Council. Excluding press and media releases, which should go through the Clerk for approval, the Communications Working Group reports and makes recommendations to the Council.

The role of the Communications Working Group is as follows on behalf of the Council:

- Produce the communications strategy for recommendation to full Council.
- Produce and manage the stakeholder engagement plan. • Be responsible for the Parish Council's public relations.
- Promote and enhance the Council's digital presence, including the use of social networking sites.
- Promote the use of existing office tools, including calendars, announcements, discussions, facilities, shared documents etc. Promotion of tools to include suitable training for all members of the council.
- Creation of a process, production and release of all external communications, with review by the Clerk
- Produce and co-ordinate all community engagement surveys. This is necessary to gauge opinion on important decisions and issues.
- Review/produce a communications and social media policy, and present to council for consideration and adoption.
- Review existing document management system making recommendations to full council.

Aim

The aim of the Communications Working Group is to organise effective and ongoing communications via traditional and electronic means necessary to keep the residents of our community well informed and engaged with council matters and decisions.

Meetings

The communications Working Group does not meet in public. Therefore, it does not need to give notice of its meetings. However, in delivering its activities it may be necessary to meet the

public. It may meet in-person or online. The communications Working Group will meet monthly to review/plan upcoming communications.

Membership

All members of the communications Working Group are members or officers of the Council. It shall consist of 4 councillors, including the Chair and Vice Chair of the Council, two other councillors and Clerk to the Parish, or in their absence the Deputy Clerk.

Potential Co-opted members

Individual subject matter experts as necessary.

Record of Proceedings/Reporting

The Communications Working Group will report on its activities at each meeting of the full council.

Timings

The working group will start meeting from 26th June, but the strategic communications review and planning will take several months to complete

Terms of Reference – Transport & Infrastructure Working Group

Background

Pulborough is a large village located to the north of the South Downs National Park at the intersection between the A29 and the A283. The Arun Valley Line provides train access between Bognor Regis and London, but also dissects the village in two.

The A29 and A283 represent the best of the available rural routes but were not designed for the current amount and composition of traffic. The A29 is used by traffic aiming to avoid congestion on other routes, notably the A27 trunk road but also the A24.

There is local concern regarding the cumulative impact of several small sites being developed in Pulborough. Particularly as several smaller villages in the area also rely on Pulborough to provide key services such as medical facilities and shopping. Looking more broadly across the County, there is substantial development planned to take place which also has the potential to increase traffic travelling along the A29 if avoiding congestion on the trunk roads stated above.

Purpose

The role of the stakeholder group is to identify and discuss the current transport issues currently affecting Pulborough. Once the key issues have been identified a list of potential solutions to address these concerns will be produced. The potential solutions will only be considered at a high level at this stage.

The stakeholder group ensures that stakeholder views are considered during the progression of the project and that opportunities are provided for stakeholders to feed into the work of the study. The stakeholder group is not a decision making body. As the local highway authority, the progression of schemes or improvements will be decided by WSCC taking account of the views of the stakeholder group.

Membership

The Pulborough Stakeholder group will consist of the following representatives:

- 3 Pulborough Parish Councillors
- Parish Clerk
- 1 Horsham District Councillor (Cllr Paul Clarke, is both a District and Parish Councillor)
- 1 Horsham District Council Officer
- 1 County Councillor
- 2 County Council Officers

Local area representatives may also attend meetings when necessary for additional guidance so long as this is with the agreement of a simple majority of the group.

Working Arrangements

Parish Councillors will need to feed back to the full Parish Council between stakeholder meetings, therefore the stakeholder group will meet approximately every 4 weeks, with meetings generally being held in Pulborough, or virtually (e.g. teleconference) if necessary. There is no fixed programme for the project, but it is anticipated for the work to last between 3-6 months. There is currently no commitment to provide WSCC resources beyond the end of the current project and this will depend on whether any schemes are identified as priorities for investment. WSCC will facilitate and guide discussions when required and take notes of key discussion points and actionable items as necessary.

