

WORTH

Parish Council

Chief Officer to the Council:
Mrs Leanne Bannister

Council Offices

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To: Members of the Finance & General Purposes Committee

7th January 2025

Notice of Meeting

You are summoned to the **Finance & General Purposes Committee** meeting of Worth Parish Council to be held on **Monday 13th January 2025 at 7.30pm** in the South Room of the Parish Hub, Borers Arms Rd, Copthorne when the following business will be considered and transacted.

Mrs L Bannister
CHIEF OFFICER

AGENDA

1. **Public Question Time** - 15 minutes – to receive, and act upon if considered necessary, comments made by members of the public.

Members of the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.

2. **Apologies** – to **receive** and **approve** apologies for absence.
3. **Declarations of Disclosable Pecuniary and Other Interests** – to **receive** any declarations of interest from Councillors.
4. **Minutes** – to **approve** the Minutes of the Finance & General Purposes Committee meeting held on Monday 9th December 2024 (attached).
5. **Chairman's Announcements** – to **receive** any announcements by the Chairman of the Finance & General Purposes Committee.
6. **Correspondence list** – to **note** correspondence received since the last meeting (attached).
7. **Accounts & Financial Matters** – to consider the following matters:
 - To **resolve** to receive and approve expenditure/income lists and reports on the current financial situation (attached).
 - To **confirm** that bank reconciliations to 31st December have been completed.
 - Street lights – to **approve** an additional cost of £1,169 plus VAT to be paid to UK Power Networks to supply traffic management for various column replacements.
8. **Section 106 Monies** - to **receive** an update on the status of current agreements.
9. **Projects** – to **receive** updates on the following projects (attached):
 - CCTV
 - Copthorne Recreation Ground

10. **Interim Internal Audit** To **note** the findings of the Audit held on Monday 16th December (attached). The following suggestions were made by the Auditor, and Members should **consider** these:

- The Accounts Clerk should have their own login to the accounting system.
- Council should have in place a system to review Terms of Reference annually.
- All agendas should show the date of issue.
- The asset register could show a replacement value for each asset and include a date of when the asset was last checked.
- Cricket Ground at Crawley Down – it appears that the Council is sole managing trustee for this site. In order to satisfy the Charity Commission, the Council needs to hold a trustee meeting each year, albeit just to confirm that the trust is not being operated, and also submit 'nil' financial reports to the Charity Commission each year.

11. **Trees** – to **approve** a quote to complete all items listed amber on the tree survey (attached). The below quotes have been received:

Contractor A	£13,500 plus VAT
Contractor B	£6,450 plus VAT

As agreed in November, the work will be planned for the start of the new financial year when the budget resets. A budget of £5,000 has been agreed for the financial year 25-26, however, there is £2,450 remaining in the budget for this financial year.

12. **Matters for Consideration submitted by the Village Working Parties, or by the Co-Ordination Group** - to note activities to date, and to receive any recommendations.

13. **Consideration of items for discussion by the Village Working Parties, or by the Co-Ordination Group** – to consider and agree items to pass to the two Village Working Parties, or to the Co-Ordination Group for discussion at their meetings, these to be put on a future Council/Committee agenda if necessary.

14. **Date of the next meeting:** Monday 3rd February 2025

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS