



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

Cllrs. Lauren Bailey, Paul Clarke (Committee Chair), Jonathan Campbell (Committee Vice Chair), Sharon Curd (Chair of the Parish Council), Ruth Court, Elizabeth Hunt, Andrew Perry, Andrada Labuschagne.

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 21<sup>st</sup> September 2026, at 6:00pm  
Pulborough Parish Council Chambers, Village Hall, Swan View,  
Lower Street, Pulborough, West Sussex, RH20 2BF.**

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  
15 September 2026

**AGENDA**

- FP001. Apologies for Absence**  
To receive apologies for absence.
- FP002. 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.
- FP003. Minutes**  
To approve the minutes of the meeting held on 15<sup>th</sup> June 2026
- FP004. Public Speaking**  
Members of the public are reminded that only questions and statements relating to items on this agenda will be allowed. Public participation shall not exceed 15 minutes and a member of the public shall not speak for more than three minutes. During discussions of sensitive or confidential matters, the public will still be excluded.



- FP005. Office EMR additional spend**  
Additional EMR costs required for new office.
- FP006. Allotment charges**  
To review the [report](#) and consider next year's charges
- FP007. Christmas trees**  
To review the [report](#) and consider charges
- FP008. Tractor and Grass Cutting Contract**  
To receive an update from the Clerk regarding the condition of the mower and the consequences to the grass cutting contract.
- FP009. Bowls Club lease**  
To review the solicitor's [DRAFT lease](#).
- FP0010. Draft Budget**  
To discuss and highlight next year's income and expenditure.
- FP0011. Review new policies**  
[Absence Management Policy](#)  
[Staff Handbook](#)  
[Social media Policy](#)  
[Tree Management Policy](#)
- FP0012. Insurance update and view including Cyber cover**  
After a review of the Council's insurance carried out by the Chair, Clerk and Deputy Clerk, to review the changes made to the insurance and agree the new costs of £7,186.46 from £7,248.02
- FP0013. Staff 3.2% pay increase**  
The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026.
- FP0014. Finance Reports**
- i. Bank reconciliation
  - ii. General reserve and [Earmarked reserves](#)
  - iii. [Investments](#)
  - iv. Income and expenditure [summary](#)
  - v. Receipts [and](#) Payments
  - vi. Budget monitoring [Quarter 2](#)
  - vii. Payments for approval  
(Details to be circulated to members at the meeting).