Pulborough Parish Neighbourhood Plan Steering Group

Terms of Reference

1. The purpose of the Steering Group is to create a Neighbourhood Plan for the entire parish of Pulborough including the hamlets of Nutbourne, North Heath, Mare Hill and Codmore Hill, manage it through the approval process and set up a robust on-going management process to ensure the plan is acted upon and amended as necessary.
2. The Steering Group (SG) will consist of 10-12 members of the following composition:
 - a. Chairman
 - b. Vice-Chairman
 - c. Up to 10 other SG Members
3. The SG will make efforts to maintain a range of skills/knowledge in the SG and FGs, and be representative of the parish as far as is possible within the constraints imposed by being drawn from volunteers.
4. The Parish Council clerk will provide such financial and administrative assistance as is appropriate within that approved by the PC.
5. There will be a number of focus groups established. Currently 6 have been proposed:
 - a. Business & The Local Economy
 - b. Transport & Accessibility
 - c. Our Community
 - d. Our Health & Wellbeing
 - e. Our Environment & Heritage
 - f. Housing & Infrastructure
6. Each Focus Group will contain one or more SG members and each SG member will be on at least one Focus Group (FG). FGs will seek specialist assistance as required.
7. The full SG will meet once a month. Initially meetings may occur more often. Members will be expected to attend the majority of meetings (75%). Where this is not possible, the SG will determine on a case by case basis whether the member should step down or allowances be made. The Chairman and Vice-Chairman should do their utmost to see that meetings are held as far as possible in times and places that do not exclude anyone unfairly.
8. The SG may consider itself sufficient to make decisions if 75% of the group is present.
9. FGs will meet as required but at least once a month.
10. Meetings are not intended to be 'Open' meetings but should be held where possible in public buildings and notified on the PC web-site and notice-boards. FG members will be notified of SG meetings by email and may attend to observe but not vote.
11. Agendas and Key Actions & Decisions of SG and FG meetings will be produced by an appointed member of the group or the PC clerk and published on the Parish Council web-site.
12. The views of residents, businesses and other people and groups with interests in Pulborough will be sought by the SG and FG members using a range of communication methods, including Open Meetings and surveys.
13. The use of electronic methods for communication will be maximised, while remaining sensitive to the needs of groups unwilling or unable to access these methods.
14. The project will be managed through a project plan, which will be developed and updated by the SG.
15. The committee will report regularly to the Parish Council and other interested groups as agreed.
16. SG and FG members will be expected to complete an entry in a register of interests which will be made available to residents.

17. SG and FG members must maintain confidentiality when requested and comply with the requirements of the Data Protection Act

Sports Pavilion Development Working Group

Terms of Reference

The Sports Pavilion Development Working Group is a Working Group, that reports to Full Council and will comprise of a maximum of four Parish Councillors. Meetings will be arranged as and when required and will be dependent on matters to be considered. An agenda for meetings and a record of the meeting will be prepared by the Chair of the meeting in collaboration with the Clerk and distributed to Working Group members.

The Clerk may take instruction from the Working Group to progress the development of the Sports Pavilion.

The minutes of the meeting will be available for all members of the Council.

MAIN FUNCTION

- To consider the design and redesign of any development to the Sports Pavilion
- To work alongside stakeholders to ensure that the building supports the community requirements
- To set up a charitable organisation that looks after the delivery of the project and undertakes the construction of said building
- To manage any tender process needed, ensuring that accountability is fulfilled • To co-ordinate, in liaison with the appointed Construction Project Manager and Clerk, the delivery of building work within the appointed board
- To work with statutory in relation to the development EXPENDITURE
- To process transfers of funds, provided permission is granted from Full Council
- To formally apply for 'Section 106' money
- To work within the earmarked reserves for the construction of the building
- To gain further funding for the construction of the building
- To work within the Financial Regulations governing the Parish Council

Appendix B

Finance & Policy	Staffing Sub-Committee	Planning & Services	Recreation & Open Spaces
Vacant (Chair)	Vacant (Chair)	Cllr Esdaile (Chair)	Vacant (Chair)
Cllr Campbell (Vice Chair)	Cllr Ellis-Brown	Cllr Trembling (Vice Chair)	Cllr Kevin Lee (Vice Chair)
Cllr Court	Cllr Clarke	Cllr Hunt	Cllr Court
Cllr Clarke	Cllr Lee	Cllr Curd	Cllr Clarke
Cllr Ellis-Brown		Cllr Riddle	Cllr Ellis-Brown
Cllr Lee		Cllr Marcusson	Cllr Esdaile
Cllr Hunt		Cllr Martin	Cllr Martin
Vacant		Vacant	Cllr Marcusson
		Vacant	Cllr Curd

