

Worth Parish Council

Minutes of the Annual Council Meeting held in the South Room, the Parish Hub, Copthorne on 20th May 2024 commencing at 7.30pm

Present:	Cllr Dorey (Chairman)	Cllr Coote (Vice Chairman)
	Cllr Bingle	Cllr Casella
	Cllr Cruickshank	Cllr Dymond
	Cllr Gibson	Cllr Hodsdon
	Cllr Lord	Cllr King
	Cllr Kipps	Cllr Phillips
	Cllr Pointer	Cllr Scott
	Cllr Stewart	Cllr Williams
	Cllr Wilson	
	Mrs J Nagy (Clerk)	3 members of the public

1 Election of Chairman

Cllr Dorey as Chairman 2023/2024 welcomed everyone to the meeting and advised that the first item is the election of the Chairman.

The Chairman advised that Voting would take place via a show of hands and invited nominations.

Cllr Wilson proposed Cllr Coote; seconded by Cllr Kipps.

Cllr Dymond proposed Cllr Dorey; seconded by Cllr Casella

Cllr Dorey invited votes for Cllr Coote; there were 8.

Cllr Dorey invited votes for himself; there were 8.

As the votes were tied, Cllr Dorey exercised his casting vote as current Chairman, and voted for himself.

Cllr Dorey was elected as Chairman of Worth Parish Council for 2024/2025.

Cllr Dorey duly signed the Acceptance of Office.

2 Election of Vice Chairman

The Chairman invited nominations.

Cllr Dorey proposed Cllr Coote; seconded by Cllr King.

There being no other nominations, it was AGREED by all present that Cllr Coote be elected as Vice Chairman of Worth Parish Council for 2024/2025

Cllr Coote signed the Acceptance of Office

3 Public Question Time

No member of the public wished to speak.

4 Apologies

There were no apologies, all members being present.

5 **Declarations of Interest**

There were no new declarations at this point of the meeting.

6 **Minutes**

It was agreed by all present that the Minutes of the Council meeting held on 18th March 2024 were a true and correct record.

7 **Chairman's Announcements**

The Chairman said that he was pleased to be in office for another year. He welcomed Cllr Coote to the role of Vice Chairman.

He thanked Cllr Scott for his support as Vice Chairman over the past three years.

All present echoed the Chairman's thanks to Cllr Scott.

8 **Correspondence & Action List**

The correspondence and action lists were NOTED.

9 **Committees**

The Minutes and actions therein of the following Committees as previously circulated were NOTED.

- Planning & Highways Committee: 4th March, 8th April
Date of next meeting: 3rd June 2024
- Finance & General Purposes Committee: 4th March, 8th April
Date of next meeting: 3rd June 2024

10 **Working Parties**

The notes and actions therein of the following Working Parties as circulated were NOTED.

- Copthorne Village Working Party, 20th March, 3rd April, 17th April, 1st May 2024
- Crawley Down Village Working Party, 19th March 2024
- Co-Ordination Group, 7th May 2024, to be discussed under Item 25

11 **Committee Structure**

Finance & General Purposes Committee – 12 members

The membership was agreed as follows:

Cllr Casella	Cllr Coote
Cllr Dorey	Cllr Hodsdon
Cllr King	Cllr Kipps
Cllr Lord	Cllr Phillips
Cllr Pointer	Cllr Scott
Cllr Williams	Cllr Wilson

Planning & Highways Committee – 12 members

The membership was agreed as follows:

Cllr Bingle	Cllr Casella
Cllr Coote	Cllr Gibson
Cllr King	Cllr Kipps
Cllr Pointer	Cllr Williams
Cllr Wilson	Vacancy
Vacancy	Vacancy

It was noted that there remained three vacancies on this Committee

Amenities & Assets Committee – 8 members, 4 from each ward

Cllr Casella	Cllr Coote
Cllr Cruickshank	Cllr Dymond
Cllr King	Cllr Phillips
Cllr Scott	Cllr Wilson

Human Resources Committee – 6 members

The membership was agreed as follows:

Cllr Casella	Cllr Coote
Cllr Dorey	Cllr Hodsdon
Cllr King	Cllr Pointer

Neighbourhood Plan Committee - 8 members, four from each ward

Cllr Casella	Cllr Dorey
Cllr Gibson	Cllr King
Cllr Phillips	Cllr Pointer
Cllr Williams	Cllr Wilson

12 Election of Chairmen of Committees

The Clerk reminded Councillors that only members of the relevant Committees can vote for the Chairman.

