

Worth Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on 3rd November 2025 commencing at 8.17 pm

Present:	Cllr Phillips (Chair) Cllr Casella Cllr Dorey Cllr King Cllr Lord Cllr Wilson	Cllr Scott (Vice Chair) Cllr Coote Cllr Hodsdon Cllr Kipps Cllr Williams
	Mrs L Bannister (Chief Officer)	Cllr Bingle as non-committee member

060 Public Question Time

No questions were raised at this point in the meeting.

061 Apologies

Apologies were received from Cllr Pointer.

062 Declarations of Interest

None.

063 Minutes

It was RESOLVED to approve the Minutes of the Finance and General Purposes Committee held on 2nd October 2025. These were duly signed by Cllr Phillips.

064 Chairman's Announcements

None.

065 Correspondence List

None.

066 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 31st October have been completed and signed by Cllr Casella. It was also NOTED that the bank reconciliation reported as incorrect at the previous meeting has now been amended and signed.

Fund transfer

It was RESOLVED to transfer £100,000 from the Unity account to the Barclays saver.

067 Assertion 10/Cyber & GDPR training

It was RESOLVED to:

- Implement the cyber and GDPR training for staff at a cost of £432 to be paid from the training budget this financial year, to be reviewed in the new financial year for worthiness.
- Add cyber and GDPR training for councillors at a cost of £510 for the remainder of this financial year, to be reviewed in the new financial year for worthiness.

068 Section 106

It was RESOLVED to:

- Note the reports.
- Note that a S106 application for £17,707.20 has been submitted by the Haven for new

signage and paving outside the building.

- c. Approve the following quotes for the S106 application for the Copthorne Pavilion:

Contractor	Item	Cost
A.K Doors & Gates Ltd	Replacement of shutters	11,080
JR Golby	Electrical work for roller shutters	765
D Burke	Keyless locking system	5,669
Design Display Solutions	New second entrance door	5,500
Design Display Solutions	New porch for second door	7,000
JR Golby	Hearing loop	1,195
Paul the Window Man Ltd	Sliding window	935
	Totals	32,144

069 Interim Internal Audit

It was RESOLVED to:

- Note the Interim Internal Audit.
- Confirm the actions to be taken as follows:

Item	Action
IT Policy Councillors to sign they have received and understood the requirements of the new IT Policy.	To be completed at Full Council on 20 th November.
Payment list for June 2025 It was identified that part of this list was missing in the meeting papers	This is to be re-approved at this meeting
Payment approvals Two payments made exceeded the amount authorised by Committee (by a minor amount), and it was recommended that this is authorised by a Chairman when this happens in future Also recommended that invoices are annotated to show minute references	Processes have been amended
Risk Management Policy This is not currently in existence	To be approved at a future Full Council meeting
Governance assertions The AGAR shows a list of assertions that Council must confirm is agreed before the AGAR is signed. The auditor has suggested that a matrix is included in the agenda pack detailing the reasons that the Council has positively respond to each assertion to make it clear that councillors understand what they are agreeing to	Process to be implemented and a report provided when the AGAR is signed
Amount of accounts The Council has three current accounts. As the FSCS protection no longer applies to the Council, it was suggested that these should be amalgamated.	To be considered – Unity is the main current account, but the Barclays account exists to sit alongside the Barclays saver. The Natwest account exists as it is linked to the debit card. Unity offers a debit card but there is a cost involved. Recommendation to be formed after budget meeting with CO.

- c. Approve the payment list for June.

070 Projects

Bowers Place Parking
The update was NOTED.

CCTV

It was RESOLVED to:

- a. Approve the increased quotation of £15,795.33 for CCTV to be installed at 2 and 3b Station Road in Crawley Down.
- b. Confirm the Chief Officer can instruct Chroma Vision to purchase the CCTV equipment ahead of the wayleave agreements being signed.
- c. Carry out the review of the CCTV with Copthorne information only, but with a view to making decisions on Phase 2 for both villages.

Copthorne Recreation Ground
The update was NOTED.

071 Budget

The draft budget for 26-27 was circulated with the meeting papers along with a forecast for the remainder of the financial year. This shows that the expected deficit from the current financial year will negatively affect the balance of the general reserves by £37,000. This will need to be budgeted over the coming financial years. Members preferred that this was spread over several years to limit the impact on the precept.

A meeting will be arranged with committee chairs to discuss the budget in more detail. All councillors were encouraged to speak to committee chairs with feedback and requests for change. Councillors can also speak to the Chief Officer to provide feedback or ask for more information.

072 Matters for Consideration submitted by the Village Working Parties

At a previous meeting, this committee had agreed to vire £5,000 from the Copthorne Working Party budget for the Copthorne Recreation Ground project. However, the Copthorne Working Party requested that this is reconsidered before the end of the financial year as there are some smaller payments that they wish to make.

073 Consideration of items for discussion by the Village Working Parties

No items were submitted.

074 Date of the next meeting

The date of the next meeting is Monday 1st December at the Parish Hub, Copthorne.

Meeting closed at 8.55 pm

Chairman: _____

Date: _____