

**STORRINGTON & SULLINGTON  
PARISH COUNCIL**

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Clerk: Rebecca Luckin (CILCA)

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## **Finance & Governance Committee Meeting**

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

### **on Wednesday 26<sup>th</sup> November 2025 at 6:30pm**

**Present:** Cllrs Peter Meadows (Committee Chair), Andy Castle, Brian Sadler and Bill Aitkenhead.

**Members of the public:** None for this meeting

**Minutes:** Rebecca Luckin – Clerk

### **MINUTES**

The Committee Chair opened the meeting by reminding Councillors that although there would be some difficult discussions on the agenda, they should remember to respect the opinions of others.

**1. Apologies for absence**

a) Apologies were received and accepted from Cllr Loney.

**2. Declarations of interest**

None for this meeting.

**3. Minutes of the previous meeting**

a) Cllr Sadler **proposed** that the minutes of the meeting of 29<sup>th</sup> October 2025 be approved as a correct record of the meeting. **Seconded** by Cllr Aitkenhead. **Agreed.** The minutes were duly signed.

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

a) IT support provider update – Cllr Castle reported on a meeting with the current IT provider. It had been confirmed that a proposed advance in security would not lead to an increase in cost.

Further briefing to be provided.

b) Open bank accounts – ongoing. Confirmation from FSCS regarding cover and increase to £120k.

c) Car parks financial data. Information provided by Rob Leets (HDC)

d) Place Villerest lease progression – to be actioned

**5. Public Participation**

None for this meeting.

**6. Forecasting Position and Budget-Setting**

a) Committee Members noted the monthly flexed budget for October 2025.

b) F&G Members noted the estimated costs of discretionary projects provided by other Committees.

c) F&G Members discussed V3 of the operational budget, noted precept comparisons within the Horsham District and discussed ways of increasing income. Additional Working Group meetings will be undertaken prior to the next F&G meeting.

**7. Community Infrastructure Levy (CIL) and s106 funding**

- a) CIL bid update – Committee Members noted that an initial decision may not be known until January 2026.

**8. Payments List for October**

- a) Councillor Cramer **proposed** that the list of payments for November (gross value £36,504.33) be approved. **Seconded** by Cllr Aitkenhead. **Agreed.**
- b) Cllr Meadows checked payments listed on the bank statement for previous month had been authorised (Internal Auditor recommends, due as a form of dual-authorisation).

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

- a) Quote for IT support going forward £298.80+vat.  
Cllr Castle **proposed** that the above quote be accepted. **Seconded** by Cllr Meadows. **Agreed.**
- b) By-election expenses - Committee to consider and agree regarding polling cards to every household at an estimated cost of £3,475. Four in favour, one against. **Agreed.**

**10. Telecom mobile phone mast proposal**

- a) Committee Members noted a fresh lease proposal from Telecom Infrastructure Partners. The current lease term is 15 years, agreed in June 2017, yielding a rent of £5,625 per annum. Committee Members agreed not to consider accepting the offer for the time being. Four in favour, one abstention. **Agreed.**

**11. Bank reconciliations and Internal control – Committee Members noted the following:**

- a) Lloyds Business (Current) Account 31.10.25 – £29,004.18.  
Lloyds Savings Account – 10.11.25 - £250,947.35.
- b) Bank Transfers:  
30.10.25 - £20,000 Savings to Business (Current) Account.  
17.11.25 - £20,000 Savings to Business (Current) Account.

**12. Procurement process**

- a) Cllr Castle **proposed** that *'work or purchases that have the potential to exceed £3,000 should always be undertaken with a written requirement specification agreed by the relevant Committee. Excluded from this would be spend in cases of serious risk to the delivery of council services, or to public safety on council premises, where the clerk has authority to authorise emergency expenditure.'*
- Seconded** by Cllr Cramer. **Agreed.**

**13. Devolution preparation**

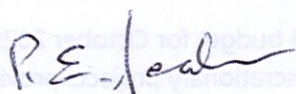
- a) No discussion for this meeting.

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

- a) Internal Financial Control to be undertaken prior to the next meeting.

**15. Date of next meeting – 6.30pm Monday 22<sup>nd</sup> December 2025**

The meeting closed at 8.39pm



Signed:  
Chair

Date: 22<sup>nd</sup> December 2025



**ACTION LIST – F&G MEETING – 26.11.25**

Ref:	ACTION	Whom	√
4a	Item for the next agenda – provide briefing paper. Investigate ways of working in the onedrive.	Clerk Cllr Loney	
4b	Open bank accounts	Clerk Cllr Meadows	
4d	Place Villerest lease – discuss with HDC officer.	Clerk	
6c	WG meeting 27.11.25 – BA, PM, Clerk - and circulate s/s	Clerk	
6c	WG meeting 02.12.25 – F&G and Clerk – circulate s/s	Clerk	
6c	WG meeting ASAP – MC, JL, PM, VH – discuss appraisals and salary reviews and report back in time for Full Council.	MC, JL, PM, VH	
9a	Instruct IT Support provider	Clerk	
9b	Inform HDC Electoral Services	Clerk	
12a	Note £3k threshold in Finance Policy.	Clerk	
14a	Agenda item – report back on internal control.	Clerk	



