

## **Worth Parish Council**

### **Minutes of the Finance & General Purposes Committee Meeting held on 12<sup>th</sup> May 2025 commencing at 8.07 pm**

**Present:** Cllr Scott (Chairman) Cllr Phillips (Vice Chairman)  
Cllr Casella Cllr Dorey  
Cllr Hodsdon Cllr Kipps  
Cllr Lord Cllr Williams  
Cllr Wilson

Mrs L Bannister (Chief Officer) members of the public

#### **162 Public Question Time**

No questions were raised.

#### **163 Apologies**

Apologies were noted and accepted from Cllrs Coote and King.

#### **164 Declarations of Interest**

Cllr Scott declared an interest in the grant application as he is a churchwarden for St Johns Church.

#### **165 Minutes**

It was RESOLVED to approve the Minutes of the Finance and General Purposes Committee held on 4<sup>th</sup> April 2025. These were duly signed by Cllr Scott.

#### **166 Chairman's Announcements**

There will be a Finance & Governance Networking Day on 10<sup>th</sup> July if any councillors would like to attend.

#### **167 Correspondence List**

The following was NOTED:

- a. 4% price increase for the 2025/26 street lighting maintenance contract.

#### **168 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.

##### Bank Reconciliations

It was NOTED that the bank reconciliations to 30<sup>th</sup> April have been completed and signed by Cllr Casella.

##### Fund transfers

It was RESOLVED to approve the following fund transfers:  
£40,000 from Natwest to Cambridge  
£80,000 from Natwest to Unity

*Cllr Scott left the room and Cllr Phillips took over as Chair*

##### Grants

The applicant to the grant explained that the Lychgate isn't actually the responsibility of the church, although due to it being located on land owned by the church it is deemed as a church asset. Funds being held by the church are being treated as a restricted fund within the church accounts, so that the money is ringfenced for the Lychgate. Around £1,000 has already been raised through fundraising, and this is being match funded. The applicants were advised to seek funding from the National Lottery, MSDC and Gatwick Airport.

It was RESOLVED to approve the following grants:  
St John the Evangelist, Lychgate Restoration Project - £750

*Cllr Scott returned to the meeting and resumed chairing the meeting*

#### **169 Internal Audit**

The report of the audit held on 24<sup>th</sup> April 2025 was noted. Cllr Phillips attended the audit to view the process. Congratulations were offered to the officers on a successful report.

The actions raised by the auditor that have not yet been addressed are:

- Annual reviews of Terms of Reference (planned for next Full Council meeting)
- Asset verification column to be added to the asset register (to be completed soon)

#### **170 Preferred Suppliers**

The report was noted. Members were not in favour of continuing with a list of preferred suppliers, but agreed the following actions:

- It will be recommended to Full Council that the following changes will be made to Financial Regulations:
  - For contracts greater than £15,000 the RFO shall seek at least 3 fixed price quotes.
  - Where the value is between £5,000 and £15,000 the RFO shall try to obtain 2 estimates.
  - The Chief Officer shall have delegated authority to authorise individual purchases up to any value on projects where the budget and funding has been agreed by the relevant Committee or Full Council, and in consultation with the lead Councillor for that project.
- To implement a procurement policy which includes using local suppliers where possible.

#### **171 Section 106**

The report was noted. In future, the report will be separated into villages so that the totals can be easily seen.

There is a large amount of funding available and a discussion was held about how to access that funding. This is a task that the village working parties will be asked to consider.

#### **172 Projects**

The update circulated by the Assistant Clerk (Projects) was NOTED.

##### CCTV

In addition to the information received in the update, CCTV in Copthorne is due to be installed on 14<sup>th</sup> and 15<sup>th</sup> May.

##### Copthorne Recreation Ground

It was RESOLVED to:

- Delegate authority to the Chief Officer to submit a S106 application based on the contractor that scores the highest number of points. If the points are even, it was agreed that the Chief Officer will select the contractor with the lowest quote.
- Recommend to Full Council that authority is delegated to award 'Contract E: Civils Package 2' to the Finance & General Purposes Committee, subject to funding.

##### Bowers Place Parking

It was agreed that offsite mitigation was more cost effective for trees. The Biodiversity Net Gain report will be updated, and the planning application will be submitted. It was agreed that a letter should be sent to residents to let them know that the planning application will be submitted and to seek feedback.

It was requested that the tender process begins alongside the planning application, but the Chief Officer advised that this may not be possible due to the current workload of the Assistant Clerk (Projects).

#### **173 Policy**

It was RESOLVED to recommend to Council that the following policies are approved:

- a. Financial Regulations – incorporating the above amendments
- b. Standing Orders – ensuring consistent capitalisation of the word 'Chair'
- c. Risk Management Plan 2025-26

**174 Matters for Consideration submitted by the Village Working Parties**

No items were submitted.

**175 Consideration of items for discussion by the Village Working Parties**

The Working Parties will be asked to consider spending opportunities for the S106 funds.

**176 Date of the next meeting**

The date of the next meeting is Monday 2<sup>nd</sup> June in the Parish Hub, Copthorne.

*Meeting closed at 9.04 pm.*

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT