

**STORRINGTON & SULLINGTON
PARISH COUNCIL**

The Parish Hall, Thakeham Road, Storrington,
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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 29th October 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.

2. Declarations of interest

- a) Cllr Sadler declared a prejudicial interest in item 13g, as a business user of the village car parks.

3. Minutes of the previous meeting

- a) Cllr Loney **proposed** that the Minutes of the meeting of 24th September 2025, be approved as a correct record of the meeting. **Seconded** by Cllr Meadows. **Agreed.** The Minutes were duly signed.

4. Matters arising – for information only

- a) IT provider update – Cllr Loney reported that he will meet with the current provider to discuss requirements.
- b) Open bank savings accounts – to be actioned.

5. Public Participation

None for this meeting.

6. Forecasting Position and Budget-Setting

- a) F&G Committee members noted the monthly flexed budget for September 2025.
- b) All other Committees are working on initial plans and costs of discretionary projects, and will have identified and prioritised projects in time for the next F&G meeting.
- c) Cllr Sadler and the Clerk had worked to produce an initial draft of the operational budget. Cllr Sadler advised that he had designed a budget calculation tool that can recalculate the position to show the resulting year end reserve in cash terms of months of Net Revenue Expenditure, which will allow Councillors to immediately see the impact of all budget and precept proposals.

7. Community Infrastructure Levy (CIL) and s106 funding

- a) CIL bid update – HDC has not yet advised of the outcome of a recent CIL bid application. Clerk to chase.

8. Payments List for October – Committee to consider and agree

- a) Meadows **proposed** that the October payments list be approved (gross value £45,574.33). **Seconded** by Cllr Sadler. **Agreed.**
- b) Committee Members to check payments listed on the bank statement for previous month (Internal Auditor recommends, due as a form of dual-authorisation).

9. Items of expenditure – Committee to consider and agree

- a) ICE Committee - Quotes for 2 x Memorial silhouettes - £175+vat each.
Cllr Loney **proposed** that the above quote be approved. **Seconded** by Cllr Sadler. **Agreed.**

10. Bank reconciliations and Internal control

Committee Members noted bank transfers and account reconciliations:

- a) Total Bank Reconciliation 09.10.25 - £394,437.34
Lloyds Business (Current) Account 30.09.25 – £182,538.35
Lloyds Savings Account – 09.10.25 - £270,785.77
- b) Bank Transfers:
24.09.25, £20,000 – Lloyds Savings Account to Lloyds Business Account.
06.10.25 £100,000 – Lloyds Business Account to Lloyds Savings Account.
08.10.25 £50,000 - Lloyds Business Account to Lloyds Savings Account.

Cllr Meadows was delegated to check and sign the bank reconciliations.

11. Grant Application requests – Committee Members to consider and agree

- a) Sullington Parochial Church Council request – to be considered by Full Council 05.11.25.

12. Procurement process

- a) Cllr Castle proposed that *'work or purchases that have the potential to exceed £500 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.'*
- Item deferred to next agenda – Clerk to check with other parishes.

13. Devolution preparation

- a) Cllr Sadler reported back regarding a joint parishes car park meeting which had been attended by a company that could manage enforcement. Committee Members discussed further, but would require more detailed figures from HDC in order to consider options. Cllr Sadler will continue to attend meetings, whilst information is being gathered.
- b) Committee Members noted advice from HDC, regarding Place Villerest, that the Parish Council should consider converting the current licence agreement into a lease, and then consider submitting an expression of interest regarding the asset as part of preparations for devolution.

14. Preferred Suppliers List

- a) Committee Members noted that it is often difficult to find an electrician able to provide a quote or undertake works, and agreed that they would not include a named electrician on their preferred suppliers list, (since he is related to an employee) however, when work is required, they would seek a quote from him, along with other quotes if available. Committee members to recommend alternative electrical contractors.

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

None for this meeting.

16. **Date of next meeting** – 6.30pm Wednesday 26th November 2025.

The meeting closed at 8.30pm

Signed:
Chair

Date: 26th November 2025

ACTION LIST – F&G MEETING – 29.10.25

Ref:	ACTION	Whom	✓
10	Sign bank recs	Cllr Meadows	
12	Check with other PCs re spec threshold	Clerk	
13a	Cluster with PCs to obtain car park info from HDC	Clerk	
13b	Contact HDC officer to discuss further.	Clerk Cllr Loney	