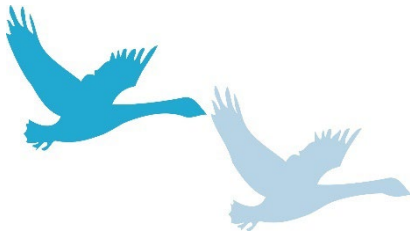
Appendix C

Transport & Infrastructure Working Group	Neighbourhood Plan Working Group	Community Allotment Working Group	Pulborough Pantry Working Group	Events Working Group	Thakeham Homes Working Group	Communication Working Group
Cllr Clarke (Chair)	Vacant	Cllr Curd (Chair)	Cllr Lee	Cllr Lee	Vacant	Vacant
Cllr Campbell	Vacant	Cllr Hunt	Cllr Ellis-Brown	Cllr Curd	Cllr Hare	Cllr Mote
Cllr Ellis-Brown	Vacant	Vacant	Cllr Mote	Cllr Ellis-Brown	Cllr Lee	Cllr Ellis-Brown
		Nicola Rodgers		Cllr Campbell	Vacant	Cllr Hunt
		Louisa Hull		Maria Lee	Harry Quenault (Chair)	

Appendix D

Pulborough & District Community Care Association(PDCCA)	Horsham Association of Local Councils (HALC)	West Sussex Association of Local Councils (WSALC)	Pulborough Community Partnership (PCP)	Sports & Social Club(S&SC)	Parish Council Appointed Village Hall Trustees	Traders Group	Fairtrade Group
Cllr Lee	Chair	Clerk	Chair	Cllr Lee	Cllr Clarke	Cllr Hunt	Cllr Len Ellis-Brown
				Cllr Court	Cllr Esdaile		Cllr Mote
				Cllr Campbell	Cllr Hunt		Vacant

Pulborough Society	APCAG	Neighbourhood Warden Steering Group (NWSG)	SCRP Arun Valley Line
Cllr Trembling	Cllr Hare	Chair	Cllr Mote
		Clerk	
		Cllr Lee	



PULBOROUGH PARISH COUNCIL

Swan View, Lower Street

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**MINUTES OF A FULL COUNCIL MEETING OF PULBOROUGH PARISH COUNCIL
HELD ON THURSDAY 18th APRIL 2024 AT THE VILLAGE HALL**

PRESENT: Cllrs: Ellis-Brown (Chair), Campbell, Clarke, Court, Curd, Esdaile, Hands, Hare, Hunt, Lee, Marcusson, Martin, Mote Riddle & Trembling

The meeting opened at 7.30pm.

159. APOLOGIES FOR ABSENCE

Apologies were received as follows:

Cllr Martin – Personal Commitment

Harry Quenault (Clerk) – Unwell

160. 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.

161. MINUTE TAKER

The Council **RESOLVED** for Cllr Hands to take the minutes in absence of the Clerk.

162. MINUTES OF FULL COUNCIL

The Council **RESOLVED** to **APPROVE** the Minutes of the Meeting of the Council from 21st of March 2024 as a true and accurate record of the proceedings and these were duly signed by the Chair.

163. COMMITTEE MEETING MINUTES

Members **RESOLVED** to **APPROVE** the Minutes, Reports and Recommendations of Committees (other than separate agenda items) as follows:-

PLANNING & SERVICES COMMITTEE

Members received the Minutes of the Meetings held on 15th February 2024 & 7th March 2024.

FINANCE & POLICY COMMITTEE

Members received the Minutes of the Meeting held on 22nd February 2024.

164. ADJOURNMENT FOR PUBLIC SPEAKING

There were no members of the public who wished to speak. The Chair moved to the next agenda item.

165. DISTRICT & COUNTY REPORTS

West Sussex County Council Report:

The County Councillor was not present. The Clerk affirmed that any questions or queries about the report should be emailed to the County Councillor.

Horsham District Council Report:

Horsham District Council recently engaged in discussions concerning several municipal issues.

Policy discussions centered on parking arrangements for events such as fetes and Sussex Day celebrations. There's a proposal to provide free parking, although uncertainties persist regarding the policy's final outcomes and potential impacts.

Plans were also outlined to introduce two new refuse collection trucks to facilitate access to challenging locations, following an incident involving a toppled vehicle. Emphasis was placed on adhering to standards of policy, including considerations for animal welfare.

Moreover, a training session addressing water neutrality issues was conducted. The discussion explored diverse perspectives influenced by factors such as inspectors, Tree Preservation Orders (TPOs), and enforcement officers. Topics also included the enforcement of front garden clearance regulations.

