

WORTH

Parish Council

Chief Officer:
Mrs Leanne Bannister

Council Offices

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Issued: 13th May 2025

Notice of Meeting

You are hereby summoned to the **Annual Meeting** of Worth Parish Council to be held on **Monday 19th May 2025** at **7.30pm** in the South Room, the Parish Hub, Borers Arms Rd, Copthorne, when the following business will be considered and transacted.

Mrs L Bannister
CHIEF OFFICER TO THE COUNCIL

AGENDA

1. **Election of Chair & Acceptance of Office** – to elect a Chair for 2025/2026 and to receive their acceptance of office.
2. **Election of Vice Chair** – to elect a Vice Chair for 2025/2026.
3. **Public Question Time** – to receive comments made by members of the public.

This item will last for a maximum of 15 minutes with individual contribution up to a maximum of 3 minutes.

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.

Members of the public will only be allowed to speak at any other time during the meeting at the discretion of the Chairman, and will be governed by the rules set out in the Council's Standing Orders at all times.

4. **Apologies** – to receive and approve apologies for absence.
5. **Declarations of Disclosable Pecuniary and Other Interests** – to receive any declarations of interest from Councillors.
6. **Minutes** – to approve the Minutes of the full Council meeting held on 24th March 2025 ([attached](#)).
7. **Chair's Announcements** – to receive any announcements from the Chairman.
8. **Correspondence, Action List & Updates** – to note:
 - a. [Correspondence received](#)
 - b. [Update on resolutions/actions](#)
 - c. [Update on projects](#)
 - d. Update on Youth Provision - unavailable

- e. Latest website data – to follow
- f. [The latest crime figures for Copthorne, Crawley Down and Turners Hill](#)

- 9. Committees** – To receive the Minutes of the following Committee Meetings:
- a. Planning & Highways Committee – [7th April 2025](#). Next meeting date 12th May 2025.
 - b. Finance & General Purposes Committee – [7th April 2025](#). Next meeting date 12th May 2025.
 - c. Assets & Amenities Committee – [17th March 2025](#). Next meeting date 16th June 2025.
 - d. HR Committee – 25th April 2025 (confidential minutes available for Councillors, see relevant item below). Next meeting date to be confirmed.
- 10. Working Parties** – to receive the notes from the following Working Parties:
- a. Copthorne Village Working Party – [2nd April 2025](#), [16th April 2025](#), [30th April 2025](#). Next meeting to be held on 14th May 2025.
 - b. Crawley Down Village Working Party – [9th April 2025](#), 7th May 2025. Next meeting to be held on 18th June.
 - c. Worth Parish Council Working Party – [7th April 2025](#). Next meeting to be confirmed.
- 11. Committee Structure – to consider the following:**
- a. To appoint Standing Committees for 2025/2026:
 - Finance & General Purposes Committee (12 members)
 - Planning & Highways Committee (12 members)
 - Amenities & Assets Committee (to change to 12 members (increased from 8), six from each ward)
 - Human Resources Committee (6 members)
 - b. To confirm the dissolution of the Neighbourhood Plan Committee; this activity to become the responsibility of the Planning & Highways Committee.
- 12. Appointment of Committee Chairs** – to appoint Chairs to all the above Committees; Vice Chairs to be appointed at the first meeting of those Committees.
- 13. Working Parties**– to confirm the continuance of all Working Parties and to agree membership:
- Copthorne Working Party (all Ward Councillors, plus up to 10 additional members as stated in the Terms of Reference – community members to be advertised for in May)
 - Crawley Down Working Party (all Ward Councillors, plus up to 10 additional members as stated in the Terms of Reference – community members to be advertised for in May)
 - Worth Parish Council Working Party (all Councillors)
 - Any other working parties as requested by Councillors
- 14. Appointment to Outside Bodies** – to appoint Council representatives to outside bodies for 2025/2026 (current reps [attached](#)).
- 15. Civility & Respect** – to note that the Council has signed up to the Civility & Respect Pledge ([attached](#)).
- 16. General Power of Competence** – to affirm that the Council complies with Section 1 of the Localism Act 2011, and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, and therefore continues to have the General Power of Competence.
- 17. Authorised banking signatories** – to review current bank account signatories authorised to deal with the Council’s banks, and amend if necessary ([attached](#)).
- 18. Council Policies** – to consider the following Policies:
- a. [Risk Management Plan 2025/2026](#)
 - b. [Standing Orders](#)
 - c. [Financial Regulations](#)

- d. [Worth Parish Council Working Party Terms of Reference](#)
- e. [Planning & Highways Committee Terms of Reference](#)
- f. [Amenities & Assets Committee Terms of Reference](#)
- g. [Finance & General Purpose Committee Terms of Reference](#)
- h. [Absence Management Policy](#)
- i. [Appraisal Policy](#)
- j. [Data Protection Policy](#)
- k. [Data Protection Policy \(staff\)](#)
- l. [IT Policy](#)
- m. [Training & Development Policy](#)
- n. [Members Allowance Policy for 2025/2026](#)
- o. [Complaints Procedure](#)
- p. [Council Representation on Outside Bodies](#)
- q. [Internal Privacy Policy](#)
- r. [Vehicle Policy](#)

- 19. Confirmation of Internal Auditor** – to confirm Mulberry & Co as Internal Auditor for 2025/2026 financial year.
- 20. Annual Governance & Accountability Return and Public Inspection of 2024/2025 Accounts** – to agree the following ([attached](#)):
- a. Annual Governance Statement 2024/2025 – to agree Section One of the Annual Governance & Accountability Return, to be signed by the Chairman.
 - b. Accounting Statements 2024/2025 – to agree Section Two of the Annual Governance & Accountability Return, to be signed by the Chairman.
 - c. To agree and adopt the public inspection period for the 2024/2025 Annual Governance & Accountability Return, this being 3rd June to 14th July 2024
- 21. Reports from other Authorities** – to receive a written report from:
- a. County Councillors.
 - b. District Councillors.
- 22. Consultations** – to consider responding to West Sussex County Council’s Relevant Area for Admissions 26-27 consultation ([attached](#))
- 23. Operation Watershed** – to consider the quote submitted (to follow).
- 24. Reports from representatives attending outside meetings** – to receive and note reports from Councillors and the Clerk in relation to any meetings attended on behalf of the Council.
- a. [Notes of meeting with S106 officers](#).
- 25. Personnel*** – to receive and note the confidential actions of the HR Committee, and to authorise associated expenditure (confidential report attached for Councillors).
- 26. Projects** – to approve the recommendations made by the Finance & General Purposes Committee on 12th May:
- a. To delegate authority to the Finance & General Purpose Committee to award ‘Contract E: Civils Package 2’ for Copthorne Recreation Ground.
- 27. Date of the next meeting** – the next Full Council meeting will be held on Monday 21st July at the Glebe Centre, Crawley Down.

***The press and public may be excluded from this item in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1 due to the confidential nature of the matter to be discussed.**

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