

**STORRINGTON & SULLINGTON  
PARISH COUNCIL**

The Parish Hall, Thakeham Road, Storrington,  
West Sussex, RH20 3PP  
01903 746547

[www.storrington-pc.gov.uk](http://www.storrington-pc.gov.uk)

Clerk: Rebecca Luckin (CilCA)

[Clerk@storrington-pc.gov.uk](mailto:Clerk@storrington-pc.gov.uk)



## **Finance & Governance Committee Meeting**

Held in The Chanctonbury Room at 18.30, The Parish Hall, Thakeham Road, Storrington, RH20 3PP

**Wednesday 25th June 2025**

**Present:** Cllr Castle (Chair), Cllr Meadows, Cllr Cramer, Cllr Loney.

**Also present:** Mrs Piper (Assistant Clerk)

**Members of the public:** One member of the public present.

### **MINUTES**

**1. Apologies for absence**

Cllr Aitkenhead due to prior engagements.

**2. Declarations of interest**

Cllr Loney declared an interest in Item 8 – Payments List for June, as he will be reimbursed for expenditure.

**3. Minutes of the previous meeting – 28.05.25**

The content of the minutes were duly **APPROVED** and signed by Cllr Castle.

**4. Matters arising – for information only**

All relevant items included on agenda below.

**5. Public Participation - Members of the Public may comment on items on the agenda.**

a) One member of the public expressed the view that the cricket club should be responsible for the safety of its players and, as such, should provide safety nets at the recreational ground during matches.

**6. Cricket Club / Leisure Centre refurbishment update**

a) Update regarding proposed leisure hub – Cllr Aitkenhead met with the Cricket Club and will report back in due course.

**7. Expenditure against budget**

- a) Cllr Castle advised that a more detailed review of the budget should take place in the next quarter. Cllr Loney requested that a simpler method be explored for viewing both expenditure and upcoming payments in Scribe and will speak to the Clerk about generating a more bespoke report.
- b) Potential HDC by-election costs – all noted

**8. Payments List for June – Committee to consider and agree**

a) All Councillors confirmed that they had reviewed the payments list and agreed to its contents.

b) Cllr Castle approved the list of payments awaiting authorisation prior to the meeting. Cllr John Loney recommended that two signatures should be required for future approvals, and all councillors agreed.

**9. Items of expenditure – Committee to consider and agree**

a) The Assistant Clerk reported that the office had received a visit from the current technical support provider regarding an upgrade to the support package. All councillors agreed that the Clerk should contact Phoenix directly to enquire whether the new service could be trialled for one month or if it would require a longer-term contract. This would allow sufficient time to investigate the options further.

b) All councillors agreed to explore further options. Cllr Loney requested that the Clerk contact Henfield Parish Council to enquire about their current IT support provider and whether they are satisfied with the level of service. The Clerk will investigate and report back.

**10. Preferred contractors' list – consider and agree to add a further contractor**

a) All councillors agreed that Peter Gordon should be added to the Preferred Contractor List. This was **proposed** by Cllr Cramer and **seconded** by Cllr Loney. Councillors also requested a review of the current Preferred Contractor Policy and asked for it to be included on the agenda for the next Finance Committee meeting.

**11. Bank reconciliations and Internal control – Committee to note / sign**

a) Total Bank Reconciliation for 30.04.25 – all Councillors noted and agreed

Lloyds Business (Current) Account – all Councillors noted and agreed

Lloyds Savings Account – 09.06.25 - all Councillors noted and agreed

b) Bank Transfers – all Councillors noted and agreed

c) Committee members to note Internal Control undertaken 17.06.25 - all Councillors noted and agreed

**12. Community Infrastructure Levy (CIL) funding**

a) HDC CIL Funding application progress update – Cllr Castle expressed his apologies for omitting Cllr Meadows in the preparation and submission of the CIL bid to HDC, acknowledging it was an oversight on his part. He advised that he had spoken to Julia Hayes at HDC, who provided guidance throughout the application process.

Cllr Loney reported that two bids had been submitted:

**First Bid:** A request for £2 million towards an upgraded leisure centre. The local architect assisting the Parish Council advised that this amount would provide a high-quality leisure hub for the village.

**Second Bid:** A request for £65,000 for improvements to the Storrington and Sullington Parish Hall, including sustainability upgrades, a new AV system, and new stage curtains.

Cllr Loney also noted that the Cricket Club was contacted at the same time as the Parish Council and has submitted a separate bid to HDC for £135,000. He added that if funding for both the Leisure Centre and the Parish Hall is not secured, the Cricket Club's bid should be fully supported.

**13. Bank Account management**

a) All councillors agreed that the Clerk should carry out further research and report the findings at the next Finance Committee meeting.

b) All councillors agreed that having as many signatories as possible would be advisable and requested this be added to the next Finance Committee agenda.

**14. Devolution preparation – Working Group to report to Committee**

a) All Councillors noted.

### 15. Chairman's Announcements and items for the next agenda

The Chairman made no announcements but requested that the following items be added to the next Finance Committee agenda for further discussion.

- HDC CIL funding
- Quarterly budget review
- Bank account management and signatories
- Preferred contractors' policy

### 16. Date of next meeting – 6.30pm 30<sup>th</sup> July 2025.

**CONFIDENTIAL SESSION** - the Chairman **proposed**, under the Public Bodies (Admissions to Meetings) Act 1960, and in accordance with Standing Orders 3 (d), to exclude the press and public on the grounds that the confidential matters to be discussed under item **17** below would be prejudicial in the public interest.

### 17. Finance Committee to consider and agree regarding employees

a) Following a request from the Clerk, to take on an additional office team member, Cllr Cramer **proposed**, and Cllr Loney **seconded**. All councillors **agreed** in principle, noting the need to prioritise the financial budget. The office will proceed to employ a suitable candidate as soon as possible, with the right person to start immediately. This process will be led by the office.

b) Committee members to consider and agree regarding 'call out' payment in the event that the Premises / Maintenance Officer is called out of hours to attend to urgent matters - Cllr Cramer **proposed**, and Cllr Loney **seconded**. All councillors **agreed in principle** – the call out charge amount to be agreed at the next meeting.

The meeting closed at 19.50pm

Signed:  
Chair



Date:

30/7/25

### ACTION LIST – Finance Committee – 25.06.25

Ref:	Action:	Whom	✓
9 a)	Check with Phoenix – quote extended for 1 month.	Asst Clerk	✓
9 b)	Check with Henfield and others re IT support provider	Clerk	
	items be added to the next Finance Committee agenda for further discussion. <ul style="list-style-type: none"><li>• HDC CIL funding</li><li>• Quarterly budget review</li><li>• Bank account management and signatories</li><li>• Preferred contractors' policy</li></ul>	Clerk	
17 a)	Draft person specification and job advert, advertise.	Clerk	
17 b)	Item for the next agenda – agree value of call out charge - £50.	Clerk	
	3		