Finance & General Purposes Committee

Cllr Scott; proposed by Cllr King, seconded by Cllr Dorey, agreed by all Committee members present.

Planning & Highways Committee

Cllr Williams; proposed by Cllr Pointer, seconded by Cllr Coote agreed by all Committee members present.

Amenities & Assets Committee

Cllr Casella; proposed by Cllr Dymond, seconded by Cllr Phillips agreed by all Committee members present.

HR Committee

Cllr Hodsdon; proposed by Cllr Dorey, seconded by Cllr King, agreed by all Committee members present.

Neighbourhood Plan Committee

Cllr Gibson; proposed by Cllr Dorey, seconded by Cllr Pointer, agreed by all Committee members present.

13 Working Parties

Copthorne Working Party (Ward Councillors, and members of the public)

Councillors	Members of the Public
Cllr Casella	Mike Livesey
Cllr Dorey	Chris Mayor
Cllr Dymond	Helen Reeves
Cllr Hodsdon	

Cllr Lord	
Cllr King	
Cllr Phillips	
Cllr Stewart	

Crawley Down Working Party (Ward Councillors, and members of the public)

Councillors	Members of the Public
Cllr Bingle	Sam Baldery
Cllr Coote	Frances Lancaster
Cllr Cruickshank	Kay Webb
Cllr Gibson	
Cllr Pointer	
Cllr Scott	
Cllr Williams	
Cllr Wilson	

Co-ordination Group (Chairs and Vice Chairs of Committees)

As Chairmen, Cllrs Casella, Dorey, Gibson, Hodsdon, Scott and Williams were members; the Vice Chairmen would be added once elected at the first meetings of the Committees.

14 Appointment to Outside Bodies

Councillors considered representation on various outside bodies.

The following appointments were agreed:

Organisation	Representative(s)
CAGNE	Cllr Lord
Central Sussex Rotary	Cllr Dorey
Copthorne Sports & Community Association	Cllr Stewart
Copthorne Village Hall Management Committee	Cllr Hodsdon
Copthorne Village Association	Cllr Dorey
Crawley Down Village Hall Committee	Cllr Scott
Crawley Down Surgery PPG	Cllr Wilson
Gatwick Area Conservation Campaign	Cllr Lord
Gatwick Liaison Group	Cllr Lord
Mid Sussex District Association of Local Councils*	Cllrs Coote & Dorey
Shelley Education Foundation	Cllr Coote and Pointer
St Modwen Liaison Group	Cllrs Dorey, Phillips and the Clerk
Sussex Police Focus Group	The Chair and the Clerk
West Sussex ALC Ltd	Cllrs Dorey and Coote as Chair and Vice Chair

* Representatives to MSALC were made aware that they could be elected to the WSALC Board and become Directors

15 Civility & Respect

It was NOTED that Worth Parish Council has signed the SLCC/NALC Civility & Respect Pledge.

16 General Power of Competence

In order to comply with Section 1 of the Localism Act 2011, the Council must have two thirds of its members elected, and have a qualified Clerk.

All current Councillors were elected in 2023.

The Clerk is qualified, in that she holds the Certificate of Local Council Administration or CiLCA.

Councillors NOTED that the Council still met the criteria under Section 1 of the Localism Act 2011 in order to hold the General Power of Competence.

17 Accounts Signatories

The Clerk/RFO is signatory on all accounts, in order to be able to access online banking.

The Accounts Clerk and Assistant Clerk are signatories on the Nat West Account; the Accounts Clerk is signatory on CCLA and Unity accounts

They are NOT cheque signatories, however.

For information, the current signatories are.

Barclays – Cllrs Coote, Dorey and Scott

Nat West – Cllrs Dorey, Lord and Scott

CCLA Public Sector Deposit Fund – Cllrs Dorey, Lord and Scott

Unity Bank – Cllrs Dorey, Lord and Scott

All the above signatories were CONFIRMED by all present.

18 Councillor Allowances

The Members Allowance Policy has been circulated, with an annual allowance of £500 per year, payable quarterly. It should be noted for future reference that only elected councillors can apply for the allowance; co-opted councillors are not eligible.

Councillors AGREED this Policy, and agreed to supply information to the Clerk/RFO when requested.

19 Meeting Schedule

Please see proposed schedule included in this meeting pack.

The Clerk has found it impossible to find venues in Crawley Down on Monday evenings. The Glebe Centre, the Haven Centre and the school have bookings. The Scout Hut can only be hired for educational purposes.

She has managed to book the Glebe Centre on 15th July due to a cancellation of the regular hirer. She suggested that Councillors may wish to consider meeting on a different evening; the next meeting due to take place in Crawley Down would be Monday, November 25th.

The proposed meeting schedule was AGREED by all present with one amendment; that the November meeting be held in Crawley Down on a different day of the week.

20 Council Policies

Standing Orders

Standing Orders were reviewed in November 2023; Councillors NOTED this information.

Financial Regulations

Financial Regulations were reviewed in November 2023. NALC has just issued an update; the Clerk will review the revised document and will present to the next Full Council meeting for consideration.

Risk Management Plan 2024/2025

Councillors NOTED and AGREED the Risk Management Plan 2024/2025

Grants Payable: The s137 allowance for 2023/24 is £10.81 per elector. Due to the Council having the General Power of Competence, this power is not used, but should be noted in case qualification for GPC lapses.

Councillors NOTED the current s137 allowance.

21 Confirmation of Internal Auditor

The Council agreed a three-year agreement with Mulberry Local Authority Services (previously Mulberry & Co) in January 2024.

Councillors CONFIRMED Mulberry LAS as Internal Auditor for 2024/2025

22 Internal Auditors Report

The Clerk referred to this report circulated in hard copy.

Reference is made to the following

- That it should be Minuted that financial information is agreed via resolution and not just noted
- That some Transparency documents on the website require updating, such as pay multiple and organisation chart
- That the Model Publication Policy is reviewed and updated on the website.

Councillors formally NOTED the above information.

23 Annual Governance & Accountability Return 2023/2024

The Clerk referred to the draft Return and accompanying information circulated.

- a) Annual Governance Statement 2023/2024 – to agree Section One of the Annual Governance & Accountability Return
AGREED by all present
- b) That the Chairman signs the Annual Governance Statement 2023/2024
AGREED by all present
- c) Accounting Statements 2023/2024 – to agree Section Two of the Annual Governance & Accountability Return
AGREED by all present
- d) That the Chairman and the Clerk/RFO signs the Annual Accounting Statements 2022/2023
AGREED by all present
- e) To note the additional information to be sent to the External Auditor in support of the Annual Governance & Accountability Return 2023/2024 by the submission date of 30th June 2024
AGREED by all present
- f) To agree and adopt the public inspection period for the 2023/2024 Annual Governance & Accountability Return, this being 3rd June to 12th July 2024
AGREED by all present

24 Accounts & Financial Matters

Supply of Notice Boards

Quotes have been sought for the supply of new notice boards in Crawley Down Village; these were presented to F&GP for a recommendation.

The requirements are as follows:

- To supply 6 x A1 boards, landscape, each to take 8 x A4 posters
- Of these, two to have lockable glazed doors, four to be open boards

- To supply mounting posts

	Type of Finish	Cost ex VAT
Company 1	Oiled Oak	£6920.00*
Company 2	Stained Oak	£7000.00
Company 3	Stained Oak	£7323.00

*It may be necessary to add £300 for "sleeves" for the posts.

The Crawley Down Working Party's preferred supplier was Company 1.

The F&GP Committee recommends to Full Council that Company 1 is appointed to manufacture the new boards.

It was AGREED by all present to accept the recommendation of the F&GP Committee and to award the contract to Acorn Workshops to supply new notice boards in Crawley Down village centre at a cost of £6920 + VAT with a possible additional cost of £300 + VAT.

25 Personnel

The Chairman referred to the notes of the Co-Ordination Group meeting held on 7th May.

Work on a Project Management Tracker was NOTED by all present; the definition of "Lead Councillor" was AGREED by all present.

At this point the Chairman announced that in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1 the press and public would be excluded during the next item due to the confidential nature of the matter to be discussed, as it related to staffing issues.

The Chairman's proposed action in relation to discussions relating to staffing was AGREED by all present.

The meeting returned to open session.

26 Date of the next meeting

July 15th 2024, at the Glebe Centre in Crawley Down

Meeting closed at 8.05 pm.

Chairman: _____

Date: _____