Lastly, discussions revolved around commercial property leases and contracts. Efforts are being made to establish a framework to ensure optimal value for money. The aim is to assess whether the council is receiving equitable returns on its investments.

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

166. WARDEN REPORTS

Concerns were raised regarding the time between administrative hours and patrol hours, with a suggestion to make hours worked available and on holiday more transparent.

There was also a focus on monitoring vehicle mileage to assess efficiency, particularly in the context of Horsham's transition towards net zero vehicles. Additionally, discussions touched upon the impact of the net zero target on future vehicle procurement decisions.

Encouragement was voiced for reporting anti-social behaviour (ASB) on our grounds to aid police efforts in building a comprehensive understanding of activity, although the area was noted not to be heavily affected by County Lines drug issues.

Incidents such as suspicious individuals removing dirt (around the bund) without identification raised concerns, prompting considerations for enhanced surveillance measures.

Instances of obstruction caused by parked vehicles near play areas were also noted, highlighting the need for enforcement actions to address such issues promptly.

Overall, the discussion underscored the importance of collaborative efforts to address community concerns and maintain the safety and integrity of public spaces.

Members **NOTED** the Warden's Report for February.

167. QUARTERLY SECTION 106 & CIL REPORTS

Members **NOTED** the quarterly 106 and CIL update from Horsham District Council.

168. MUGA UPDATE & QUOTE CHANGE

The discussion focused on the received quotes for the Multi-Use Games Area (MUGA). There was a preference expressed for one of the quotes.

Suggestions were made to explore additional quotes, considering both local companies and specialists for different aspects of the construction. Concerns were raised regarding the lack of consistency among the quotes, particularly in terms of inclusions such as boarding and markings. One quote was noted as competitively priced, but it was unclear whether certain features, like prep work for boards, were to be included.

Mention was made of the Football Association's sponsorship preference for a specific quote.

The outdated nature of one of the quotes was brought up for reconsideration.

Questions arose about sponsorship deadlines set by the Football Association. Clarifications were sought regarding the scope of work covered by the quotes.

It was mentioned to postpone the decision until June and explore alternative meeting arrangements. Additionally, there was a suggestion for an extraordinary meeting solely dedicated to discussing this issue.

The Council **RESOLVED** to defer this agenda item to the next available meeting with the Chair potentially looking to call an extraordinary meeting.

169. ANNUAL PARISH MEETING AGENDA

A statement was made regarding the reference to the last annual council meeting instead of the last annual parish meeting in the minutes. This would be reviewed by the Clerk. It was also discussed whether stakeholder contribution would be addressed in the meeting, given that it had already been informally discussed. Further action was delegated to address this concern.

The Council **RESOLVED** to accept the agenda as presented.

170. EVENT & FUNDING CONSULTANT

The council discussed the possibility of including fundraising position to cover event costs and the need to ensure legal compliance.

It was proposed to bring in a regular contractor to assist with events and fundraising. Still, concerns were raised regarding potential conflicts of interest, notice periods, contracts and the employment structure.

Suggestions were made to employ on an ad-hoc basis rather than a permanent job and to consider a selection process rather than a tender.

Further discussions emphasised the need for a more specific job description, considering whether a contractor arrangement would be more suitable.

Additionally, concerns were raised about minimum wage considerations.

The Council **RESOLVED** to pursue the decision to recruit for this position pending further details to be sorted out.

171. TRANSPORT & INFRASTRUCTURE MEETING

Cllr Clarke introduced the background of the meeting and what the working group were working on.

School Crossing and Speed Control:

Discussion centered on implementing a 20mph zone in the school crossing area. County officers were to assess the suitability of various options, with consideration given to the cost-effectiveness of a full crossing. It was proposed to explore alternatives,

such as funding for a lollipop person. The relocation of a speed flashing camera owned by the PCP was also discussed, albeit with some logistical challenges.

Railway Crossing Footpath:

Plans for a footbridge across the railway crossing were discussed, with initial proposals for a stepped footbridge. However, the feasibility of a ramped footbridge was explored due to land requirements and cost implications. Network Rail's preferences and financial constraints were taken into account, with discussions on potential funding sources, including 106 money and contributions from developers.

