

**STORRINGTON & SULLINGTON
PARISH COUNCIL**

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

www.storrington-pc.gov.uk

Clerk: Rebecca Luckin (CILCA)

Clerk@storrington-pc.gov.uk



Finance & Governance Committee Meeting

Chanctonbury Room, Parish Hall, Thakeham Road, Storrington, RH20 3PP

on Wednesday, 27th August 2025 at 6:30pm

Present: Cllrs Andy Castle, John Loney, Bill Aitkenhead and Peter Meadows

Members of the public: None

Minutes: Rebecca Luckin – Clerk

MINUTES

1. Election of Chair for future meetings

a) Due to Cllr Castle's wish to reduce his workload, Cllr Loney **nominated** Cllr Peter Meadows for the role of Committee Chair. **Seconded** by Cllr Aitkenhead. **Agreed.**
Cllr Loney and Cllr Castle will share the role of Vice-Chair.

2. Apologies for absence

a) Apologies were received and accepted from Cllr Cramer and Cllr Sadler.

3. Declarations of interest

None for this meeting.

4. Minutes of the previous meeting – 30.07.25

a) Cllr Meadows **proposed** that the minutes of the meeting of 30th July 2025 be accepted as a true record of the meeting. **Seconded** by Cllr Castle. **Agreed.** The minutes were duly signed.

5. Matters arising – for information only

a) Recruitment update – the Clerk reported a strong field of candidates for the role of Admin Assistant, with initial interviews having been undertaken and in-person interviews due to take place on 28th August.

6. Public Participation

None for this meeting.

7. Budget and Forecasting Position

- a) Committee members noted the monthly flexed budget for July.
- b) The Finance Committee requested that other Committees should advise of their budget position monthly and should bring any budget variation to attention of the Finance Committee immediately.
- c) Forecasting – Committee to review reserves at the end of the next quarter and undertake an appropriate calculation of what reserves should be held.

8. Community Infrastructure Levy (CIL) and s106 funding

a) Cllr Castle reported on a conversation with the HDC CIL team regarding funds allocated for addressing air pollution. The HDC Air Quality Team has applied for the available funding.
Regarding s106 available funds (approx. £7,500), the Parish Council has been encouraged to submit an application.

PEU

Regarding future s106 developer agreements, Councillors would like some input and will liaise with HDC.

9. Payments List for August

a) Cllr Loney **proposed** that the payments list for August (gross value £28,510.57) be approved.

Seconded by Cllr Meadows. **Agreed.**

b) Councillors to check payments listed on bank statement for previous month (Internal Auditor recommends, due as a form of dual-authorisation). Cllr Meadows and Loney to undertake Monday 1st September.

10. Items of expenditure

a) Quote from current supplier, Phoenix Sbs, for upgrade to premium support service, due to withdrawal of current level of service.

b) Alternative quote from CloudyIT - Cllr Loney to draft spec in order that a further quote can be obtained.

c) Data Protection Officer quote – £200 per annum.

Cllr Aitkenhead **proposed** that the above quote be accepted. **Seconded** by Cllr Meadows. **Agreed.**

d) Football Club / Cricket Club / Leisure Hub survey quotes - Committee members agreed to make recommendation to Full Council to commit to the expenditure, mindful that surveys will still be required even if the Leisure Hub CIL fund application is not successful.

11. Utility contracts review

a) Kent County Council Utility savings proposals

b) TUS Utility savings proposal

Committee members **agreed** to delegate to Cllr Meadows and the Clerk to find the best value for money and to instruct the utility provider.

12. Hall hire charge review

a) Following a prolonged period without any increases, Committee Members agreed to make recommendation to Full Council to increase hall hire charges by 15% (to bring them in line with other comparable halls), with consideration of concessions on a case-by-case basis.

13. Hall hire Terms & Conditions - Committee members to consider and agree and make recommendation to Full Council

a) Subject to typo corrections, Cllr Aitkenhead **proposed** that the revised T&Cs be accepted.

Seconded by Cllr Meadows. **Agreed.**

14. Bank reconciliations and Internal control – Committee members noted the following:

a) Total Bank Reconciliation for 19.08.25.

Lloyds Business (Current) Account 31.07.25 - £42,805.02.

Lloyds Savings Account 11.08.25 - £155,607.

Unity Trust – 31.07.25 - £90,599.41.

b) Bank Transfer 31.07.25 / £20,000.00 – Lloyds Savings Account to Lloyds Business Account.

15. S&SPC Banking Guidelines and Financial Policy

a) Banking Guidelines – Cllr Castle **proposed** that the document be adopted and circulated to Committee members. **Seconded** by Cllr Loney. **Agreed.**

b) Financial Policy – Committee Members agreed to make recommendation to Full Council that the Policy be adopted and uploaded to the website.

16. S&SPC Preferred Contractors Policy

a) Committee Members agreed to continue with the current document.

PEU

17. Bank Account management

a) Cambridge & Counties Bank – Fixed Rate Business Bond and Hampshire Trust Bank – Easy access account - Committee Members **agreed** that the Clerk should open two bank accounts in order to protect Parish Council funds, as above.

18. Chairman's Announcements and items for the next agenda

a) Agenda item - consider quotes for IT equipment for new staff member.

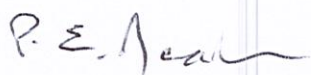
19. Date of next meeting – 6.30pm **TUESDAY 23rd** September 2025.

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 **20** below would be prejudicial in the public interest.

20. Finance Committee to consider and agree regarding employees

a) Committee members to consider and agree regarding local government back-dated pay award for Clerks – Cllr Aitkenhead **proposed** that the Clerks backdated pay award be approved. **Seconded** by Cllr Castle. **Agreed.**

The meeting closed at 8.25pm

Signed: 

Date: 23rd September 2025

ACTION LIST – FINANCE COMMITTEE MEETING – 27.08.25:

Ref:	ACTION:	Whom	✓
7 a)	Submit application for s106 funding	Committee	
9 a)	Investigate BT costs	Clerk	
9 b)	Check July payments against July bank account.	Cllrs Meadows & Loney	
10 b)	Draft IT Spec Obtain further quote	Cllr Loney Clerk	
11	Agree best provider and instruct utility broker.	Cllr Meadows Clerk	
13	Correct T&Cs and post on website. Send revised version with next month's invoices.	Clerk Asst Clerk	
15 a)	Tidy Banking Guidelines and circulate to Committee Members.	Clerk	
17 a)	Cambridge & Counties Bank – Fixed Rate Business Bond and Hampshire Trust Bank – open bank accounts.	Clerk	
18 a)	Agenda item – obtain quote for new Admin Asst laptop and screen.	Asst Clerk	
20 a)	Inform payroll provider.	Clerk	

