

Worth Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on 3rd February 2025 commencing at 7.30pm

Present:	Cllr Phillips (Acting Chairman) Cllr Coote Cllr King Cllr Hodsdon Cllr Wilson	Cllr Casella (Acting Vice Chairman) Cllr Coote Cllr Kipps Cllr Williams
	Mrs L Bannister (RFO)	1 member of the public

In the absence of Cllr Scott, Cllr Phillips took the role of Chairman and it was RESOLVED to appoint Cllr Casella as acting Vice Chairman for the meeting.

121 Public Question Time

No questions were raised.

121 Apologies

Apologies were noted and accepted from Cllrs Scott and Pointer.

Absent: Cllrs Lord and Dorey

122 Declarations of Interest

None.

123 Minutes

It was RESOLVED to approve the Minutes of the Finance and General Purposes Committee held on 13th January 2025. These were duly signed by Cllr Phillips.

124 Chairman's Announcements

Neighbourhood Plan grants have been awarded to Copthorne and Crawley Down. This is funding that needs to be spent before the end of the financial year.

It was NOTED that the street lighting contractors from before 2023 had gone into administration, and they are now claiming debts to the company from the Council of £5,800.32 including VAT. The Council has a counter claim of £1,653.58 plus VAT, reducing the amount owing to £4,146.74.

125 Correspondence List

Nothing to note.

126 Accounts and Financial Matters

Financial information

Financial information was included in the meeting pack. It was RESOLVED that the financial information was a true representation of the current financial situation.

It was requested that the budget report includes a column showing the previous month's expenditure.

£2,900 has been committed for expenditure from the Crawley Down Working Party. It was requested that details of this is shared with the Working Party so that they can plan for the remainder of the financial year. The Chief Officer will investigate and send an update.

Bank Reconciliations

It was NOTED that the bank reconciliations to 31st January have been completed and signed by Cllr Casella.

Copthorne Recreation Ground

It was NOTED that the drainage costs for Copthorne Recreation Ground will be paid from the Copthorne Working Party budget. It was previously agreed that this would be paid from general reserves. This has been reflected in the accounts.

127 Section 106 Monies

There were no changes to note since the last report.

128 Projects

The below updates were NOTED:

CCTV

Enerveo (who look after WSCC streetlights) have now given their approval to place CCTV signs on those WSCC streetlights identified as suitable locations, with the exception of one at the entrance to Copthorne on Newtown. The Assistant Clerk (Projects) is therefore applying to install a new signpost at this location on WSCC land, which requires a 28-day public consultation and a S115 license. If granted, an additional signpost will need be purchased.

Final proofs of the CCTV signs and an updated quote for the signs, fixings and two new signposts (for Newtown and Church Road in Copthorne) are being prepared. However, these costs fall within the already agreed CCTV budget and are expected to be within the amount the Chief Officer can approve in accordance with the Financial Regulations. No money has yet been spent from this budget, however the installation in both villages has been ordered, so invoices are expected in due course.

Copthorne Recreation Ground

Since approving the quote for drainage design works there has been a delay in confirming dates for works to be completed. Due to workloads the contractors are working on extended lead times and the Project Manager is expecting confirmation shortly. If it is not possible for the contractor to undertake the work in the near future, an alternative contractor will be considered.

Please note that F&GP RESOLVED to approve spending of up to £10,000 plus VAT to commission drainage design at Copthorne Recreation Ground on 4th November 2024. It was also RESOLVED to delegate authority to an Officer to approve a contractor once quotes have been received. An Officer will therefore review the situation and revisit alternative quotes if required.

It was requested that the columns on the projects tracker for deadlines and project costs are completed.

129 Matters for Consideration submitted by the Village Working Parties or the Co-Ordination Group

No items were brought forward.

130 Consideration of items for discussion by the Village Working Parties or the Co-Ordination Group

Working Parties were reminded that the Neighbourhood Plan grant needs to be spent by the end of the financial year.

131 Date of the next meeting

The date of the next meeting was set for Monday 3rd March 2025.

Meeting closed at 7.40 pm.

Chairman: _____

Date: _____