A29 Road Safety Measures:

Various strategies to improve road safety along the A29 were considered, including gateway signs, road furniture adjustments, and speed limit revisions. Data on accidents was deemed essential for substantiating requests for changes, although challenges in obtaining and interpreting such data were acknowledged.

Pedestrian Paths and Lighting:

Proposals were made to extend lighting along pedestrian paths to enhance safety, particularly in areas like the Cinder Path. Further discussions revolved around widening paths for cyclists and pedestrians and improving lighting in areas such as East Gleeb Field.

Church Hill and Lower Street:

The need for wider footways on Church Hill to accommodate pedestrians and deter heavy traffic was highlighted. Proposals for a change to a single-lane system with a wider footway were discussed post-court case. The appropriateness of implementing a 20mph limit on Lower Street was debated, along with potential measures to address parking issues.

Future Infrastructure Projects:

Consideration was given to various footway and bridleway improvement projects, including links between Stane Street and Sinclair Drive and Brinsbury. Plans for new infrastructure provision, guided by 106 agreements, were also discussed.

The Council **NOTED** with great thanks to Cllr Clarke for this update and looked forward to facilitating progress on the outlined initiatives.

172. REPRESENTATIVES ON OUTSIDE BODIES

Fairtrade Event Hosting:

Fairtrade representatives announced the hosting of the Sussex Fairtrade County event on May 22nd at 7 pm. The event will feature two speakers and include raffles, with all members of the community invited to attend.

Village Hall Trustees Proposal:

The suggestion was made by Council members for the Village Hall Trustees to install electric vehicle (EV) charge points, coupled with solar panels on the roof. This proposal aims to promote sustainability and eco-friendliness within the community.

Community Memorial Garden Update:

Recognition was given to Len for his efforts in scarifying the land of the Community Memorial Garden, indicating progress in its development and maintenance.

Village Market Planning:

Lisette and Paul reported on their preparations for the upcoming village market. Their focus includes planning and transportation arrangements, ensuring that necessary information is readily available for inquiries from attendees.

173. PAYMENTS

Pulborough Social Centre	£1,131.00
Bearded Hero	£78.00
LASER	£386.78
RJ Waste & Recycling	£350.00
KCS Procurement	£93.74

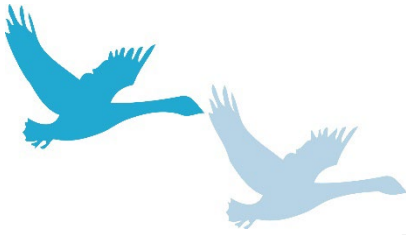
The meeting closed at 8.53pm.

.....Chair

.....Date

PULBOROUGH PARISH COUNCIL

Working together for a better future



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MINUTES OF THE PLANNING AND SERVICES COMMITTEE MEETING HELD ON 15th February 2024 AT THE VILLAGE HALL

PRESENT: Cllrs: Esdaile (Chair), Hands*, Curd, Hunt, Lee, Trembling (Vice-Chair), Marcusson & Martin

IN ATTENDANCE: Mr H Quenault (Clerk) & Cllr Ruth Court

*(arrived 7:08)

The meeting opened at 7.00 pm

100. APOLOGIES FOR ABSENCE

There were no apologies for absence received, therefore the Chair moved onto the next agenda item.

101. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

Cllr Hunt declared an interest in DC/24/0087, due to a personal relationship with the applicant. As a result, she would abstain from commenting and voting.

There were no changes to the register of interests.

102. ADJOURNMENT FOR PUBLIC SPEAKING

There were no public speakers.

103. PLANNING APPLICATIONS

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

The meeting closed at 7.10 pm

.....Chair

.....Date

**Recommendations of the Planning & Services Committee meeting held on
Thursday 15th February 2024**

PLANNING APPLICATIONS

The Committee considered the following planning applications:

DC/24/0005 – Beedings Cottage, Gay Street Lane, North Heath, West Sussex

Restoration of original brickwork of the upper facades and render the ground floor extension facades to best match the existing cottage lower facades.

