

**STORRINGTON & SULLINGTON
PARISH COUNCIL**

The Parish Hall, Thakeham Road, Storrington,
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Clerk: Rebecca Luckin (CILCA)

Clerk@storrington-pc.gov.uk



**Finance & Governance Committee Meeting
Chanctonbury Room, Parish Hall, Thakeham Road,
Storrington, RH20 3PP
Tuesday 23rd September 2025 at 6:30pm**

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

Members of the public: None for this meeting

Minutes: Rebecca Luckin – Clerk

MINUTES

1. Apologies for absence

a) Apologies were received and accepted from Cllr Cramer (work commitments).

2. Declarations of interest

None for this meeting.

3. Minutes of the previous meeting

a) Cllr Castle **proposed** that the minutes of the meeting of 27th August 2025 be accepted as a true record of the meeting. **Seconded** by Cllr Meadows. **Agreed.** The minutes were duly signed.

4. Matters arising

a) IT provider update – Following advice from the current IT provider that only a premium service (with an increased subscription) would be available going forward, Cllr Loney will liaise with the provider, request that the current SLA is retained, at least in the short-term, on a monthly roll-on basis. **Agreed.**

The Parish Council may consider an alternative provider in due course.

b) Utility provider update – Cllr Meadows reported that the Parish Council had signed three-year contracts through Lumina / Kent County Council, which would represent significant savings going forward.

c) Outstanding matters – Submission of bid for s106 funding (regarding £7,500 of available funds) and opening of bank accounts.

5. Public Participation

None for this meeting.

6. Budget and Forecasting Position

a) Committee members noted the monthly flexed budget for August.

b) Going forward, Committees are to confirm that they are either on target or should bring any budget variation to attention of the Finance Committee.

7. Community Infrastructure Levy (CIL) and s106 funding

a) CIL bid update – Cllrs Loney and Aitkenhead are expecting an update from HDC before the end of September.

b) Regarding applications for s106 from other community groups, the Clerk will request that HDC liaise with

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the Parish Council in the first instance, since a recent direct request for £7.5k of s106 would impact the agreed budget.

8. Payments List for September

a) Cllr Meadows **proposed** that the payments list for September be approved (net value £24,542.36).

Seconded by Cllr Castle. **Agreed.**

b) Cllr Castle checked payments listed on the bank statement for the previous month (Internal Auditor recommendation, due as a form of dual-authorisation).

9. Items of expenditure – Committee to consider and agree

F&G Items of expenditure:

a) Insurance renewal premium – Clear Councils (Aviva) - **£6,068.51**. The quote had increased significantly due to a re-valuation of Parish Council buildings in March 2025. Comparison quotes had been obtained, however, due to a significant third-party injury claim in December 2023, a lower quote could not be achieved.

It is for this reason that the Parish Council is unable to offer 'umbrella cover' to third-party organisations participating in Parish Council-led events, or other local events that are not entirely managed by the Parish Council. Cllr Aitkenhead **proposed** that the Clear Councils quote be accepted. **Seconded** by Cllr Sadler.

Agreed.

b) Laptop and screen costs for new employee - Cllr Sadler **proposed** that a Lenovo quote for £399+vat be accepted. **Seconded** by Cllr Loney. **Agreed.**

R&P Items of expenditure:

c) Quote for emergency call-out to repair gutters leaking into Leisure Centre - £350 (no vat).

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

d) Quote for emergency roof repair works at the Leisure Centre - £2,250 (no vat).

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

ICE Items of expenditure:

i) Invoice/quote for replacement website £949(+vat).

Following on from discussions and recommendations during Full Council (03.09.25), Cllr Meadows **proposed** that the above quote be accepted. **Seconded** by Cllr Castle. **Agreed.**

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

a) Total Bank Reconciliation 18.09.25 - £266,705.45

Lloyds Business (Current) Account 31.08.25 – £37,915.82

Lloyds Savings Account – 09.09.25 - £140,701.37

b) Bank Transfer 28th August, £15,000 – Lloyds Savings Account to Lloyds Business Account.

11. Payments by Direct Debit – Committee members to consider and agree

a) Following changes to utility providers, Cllr Loney **proposed** that payments to Smartest Energy, Scottish Power, EDF and UGP be made by direct debit. **Seconded** by Cllr Meadows. **Agreed.**

12. Internal Interim Audit – Committee members to note report and recommendations

a) Councillors noted the Internal Auditor's Interim Report and recommendations:

b) Councillors agreed that meeting papers should only be provided electronically (included in the revised Acceptance of Office form) - **Agreed.**

c) Mindful of AGAR Assertion 10 – IT Policy – ICE to recommend to Full Council – 15th October 2025.

d) Clerk's authorisation limit – Cllr Castle **proposed** that the Clerk's expenditure limit be increased to £1,000 and that Financial Regs be amended to reflect the change. **Seconded** by Cllr Sadler. **Agreed.**

The Chair recorded his thanks to the Clerk / RFO for her work in ensuring a satisfactory interim audit.

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

a) Prior to the next meeting - Working Group to receive Q2 report along with budget notes and agree budget-setting meetings schedule (including with Committee Chairs).

Mindful of p37-38 of the Practitioners' Guide.

b) Item for October agenda – receive initial budget ideas from Committees.

c) Item for November agenda – consider and agree first draft of 1-year budget for 26/27 and 3-year budget for 2027 – 2030.

d) Item for December agenda – consider and agree final draft of budget for 26/27 and 3-year budget.

14. Date of next meeting – 6.30pm Wednesday 29th October 2025.

The meeting closed at 7.55pm

Signed:
Chair

Date: 29th October 2025

ACTION LIST – F&G – 23.09.25:

Ref:	ACTION:	Whom	✓
4 a)	Liaise with Phoenix regarding SLA and subs.	JL	
4 c)	Submit application for s106 funding	Committee	
4 c)	Cambridge & Counties Bank – Fixed Rate Business Bond and Hampshire Trust Bank – open bank accounts.	Clerk	
7 b)	Contact HDC regarding requests from outside organisations for s106 funding – see email from SS 23.09.25	Clerk	
12 d)	Item for nxt Full Council Agenda	Clerk	
	Amend F Regs – recirculate and repost to website	Clerk	
13	Items for Oct, Nov, December Agendas – schedule of budget setting.	Clerk	

P.E. Iwan
29/10/25

