

**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**  
**Chanctonbury Room, Parish Hall, Thakeham Road, Storrington, RH20 3PP**  
**Wednesday 30<sup>th</sup> July 2025 at 6:30pm.**

**Present:** Cllrs Andy Castle, Mark Cramer, John Loney, Bill Aitkenhead, Brian Sadler and Peter Meadows

**Members of the public:** One.

**Minutes:** Rebecca Luckin – Clerk

**MINUTES**

**1. Apologies for absence**

None for this meeting.

**2. Declarations of interest**

None for this meeting.

Cllr Castle provided some background regarding management of Parish Council finances – historically, there had not been an option to monitor actual expenditure against budget. Councillors are trialling options that are available in the new finance software.

**3. Minutes of the previous meeting**

a) Cllr Loney **proposed** that the minutes of the meeting of 25<sup>th</sup> June 2025 be approved as a correct record of the meeting. **Seconded** by Cllr Cramer. **Agreed.** The minutes were duly signed.

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

17 a) Draft job description and person specification to be circulated to Committee Members. **See 6.d**

**5. Public Participation**

None for this meeting.

**6. Expenditure against budget**

a) Committee members noted the monthly flexed budget for June 2025 and discussed the rationale behind the 25/26 budget – a deficit budget was set due to the high level of reserves held at the time, and a wish to restrict the increase in precept level, mindful of cost of living pressures. S&SPC's precept is lower than comparable parishes within the district. It was felt that a reserve equalling 25% of operating costs would be sufficient, however, going forward, reserves for maintenance of buildings will need to be set aside due to the historic poor condition of Parish Council properties.

b) Committee members noted the expenditure forecast July '25 – March '26 which is currently projecting an overspend of approximately £13K, due in part to the unexpected potential costs of a contested by-election, which may have to be recovered from reserves.

c) Committee members noted the by-election costs, including the cost of issuing poll cards to each household (£3,475.20). It was felt that, in the interests of reaching every potential voter, polling cards should be included in the event of a contested by-election.

d) Following on from an agreement to employ an additional office staff member, subject to funding being available, Committee members noted that the unspent amount of £6,836 could be vired from the Neighbourhood Wardens budget (31) to the Staff Costs budget (8). Cllr Cramer **proposed** that recommendation be made to Full Council. **Seconded** by Cllr Meadows. **Agreed** (one abstention).

## 7. Payments List for July

a) Cllr Cramer **proposed** that the list of payments list for July 2025 (net value £32,617.52) be approved. **Seconded** by Cllr Meadows. **Agreed** (one abstention).

b) Prior to the meeting, Cllr Castle checked that payments listed on the bank statement for the previous month were approved on the previous payments list. (Internal Auditor recommends, due as a form of dual-authorisation).

## 8. Items of expenditure

a) Committee members noted a quote from the current IT support provider for an upgrade to a premium support service, due to the withdrawal of the current level of service. A further quote had been obtained and another will be sought. Cllr Loney to circulate requirements specification, including proposed Service Level Agreement.

## 9. Bank reconciliations and Internal control

a) the Committee noted the following bank reconciliations and transfer report:

Total Bank Reconciliation for 09.07.25 - £297,916.97

Lloyds Business (Current) Account 30.06.25 - £25,822.45

Lloyds Savings Account 09.07.25 - £175,485.45

Unity Trust - 30.06.25 - £90,599.41

b) Bank Transfer 08.07.25 - £20,000 – Lloyds Savings Account to Lloyds Business Account.

## 10. Community Infrastructure Levy (CIL) and s106 funding

a) Committee Members noted HDC CIL / s106 July reports.

b) Committee Members noted an updated CIL / s106 budget report (Cllr Castle).

c) A discretionary budget spreadsheet drafted by Cllr Castle.

Cllr Castle proposed that a meeting with HDC be requested to review the S106/CIL procedures and ensure that s106 / CIL information is provided in a useful format. Cllrs Loney, Aitkenhead and Castle to participate.

## 11. Bank Account management

a) Committee members to noted additional savings accounts used by many local authorities:

Cambridge & Counties Bank - <https://ccbanc.co.uk/business/savings/business-savings-accounts>

Hampshire Trust Bank - [HTB, the Specialist Bank for Businesses | Hampshire Trust Bank \(HTB\)](https://www.htb.co.uk/business/savings)


Redwood Bank - [Business Savings Accounts](https://www.redwoodbank.co.uk/business/savings)

Clerk to bring projections to next meeting – item for next agenda.

b) Committee Members agreed the following signatories on any savings accounts to be opened - Asst Clerk Katie Piper, Clerk Rebecca Luckin, Cllrs Castle, Aitkenhead, Sadler, Loney, Meadows and Cramer.

Two signatories will be required for any transactions on new accounts.

c) Contacts to be updated on existing accounts.

P. S. A. 

**12. Chairman's Announcements and items for the next agenda**

- a) Interim Audit scheduled for Wednesday 10<sup>th</sup> September. Chair and Vice-Chair to be present.
- b) Next agenda – Financial Policy – Committee members to consider and agree.
- c) Next agenda – Preferred Contractors Policy.

**13. Date of next meeting** – 6.30pm 27<sup>th</sup> August 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 **14** below would be prejudicial in the public interest.

**14. Finance Committee to consider and agree regarding a call-out payment**

- a) Cllr Cramer **proposed** that a 'call out' payment of £50 be made in the event of an out-of-hours emergency call-out (as was paid previously). **Seconded** by Cllr Sadler. **Agreed**. Additional hours worked to be taken as time-off-in-lieu.

The meeting closed at 7.44pm

**Signed:**  
**Chair**

**Date:** 27<sup>th</sup> August 2025

**ACTION LIST – F&G – 30.07.25**

| Ref:  | ACTIONS:  | Whom        | √ |
|-------|---|-------------|---|
| 4     | Circulate JD and Person spec to Cllrs   | Clerk       |   |
| 8 a)  | Draft spec for IT provider<br>Seek third quote                                | JL<br>Clerk |   |
| 9 b)  | Remove previous Clerk's name from bank statements.                            | Clerk       |   |
| 10 c) | Contact HDC re s106 / CIL. Check regarding HDC Community Infrastructure Plan. | Clerk<br>AC |   |
| 11 a) | Item for the next agenda - provide projections for savings account options.   | Clerk       |   |
| 12 b) | Next agenda – Financial Policy – Committee members to consider and agree.     | Clerk       |   |
| 12 c) | Next agenda – Preferred Contractors Policy.                                   | Clerk       |   |
|       | Forecast to be added to Committee Agendas going forward.                      | Clerk       |   |
|       | Item for next agenda – Local Govt back-dated pay award.                       | Clerk       |   |