PPC Comments – No Objection

DC/24/0087 – Lane End, Rectory Lane, Pulborough, West Sussex

Erection of a single-storey side extension to existing outbuilding to create home office space and replace recently demolished log store

PPC Comments - No Objection

DC/24/0151 – Glebefields Old Rectory Lane Pulborough West Sussex

Surgery to x5 Hornbeam (Works to Trees in a Conservation Area)

PPC Comments – No Objection

DC/24/0166 – Belgrave Court Skeyne Drive Pulborough West Sussex

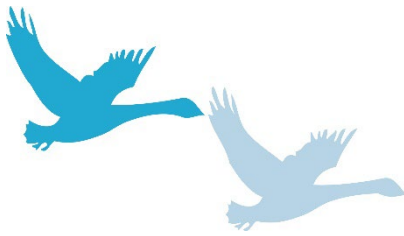
Surgery to 3x White Willow

PPC Comments – No Objection

DC/23/1187 -Yeomans Batts Lane Pulborough West Sussex

Erection of a 2no bay open fronted garage with the provision of habitable space in the loft
– An amended plan has been received.

PPC Comments – Objection, based on the application not adequately addressing the Parish Council’s previous comments. This included the height of the proposal which could have a negative impact on neighbours, not being in keeping with existing design and loss of light to neighbouring houses.



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**MINUTES OF THE
RECREATION AND OPEN SPACES COMMITTEE
HELD IN THE COMMITTEE ROOM AT PULBOROUGH SPORTS PAVILION
ON THURSDAY 14th MARCH 2024**

PRESENT: Cllrs Hunt (Chair), Lee (Vice Chair), Curd, Court, Ellis-Brown, Esdaile, and Marcuson.

IN ATTENDANCE: Mrs Beverly Nobbs (Deputy Clerk), one representative of the Bowls Club and one representative of the Cricket Club

The meeting opened at 7.30 pm.

97. APOLOGIES FOR THE ABSENCE

Apologies for absence were received and reasons approved for Cllr Martin, (Personal Commitment) and Cllr Clarke (Work Commitment)

98. DECLARATIONS OF INTEREST & CHANGES TO REGISTER OF INTERESTS

There were no declarations of interest or changes to the Register of Interests made.

99. MINUTES

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 8th February 2024 as a true and accurate record of the proceedings and the Chair signed them.

100. PUBLIC SPEAKING

The Chair welcomed a representative from the Cricket Club and a representative from the Bowls Club. It was **RESOLVED** that the matters would be discussed in the Club Reports agenda item.

101. RECREATION CLUB REPORTS

The Chair welcomed the two clubs and their representatives.

Pulborough Bowls Club is up and ready for the new season but will have to delay as the green is too wet, expenses remain an issue they have had to buy new machinery for the coming season.

The lease has not yet been signed, as the Bowl Club Management cannot agree to some conditions. The previous lease stated the Bowls Club should take care of the maintenance of the buildings unless it was something major. The Parish Council was supposed to deal with major issues suffered by the building. The Bowl's Club

approached the council to report that the roofs were leaking (2011) and needed maintenance, however, the work was not completed. The building deteriorated into such a state of disrepair that it needed to be demolished and replaced. The Parish Council was approached again but at that time advised it did not have the funds to replace it. The building was built in 1952 and housed the toilets and changing rooms for the Bowls Club.

Members of the Bowls Club collectively bought materials and demolished part of the old building, what remains of the building now has a roof over it to preserve it. The new lease states that the maintenance is still the responsibility of the Bowls Club which cannot be correct as the building belongs to the Parish Council.

Also, according to the new lease, the Bowls Club cannot have a flagpole. The representative from the Bowls Club highlighted that there is a flagpole on the site, which has been there since 1952. A Council member advised that this is likely to be 'grandfathered' in so allowed to remain.

The representative of the Bowls Club was asked to provide a list of their grievances and a meeting will be arranged to sit down and discuss them. The Clerk is to advise the Solicitors that the signing of the lease is currently on hold. Discussions will resume after April 1st when there is a new budget.

The representative of the Cricket Club reported the costs have risen but the Club has been successful in securing funding to help with this. The Club is now back in the league and will cover the maintenance of the square. Councillors recognised that this is very important for the Club's success.

Football Club's games are taking its toll on the recreation ground, the Cricket Club made the decision to postpone their first match to 26th May 2024 which leaves the Club with only fourteen matches to play this season; seven of which will be played at home in Pulborough.

The Stoolball Club has confirmed the Club's fixtures for the coming season, but the Cricket Club has advised the Stoolball Club that no part of the cricket square can be used for stoolball this season.

There needs to be a discussion with all of the clubs on how to best set out the field.

The Cricket Club asked that the Parish Council look at somewhere for tea & coffee/refreshments to be provided as they are not part of the Sports & Social Club any longer.

