Worth Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on 2nd November 2026 commencing at 8.10 pm

Present:
Cllr Phillips (Chair)
Cllr Bingle
Cllr Gibson
Cllr Pointer
Cllr Wilson
Cllr Dorey (Vice Chair)
Cllr Casella
Cllr Hodsdon
Cllr Williams

Mrs L Bannister (Chief Officer)

Due to the absence of Cllr Scott, it was agreed that Cllr Dorey would act as Vice Chair for the meeting

061 Public Question Time
No questions were raised.

062 Apologies
Apologies were received from Cllrs Coote, King and Scott.

063 Declarations of Interest
None.

064 Minutes
It was RESOLVED to approve the Minutes of the Finance and General Purposes Committee held on 5th October 2026.

065 Chairman's Announcements
None.

066 Correspondence List
Nothing to note.

067 Accounts and Financial Matters

a. It was RESOLVED that the financial information was a true representation of the current financial situation.
b. Budget deviations listed in the report were NOTED.
c. It was CONFIRMED that bank reconciliations to 31st October have been completed. These were signed by Cllr Casella.

068 Email accounts
It was RESOLVED to approve an additional email address for the Youth team, at a cost of £36 per year. This is an extension to the IT contract and is required for the leader of the younger sessions.

069 Section 106 Monies

a. The reports for Copthorne and Crawley Down were NOTED.
b. Crawley Down Working Party discussed the potential reallocation of S106 funding from the Village Hall car park to another facility. The preference of the Working Party is that the fund remains allocated to the Village Hall whilst the new building is still being investigated. This was AGREED.

070 Streetlight electricity
It was RESOLVED to:

a. Recommend to Full Council that 101 lamps are replaced with LEDs, at a cost of £37,875 plus VAT by the contractor Streetlights.
b. Suspend Financial Regulation 5.8 due to the lack of available contractors to request quotes from.

071 Crawley Down Play Area Fencing
It was RESOLVED to approve the updated quote from TA Cole. This has increased by £1,941

making the total cost £9,701 plus VAT. This is due to an additional area being fenced that was originally going to be done during the Bowers Place Parking Solution project. This is offset against a saving of £1,430 to the project cost.

072 Budget 2027-28

The draft budget was considered. Working Parties were encouraged to consider their funding needs for projects.

Questions were raised about the Parish Office costs and the end term of the lease. It was requested that the Chief Officer presents this information at a future meeting.

073 Projects

a. Bowers Place Parking – it was NOTED:
   - Construction completed on 28th October.
   - Spending is on track to complete under budget.
   - The contingency spend was forecast to be £1,943.92.

b. Copthorne Recreation Ground:
   - The civils contract with Warwick Landscaping completed at a value of £222,882.43 plus VAT. There is a 2.5% retention of £5,572.06 being held for 6 months. It was RESOLVED to accept the various adjustments to the contract, as listed in the report.
   - The playground contract with Proludic completed at a value of £147,296.87 plus VAT. There is a 2.5% retention of £3,682.42 being held for 6 months. It was RESOLVED to accept the various adjustments to the contract, as listed in the report.
   - S106 funding of £66,844.95 has been approved towards additional MUGA costs.
   - Spending since the last meeting was listed in the report.
   - It was RESOLVED to approve the budget amendments as set out in the report.
   - The surplus of £6,770.20 was NOTED.
   - The monkey bars were discussed regarding the potential to amend/replace these. This will be discussed in more detail by the Copthorne Working Party.

c. Operation Watershed:
   - It was RESOLVED to close the project.
   - The payment of £15,334.53 was NOTED to return to WSCC.
   - Final actions regarding future maintenance and final communications were NOTED.

d. CCTV:
   - The confidential report of potential risks was NOTED.
   - The Copthorne Recreation Ground installation was NOTED.
   - It was RESOLVED to approve the scoping document for the Crawley Down Village Green installation.
   - It was RESOLVED to recommend to Full Council that the quote of £15,568.22 plus VAT from Chroma Vision to install CCTV on Crawley Down Village Green is approved.
   - It was RESOLVED to recommend to Full Council that Financial Regulation 5.8 is suspended as Chroma Vision is the only contractor approved for work by Sussex Police.
   - It was RESOLVED to enter into a maintenance agreement with Chroma Vision at a cost of £3,740 plus VAT per year. The agreement for each location will be entered at the relevant point, i.e. either 12 months after installation or as required.

e. Projects Tracker – this was NOTED.

074 Policies

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

a. Co-Option
b. Document Retention
c. Complaints

It was RESOLVED to rescind the Environmental Policy and instead draft a Biodiversity Policy.

075 Data Audit
It was RESOLVED to approve the Data Audit.

076 Gov UK Pay
It was RESOLVED to enter a contract with Gov.UK Pay to accept online payments via card.

077 Matters for Consideration submitted by the Village and Worth Parish Council Working Parties
No matters were considered. Grants Policy.

078 Consideration of items for discussion by the Village and Worth Parish Council Working Parties
All working parties were requested to consider budget requirements.

079 Date of the next meeting
The date of the next meeting is Monday 7th December 2026 at the Parish Hub, Copthorne.

Meeting closed at 8.50 pm

Chairman: _____ Date: _____