

WORTH

Parish Council

Chief Officer:
Mrs Leanne Bannister

Council Offices

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Issued: 14th November 2025

Notice of Meeting

You are hereby summoned to the **Full Council Meeting** of Worth Parish Council to be held on **Thursday 20th 2025 at 7.30pm** in the Haven, Crawley Down, when the following business will be considered and transacted.

Mrs L Bannister
CHIEF OFFICER TO THE COUNCIL

AGENDA

1. **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.

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 full Council meeting held on 15th September 2025 ([attached](#))
5. **Chairman's Announcements** – to receive any announcements from the Chairman.
6. **Correspondence, Action List & Updates** – to note:
 - a. [Correspondence received](#)
 - b. [Update on resolutions/actions](#)
 - c. [Project tracker](#)
 - d. [Latest website data](#)
 - e. [The latest crime figures for Copthorne, Crawley Down and Turners Hill](#)
 - f. [Freedom of Information request](#)
 - g. [Response from Home Office](#)

7. **Committees** – To receive the Minutes of the following Committee Meetings:

- a. Planning & Highways Committee – [2nd October 2025](#) and [3rd November 2025](#). Next meeting 1st December 2025.
 - b. Finance & General Purposes Committee – [2nd October 2025](#) and [3rd November 2025](#). Next meeting 1st December 2025.
 - c. Assets & Amenities Committee – [22nd September 2025](#). Next meeting 15th December 2025.
 - d. HR Committee – [19th September 2025](#). Next meeting 28th November 2025.
- 8. Working Parties** – to receive the notes from the following Working Parties:
- a. Copthorne Village Working Party – [17th September 2025](#), [1st October 2025](#), [15th October 2025](#), [29th October 2025](#), [12th November 2025](#). Next meeting 26th November 2025.
 - b. Crawley Down Village Working Party – [16th July 2025](#), [17th September 2025](#), [15th October 2025](#). Next meeting 19th November 2025.
 - c. Worth Parish Council Working Party – [29th September 2025](#). Next meeting to be confirmed.
- 9. Reports from other Authorities** – to receive a report from:
- a. County Councillors.
 - b. District Councillors.
- 10. Art Display** – To consider the plan (report [attached](#)).
- 11. 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. MSDC Liaison Group ([attached](#))
- 12. Copthorne Recreation Ground** – to consider the recommendations in the report ([attached](#)).
- 13. Policy** – to approve the following:
- a. [Drugs & Alcohol Policy](#)
 - b. [Emergency On-Call Scheme](#)
 - c. [Homeworking Policy](#)
 - d. [London Bridge Procedure](#)
 - e. [Lone Working Policy](#)
 - f. [Menopause Policy](#)
 - g. [Overtime Policy](#)
 - h. [Recruitment Policy](#)
 - i. [Social Media Policy](#)
 - j. [Wellbeing Policy](#)
 - k. [Safeguarding Policy](#)
- 14. CCTV** – to confirm the approval of the increased quotation of £15,795.33 for CCTV to be installed at 2 and 3b Station Road, Crawley Down.
- 15. Parish Awards** – to:
- a. Approve the Policy ([attached](#)).
 - b. Approve the plan for the event ([attached](#)).
- 16. IT Policy** – to confirm this is applicable to councillors as well as staff. Councillors to sign to confirm they have read and understood the policy. Document [attached](#).
- 17. Schedule of Meetings** – to approve meeting dates and venues from 1st April 2026 to 31st March 2027 ([attached](#))
- 18. Business & Action Plans** – to consider the plan for public consultation ([attached](#)).

- 19. Budget & 3-year forecast** – to note that the budget process is underway, and all councillors are invited to attend a Worth Parish Council Working Party Meeting on Monday 24th November at 7.30pm to review the budget to date.
- 20. Personnel*** - to receive and note the confidential actions of the HR Committee, and to approve the recommendations contained in the report (confidential report attached).
- 21. Date of the next meeting** – the next meeting will be held on Monday 19th January 2026 at the Parish Hub, Copthorne.

***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.**