It was mentioned that due to the cricket nets installation, the junior football pitch is getting flooded; the Parish Council is looking at this and trying to come up with a solution.

Cllr Lee gave a brief update on the football club which has requested a storage area for their football nets and poles.

102. NUTBOURNE COMMON RECREATION GROUND.

Members received an update from the Deputy Clerk on the ownership of the Bridleway next to Nutbourne Common Recreation Ground as some owners wish to site 'No Parking Signs' there. The Deputy Clerk advised that the bridleway is owned by WSCC. Cllr Marcusson will now feed this information back to Nutbourne Residents Association. Permission for the signs will have to be sought from WSCC.

103. COMMUNITY ALLOTMENT UPDATE & WORKING GROUP PROPOSAL

Members received an update on the progress of the Community Allotment from the Deputy Clerk. The team of volunteers led by Nichola and Maria have been working hard and our groundsman Fred has cleared the fence and the ditch next to the Community Allotment of nettles. A very kind volunteer collected pallets from Worthing which will be used for raised beds. Nichola has proposed that we ask local businesses to sponsor a raised bed for £100 and the sides can then be used as advertising for them. Lakers Builders Merchants are already interested in this initiative as is The Pulborough Exchange. The volunteers have also collected various plant pots and canes donated by New Place Nurseries which would otherwise have ended up in landfill. There has also been an offer from a gentleman with a mini digger to dig over the plot which has been arranged for Friday 15th March 2024. The Working Group proposal will now be dealt with by Full Council.

104. YOUTH SPORTS PROVISION

Cllr Hunt and Cllr Lee provided an update on the provision of a youth club in Pulborough.

Cllrs Hunt and Lee had a meeting with Gareth Miller who runs Renegades, a successful youth club in Wisborough Green. He has team members who help with fundraising although Cllrs highlighted that Horsham District Council has funds to spend on youth provision. A meeting with Mr Miller is being set up with the Clerk and Parish Council Chair as well as Cllrs Hunt and Lee to review a proposal for Pulborough youth activity. It is possible that Cousins Way could be used as a space for things like campfires and outdoor events.

105. POSSIBLE INCURSION ONTO PULBOROUGH RECREATION FIELD

To consider a request from a concerned resident who has made the Parish Council aware that despite the protective measures there remain two entry points where access can still be obtained into the recreation field.

There was a discussion about the emergency exit needing to have a label of some kind.

The Chair allowed the Cricket Club representative, to speak. The Cricket Club is very concerned about damage to the cricket square if travellers come on the recreation field, even if they are evicted within 24 hours, as this could force them to cancel a league match for which they would be fined.

Members **RESOLVED** that the Deputy Clerk should obtain more 'Bollards' for the entry points to be installed before the Easter Holidays.

106. PLAYGROUND INSPECTION COMPLAINT

Members **NOTED** the outcome of the complaint made to KOMPAN regarding the timescale of the repair to Rectory Close. KOMPAN will give us a further two inspections one in March and another in June at both sites, free of charge. The invoice has now been paid.

107. COMMUNITY ART EVENT – MAY HALF-TERM

Members **RATIFIED** the Community Art Event planned for Wednesday 29th May 2024. This is an initiative brought to us by Horsham District Council, the art produced will be used as part of a larger collage celebrating fifty years of Horsham District Council.

108. TRACTOR SHED AND ALLOTMENT SECURITY

Members discussed security concerns.

109. SKATE EVENT

Members considered holding a further Skate Event in the May half-term. If this event is successful Pulborough Parish Council will look at running it quarterly for the children of the Parish.

Members **RESOLVED** to go pursue the Skate Event

110. PAYMENTS

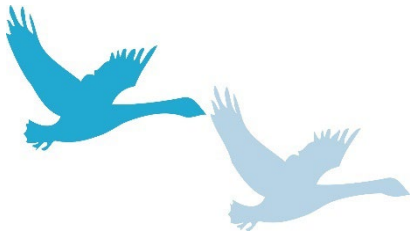
Members **RESOLVED** approval of the Payments List, which was duly signed by two, authorising members, comprising the following payments:

Association of Parish Councils Aviation Group	£100.00
Laker Builders Merchants	£13.87
KCS Procurement Services	£62.69
Howdens	£16.45
Howdens	£86.24
Sport Play Ltd	£178.78

Meeting Closed at 8.32pm

.....**CHAIRMAN**

.....**DATE**



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MINUTES OF A FINANCE & POLICY MEETING OF PULBOROUGH PARISH COUNCIL HELD ON THURSDAY 28th March 2024 AT THE SPORTS & SOCIAL CLUB

PRESENT: Cllrs: Cambell (Vice-Chair – Acting Chair), Clarke, Court, Ellis-Brown, Hunt, Lee & Mote

IN ATTENDANCE: Mr H Quenault (Clerk)

The meeting opened at 7.27pm.

82. APOLOGIES FOR ABSENCE

Apologies for absence and reasons were received from:
Cllr Hands (Personal Commitment)

83. DECLARATIONS OF INTEREST AND CHANGES TO REGISTER OF INTERESTS

Cllr Campbell declared that as an active member of the Cricket Club he would not be voting on item 7.

There were no changes to the declarations of interests.

84. MINUTES

The Committee **RESOLVED** to approve the Minutes of the Meeting Thursday 22nd February 2024 as a true and accurate record of the proceedings, and that the Committee Chairman sign them.

85. PUBLIC SPEAKING

There were no public speakers present, therefore the Chair moved onto the next item on the agenda.

86. PARISH COUNCIL FINANCES

The Clerk reminded the committee that this is the penultimate month before year end. It was reminded that the Neighborhood Warden bill has not yet been allocated and the yearend figures would be seen in April.

Several questions surrounding the accounts were answered by the Clerk, including explaining Section 106 monies and how it was received and accounted for.

The Clerk explained that we are predicting a small surplus at the end of the year.

Members **NOTED** bank reconciliations for Cashbook 1, Cashbook 2 & Cashbook 3, a summary of income & expenditure and the statement of earmarked reserves as at 29th February 2024.

87. VIREMENT OF FUNDS

The Clerk gave a verbal recommendation based on the potential surplus amount. This was based on the percentage of unspent in that category. There was a significant discussion surrounding this. There was a degree of concern about the tractor fund not

receiving anything, due to the age of the machinery and the potential of it breaking down.

The Clerk also recommended that the EMR for the Neighbourhood Wardens was utilised due the amount invoiced was greater than the budget.

It was **RESOLVED** that £6,000 would be ringfenced and vired from the unspent budget for the Youth Initiatives, £4,000 would be ringfenced for the tractor fund and that finally £750 would be ringfenced for the community garden as a ratification of Finance.

88. PRESS & PUBLIC EXCLUSION

The Council **RESOLVED** to exclude the Press and public from the next agenda item due to the confidential nature of our current lease.

89. CRICKET CLUB – REQUEST BILL

The Clerk clarified that, following recent consultations with an independent financial advisor and our current auditor, it has been determined that there is some responsibility to reimburse the cricket club for the invoice related to the planning permission, as it was obtained in collaboration with them. However, it was also noted that the invoice should be re-issued for the upcoming financial year, bringing the matter of the cricket nets to a complete close.

This reimbursement would serve as a significant demonstration of our commitment to working closely with the cricket club and supporting them wherever possible.

The members **RESOLVED** that upon receipt of a new invoice outlining the total amount owed (£323.76) for the planning permissions, as currently stated, it would be paid in full.

90. INVESTMENT POLICY

Members **RESOLVED** to readopt the policy as attached.

91. PAYMENTS

A S Electrical	£576.00
Mulberry & Co	£540.00
WSCC	£10,227.92
Kestral Alarms	£43.20
Pulborough Social Centre	£40.50

The meeting closed at 8.08 pm.

.....Chair

.....Date

PULBOROUGH PARISH COUNCIL

pulboroughparishcouncil.gov.uk

WEBSITE ADDRESS

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		

NO PETTY CASH

O. (For local councils only)	Yes	No	Not applicable
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

10/10/2023 01/05/2024

Name of person who carried out the internal audit

A BEAMS, MULBERRY LAS LTD

Signature of person who carried out the internal audit

A Beams

Date

01/05/2024

*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 2023/24

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 2024, that:

	Agreed		
	Yes	No*	
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>
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>
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>
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>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
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>
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>
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>
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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

PULBOROUGH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	319,446	339,809	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	257,362	277,323	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	RESTATED 27,344	85,716	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	RESTATED 115,400	140,271	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	RESTATED 148,943	201,540	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	RESTATED 339,809	361,037	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	331,539	361,664	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,344,085	1,358,986	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 2024 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]

30/04/2024

Date

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

DDMMYYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED