

WORTH PARISH COUNCIL

Finance & General Purposes
Committee Meeting

4th March 2024

WORTH Parish Council

Clerk to the Council
Jennifer Nagy

Council Offices

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Issued: 27th February 2024

To: Members of the Finance & General Purposes Committee

Notice of Meeting

You are hereby summoned to the **Finance & General Purposes Committee** meeting of Worth Parish Council to be held on **Monday, 4th March 2024 at 7.30pm** in the South Room of the Parish Hub, Borers Arms Rd, Cophorne when the following business will be considered and transacted.

Mrs J. Nagy
CLERK TO THE COUNCIL

AGENDA

1. **Public Question Time** - 15 minutes – to receive, and act upon if considered necessary, comments made by members of the public.

Members of the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.

2. **Apologies** – to receive and approve apologies for absence.
3. **Declarations of Disclosable Pecuniary and Other Interests** – to receive any declarations of interest from Councillors.
4. **Minutes** – to approve the Minutes of the General Purpose & Finance Committee meeting held on Monday, 5th February 2024
5. **Chairman's Announcements** – to receive any announcements by the Chairman of the & Finance & General Purposes Committee.
6. **Correspondence list** – to note correspondence received since the last meeting.
7. **Accounts & Financial Matters** - to receive and approve expenditure lists, reports on current financial situation and to consider and approve other financially related matters if necessary, including
 - To agree the fee for a fun fair to be held on Crawley Down Green, from 19th to 25th March 2024, permission having been granted.
 - Provision of tablet, and digital registration package for Youth Club
 - Grant application from Air Ambulance for £350
8. **Projects** – to receive updates on the following projects:
 - CCTV
 - Bowers Place Parking
 - IT migration to cloud based storage

- Copthorne Recreation Ground
 - Crawley Down Play Area
9. **Council Premises and Land** – to discuss and comment upon matters relating to Council-owned, leased or managed land and buildings, requiring authorisation of expenditure.
- Use of Burleigh Way car park for CDRA Easter Egg Hunt on 29th March 2024
10. **Matters for Consideration submitted by the Village Working Parties** - to note activities to date, and to receive any recommendations.
11. **Consideration of items for discussion by the Village Working Parties** – to consider and agree items to pass to the two Working Parties for discussion at their meetings, these to be put on a future Council/Committee agenda if necessary.
12. **Date of the next meeting:** Monday, 8th April 2024

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS

Worth Parish Council
**Minutes of the Finance & General Purposes Committee Meeting held on
February 5th 2024 commencing at 7.30pm**

Present:

Cllr Phillips (Chairman)	Cllr King (Vice Chairman)
Cllr Bingle	Cllr Casella
Cllr Kipps	Cllr Pointer
Cllr Stewart	Cllr Williams
Cllr Wilson	
Mrs J. Nagy (Clerk)	2 members of the public

Prior to the commencement of the meeting, it was agreed that Cllr King would act as Vice Chair as per SO 3 q), with Cllr Phillips in the Chair.

102 Public Question Time

No member of the public wished to speak at this point of the meeting.

103 Apologies

Apologies were noted and accepted from Cllrs Dorey, Hodsdon and Scott.

104 Declarations of Interest

There were no Declarations at this point of the meeting.

105 Minutes

It was AGREED by all present that the Minutes of the General Purposes & Finance Committee meeting held on 8th January 2024 were a true and correct record.

106 Chairman's Announcements

The Chairman had no announcements.

107 Correspondence List

The Correspondence List was NOTED.

108 Accounts and Financial Matters

Transfer of £49,000 from accruals to CCTV EMR

Councillors will recall that one of the issues with the agreed budget possibly being incorrect, was a sum of money in the accounts as accruals. The Locum RFO advises that £49,000 of this be transferred back into Ear Marked Reserves for CCTV. The remaining balance in accruals will be paid imminently this being a pensions transfer. This will clear the accruals total, and will avoid future confusion.

Councillors AGREED this transfer.

Appointment of Sport & Play Consulting

Councillors considered the quote from Michael Carter from Sport & Play Consulting to assist with the redevelopment of the Crawley Down play area, similar to what he is already doing in Copthorne.

The support would include:

- All formal tender documentation and management of the procurement process, following the Public Procurement Regulations, and advising on any design considerations for the site.
- Meeting with any interested suppliers on site, and responding to any clarification questions relating to the project.
- Evaluating and reporting on the tender submissions.
- Providing a Building Contract based on the final agreed design and quotation.

The cost for this would be £3,250.00.

It was AGREED by all present to appoint Sport & Play Consulting for the redevelopment of Crawley Down Play Area project at a cost of £3250.00 ex VAT.

It was agreed that Michael Carter's services would not be required to judge the children's drawing contest.

Obtaining a Music Licence for the Youth Bus at a cost of £400.76 + VAT

It is thought beneficial to get a music licence so that the bus can play music at events, and also use the karaoke machine.

The expenditure of £400.76 + VAT to obtain a music licence for the Youth Bus was AGREED by all present.

Ford Ranger Truck

The Clerk advised that the truck is now back on the road. Repairs to the clutch, two new tyres and issues with water in the fuel tank have now been resolved, at a cost of around £2000. This will take the vehicle maintenance cost code over budget.

Councillors NOTED this information.

Grants

Grant of £1000 to the Haven Centre

The Haven Centre has not drawn the £1000 grant agreed at the last meeting.

It was agreed that the Clerk would write to the Haven Centre to say that unless this grant is paid before the end of March, then the Haven will have to reapply in the next financial year.

There is currently £1550 available in the grants budget. Agreement to all of the grants to be considered at this meeting will be an overspend on the grants' allocation, taking into account the £1000 allocated to the Haven Centre.

Grant application from Crawley Down Scouts for £750

The application is for £750 to go towards setting up Squirrel Scouts for girls and boys aged 4 to 6; total cost of project £2000.

The Chairman proposed the suspension of Standing Orders to allow members of the public to speak; this was seconded by Cllr King and AGREED by all present.

A representative from the Scouts was present at the meeting. No monies have been received from the central Scouting Organisation, due to the affluence of the area. However, the group has applied to West Sussex Scouts for funding.

Standing Orders were reinstated.

It was AGREED by all present that £750 would be awarded to the Crawley Down Scouts to support the set up of a Squirrels Scouts troop.

Grant application from the Copthorne Christmas Float for £300

The application is for £300 to go towards the purchase of a generator to power the lights and sound on the float; total cost of project £450.

The Chairman proposed the suspension of Standing Orders to allow members of the public to speak; this was seconded by Cllr King and AGREED by all present.

A representative from the Float organisation was present at the meeting. She advised that the group was self-funding, with any profits going to local charities. Last year the float visited Crawley Down and Heathy Wood, as well as Copthorne village. It made £3000. The CDRA gave 50% of the donations received in Crawley Down to the Float organisation.

She was asked why she had not applied for the full amount of £450; she replied that the guidance stated that usually not more than 50% of the project cost would be considered.

Standing Orders were reinstated.

It was AGREED by all present to award £450 to the Christmas Float Organisation, i.e. the full cost of the generator, not the £300 requested.

It was formally NOTED that these two grants totalling £1200, plus the £1000 Haven Centre would be an overspend on the grants budget of £650.

109 Council Premises and Land

The Clerk advised that the Amenities & Assets Committee on 12th February would be considering a request to hold a children's fun fair on Crawley Down Green on 19th to 25th March.

Councillors NOTED this information, and asked to be kept updated.

110 Matters for Consideration submitted by the Village Working Parties

Crawley Down Working Party

The Working Party is currently engaged in running a competition to design a new play area.

Copthorne Working Party

The Working Party is currently engaged in in the redevelopment of Copthorne Recreation Ground.

111 Consideration of items for discussion by the Village Working Parties

There were no items submitted.

112 Date of the next meeting

Monday, 4th March 2024

Meeting closed at 7.58 pm.

Chairman: _____

Date: _____

Clerk's Report
**Meeting of the Finance & General Purposes Committee to be held on
Monday, 4th March 2024 at 7.30pm in the South Room, Parish Hub**

1 Public Question Time

To invite MOPs present to address the Council.

2 Apologies

At the time of writing this report, apologies have been received from Cllrs Pointer and Scott.

3 Declarations of Interest

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of interest will be Minuted.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting, unless they have received a dispensation.

4 Minutes

To approve the Minutes of 5th February 2024

5 Chairman's Announcements

There are no planned announcements at the time of writing this report.

6 Correspondence List

To note the Correspondence list.

7 Accounts & Financial Matters

Financial information is included in the meeting pack, with reconciled figures to end of February 2024.

Councillors are asked to NOTE this information.

Non-domestic rates

The Council was notified in April 2023 that it was being charged rates for the Council offices the rateable value is now over the threshold. The bill for 2023/2024 is £600, which includes allowances for Small Business Relief, and a 50% transitional allowance, this being the first bill.

This is shown as expenditure against 4910, for which there is zero budget. The bill for 2024/2025 is likely to be around £1200; again no provision has been made in the budget

Councillors are asked to NOTE this information.

Fun fair on Crawley Down Green

The Amenities and Assets Committee gave permission for a local company to hold a children's fun fair on the Green between 19th and 25th March, with the fair itself to be open 21st to 24th March, from 12 noon to 7pm. Children will pay a flat rate of £15 for a 3½ hour session.

The company agreed to pay a fee to use the land; this Committee needs to decide what to charge.

Having consulted with colleagues, the Clerk suggests a fee of £500 plus a damages deposit for the grass at £250. She suggests that the fee be added to the Crawley Down Working Party budget, for use within the village.

Councillors are asked to consider this fee.

Provision of Tablet and Digital Registration Package for Youth Club

Please see separate report from the Assistant Clerk.

Anticipated expenditure based on recommendation would be £1500 + VAT over three years, so £500 a year for the IPAL app, plus a tablet and case at up to £262.

Councillors are asked to consider this report and the recommendations therein.

Grants

There is currently £360 in the grant budget, not taking into account the £1000 awarded to the Haven Centre not yet drawn down. The Haven has agreed that if the grant is not claimed before the end of the financial year, it will reapply in 2024/2025.

Councillors can decide to go over budget, but this should be minuted.

Grant application from Air Ambulance for £350

The application is for £350 to go into general funds; please see separate grant information pack.

Councillors are asked to consider this grant.

8 Projects

It was agreed by the Co-Ordination Group that reporting progress on projects should be an agenda item for the Finance & General Purposes Committee and not Full Council as previously.

The Group is still working on a project management plan, and the definition of a "project" is yet to be defined, and whether the term "initiative" would be more appropriate.

However, CCTV, Bowers Place, Copthorne Recreation Ground and Crawley Down Play area are the main capital projects that the Office is currently working on.

CCTV

The delay has been caused by the requirement from WSCC to have a licence to connect to its street lights. Some progress has been made, as it seems that WSCC thought that WPC wanted to put a CCTV camera on the lighting columns, when in fact we need only power. That is a simpler process, but we do need quotes from UK Power Networks to connect from the CCTV post to the lighting column. These are currently being sought.

Councillors are asked to NOTE this information.

Bowers Place

Gill has met with John Hitchcock and reports the following:

Following much discussion with West Sussex County Council (WSCC), we have now received confirmation that we can proceed with our plans to introduce new parking spaces at Bowers Place, with some amendments. The final issue we were waiting for a decision on was whether we needed to have a kerb in the root zone, having been told we needed one but with solutions previously suggested being rejected. WSCC have now given their agreement to have no kerb

in the root zone, which is in keeping with what is there now. We have now arranged for further drawings to be completed to support a revised planning application and a Section 278 Agreement (the legal agreement required with WSCC to make changes to the public highway). A further tender exercise will also be required due to the delays, however it is intended that this work will run in parallel with the planning permission application. It is anticipated that site works could commence as early as May 2024, with all works completed by the end of June 2024.

The Clerk comments that we need to allow 6 weeks for planning permission, and 4 to 6 weeks for a tender, so it would be around 12 weeks from lodging a planning application. The successful contractor would need to schedule in the works, avoiding events on the Green such as the Gig on the Green.

The £50K public works loan must be drawn down before October; however, given the above timetable, that should be ok.

Councillors are asked to NOTE this information.

Migration to Cloud Based Storage

The engineer is to be in the office on Tuesday, 19th March to start the file transfer process. It is likely that the office will be "off-line" for part of the day; the Clerk will clarify once she knows more.

The server will run in parallel to cloud storage to at least the end of March, as we need to ensure that Sage Payroll end of year is completed. From 1st April, payroll will be outsourced.

Transfer of the Rialtas accounts package is imminent, and may have been actioned by the time of this meeting.

Councillors are asked to NOTE this information.

Copthorne Recreation Ground

The final reports requested by MSDC Planning are imminent; hopefully planning permission will follow thereafter.

£164,300 has been secured for the MUGA via s106 monies. The bid for £50,000 via the Suez fund, applied for by our grants facilitator was not successful, reasons are not given.

We are yet to hear on the Community Initiative Funding for the play area.

Councillors are asked to NOTE this information.

Crawley Down Play Area

As agreed at the last meeting, Michael Carter has been appointed to assist in the design and tendering process for the replacement play area.

The Playground design competition was very successful with 82 valid entries received. The judging panel of Cllr Cruickshank, Frances Lancaster and Drew took two hours to consider them all and to agree the first, second and third places. The prizes of £30 voucher for first, £20 for second and £10 for third places will be presented at a Crawley Down Youth Club session on Monday, 11th March by Vice Chairman Cllr Scott (Chairman Cllr Dorey being unavailable)

There was a clear "steer" from all of the entries of what would be popular choices, such as zip wires, trampolines and tree houses, as well as the usual swings and slides. These can be used to provide a brief for the tendering process.

Councillors are asked to NOTE this information.

9 Council Premises and Land

Use of Burleigh Way car park for CDRA Easter Egg Hunt on 29th March 2024

Whilst it was agreed that permission to use Council land was now the responsibility of the Amenities & Assets Committee, the CDRA emailed in January for permission to use the car park, but this was not received for some reason.

The CDRA wishes to close off the car park as it did last year, which it will manage.

Councillors are asked to give permission for this event.

10 Matters for Consideration submitted by the Village Working Parties

To receive any matters.

11 Consideration of items for discussion by the Village Working Parties

Councillors are asked to consider matters to put to the two Village Working Parties.

12 Date of the next Meeting: Monday, 8th April 2024

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 29/02/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control Account	2,483	
200	Barclays - Current A/C 9630	22,703	
210	Barclays - Business A/C 4225	120,439	
230	Nat West - Current A/C 5083	156,006	
235	CCLA-HSBC- Public Sector Dep.F	85,000	
Total Current Assets			386,632
<u>Current Liabilities</u>			
510	Accruals	30,411	
516	Tax/NI Control	(4,539)	
517	Pensions Control	693	
Total Current Liabilities			26,564
Net Current Assets			360,067
Total Assets less Current Liabilities			360,067
<u>Represented by :-</u>			
300	Current Year Fund	20,636	
310	General Reserves	161,699	
320	EMR N/Hood Plans	10,000	
325	EMR Election Costs	8,000	
345	EMR Vision (CCTV,parking,+othe	123,010	
355	EMR Lashmere Refurbishment	5,000	
375	EMR Copthorne Environment	8,856	
376	EMR Crawley Down Environment	11,490	
395	EMR Donation Refurb.Copth.Play	9,915	
396	EMR Donation Copth.Youth Group	1,462	
Total Equity			360,067

List of Payments made between 01/02/2024 and 29/02/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2024	Amazon	DC	45.95		Notice boards
06/02/2024	Glasdon UK Ltd	BACS	-431.33		Inv 878477 REFUND
07/02/2024	Focus IT services	BACS	869.23		Line rental-Feb 24
07/02/2024	Clerk	BACS	114.30		Travel expenses-Jan/Feb 24
07/02/2024	Streetworks	BACS	115.50		Column 10 maintenance
07/02/2024	Streetworks	BACS	72.30		Column 8 repair-Jan 24
07/02/2024	Dynamic	BACS	31.79		Paper-Jan 24
07/02/2024	Mulberry & Co	BACS	2,260.20		Locum services-Jan 24
07/02/2024	Vision ICT	BACS	30.00		Training-Jan 24
07/02/2024	Council HR and Governance Supp	BACS	400.00		HR advice-Dec 23
07/02/2024	Copthorne Parish Hub	BACS	120.00		Venue hire-Feb 24
07/02/2024	CDCCA	BACS	108.00		Hall hire-Jan 24
07/02/2024	Copthorne Magazine	BACS	180.00		Advertising-Feb/Mar 24
07/02/2024	KCC Trading Group	BACS	82.96		Copier lease-Jan 24
07/02/2024	Copthorne Christmas Float	BACS	450.00		Grant-Feb 24
07/02/2024	1st T.Hill & Crawley Down Scou	BACS	750.00		Grant-Feb 24
07/02/2024	Make Me Something Special	DC	1,177.99		Coronation bench-Feb 24
08/02/2024	Tesco	DD	18.99		Mobile-Jan 24
14/02/2024	PPL PRS	BACS	271.36		Music licence-Feb 24
14/02/2024	CSCA	BACS	197.50		Venue hire-Jan 24
14/02/2024	CDG - Crawley Down Group	BACS	127.57		Fuel-Jan 24
14/02/2024	HMRC	BACS	6,661.79		PAYE Dec conts
20/02/2024	WSPF(West Sussex Pension	BACS	1,566.06		Pension conts-Jan 24
20/02/2024	Amazon	DC	7.50		Clipboard-Feb 24
20/02/2024	Amazon	DC	16.47		Bin bag holder
21/02/2024	Focus IT services	BACS	857.63		Calls to 31/01/24
21/02/2024	West Sussex ALC Ltd	BACS	365.00		CILCA - Hannah Smith
21/02/2024	Mulberry & Co	BACS	54.00		Prep for AGAR
21/02/2024	Expenses	BACS	162.68		Staff Expenses Pizza Event
21/02/2024	ART SMART	BACS	182.39		ART SMART CLASS
28/02/2024	Various	BACS	10,073.31		M11 salaries
28/02/2024	WSPF(West Sussex Pension	BACS	1,566.06		Pension conts-Feb 24
28/02/2024	Mid Sussex District Council	BACS	5,475.60		Dog bins-23/24
28/02/2024	Streetworks	BACS	535.50		Light repairs Feb 24
28/02/2024	Wicksteed Leisure Ltd	BACS	475.20		Play area inspection-Feb 24
28/02/2024	General Assistance-Warranty re	BACS	150.00		Vehicle warranties-Feb 24
29/02/2024	Nat West	BANK	17.15		Bank charges-Jan 24
Total Payments			35,158.65		

Barclays - Current A/C - 9630

Cash Received between 01/02/2024 and 29/02/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
12/02/2024	Allotment Rents	BACS	Plot 21 allotment rent	80.92
01/02/2024	Copthorne Sports Comm.Assoc.	BACS	CSCA-Pavilion Rent	392.88
21/02/2024	Plot 78		Allotment rent	0.96
05/02/2024	South Room - Hire Receipts	BACS	South Room Hire-nov-jan	131.00
06/02/2024	South Room - Hire Receipts	BACS	622 St Johns	29.50
06/02/2024	South Room - Hire Receipts	BACS	N Keogh Feb-Mar	196.80
06/02/2024	South Room - Hire Receipts	BACS	612 N Keogh	7.50
16/02/2024	South Room - Hire Receipts	CHQ	614 619 624 Art Class	206.40
21/02/2024	South Room - Hire Receipts		Inv594/605-Feb 24	315.00
29/02/2024	South Room - Hire Receipts		Inv 623/617/613-South Room	145.00
			Total Receipts	<u>1,505.96</u>

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration								
1076 Precept	0	350,000	350,000	0			100.0%	
1090 Interest Received	0	4,408	2,000	(2,408)			220.4%	
1906 Receipts-Chairman's Dinner	0	324	0	(324)			0.0%	
1909 Misc. Income	0	67	0	(67)			0.0%	
General Administration :- Income	0	354,798	352,000	(2,798)			100.8%	0
4000 Clerk, Assistant & RFO	8,594	99,017	130,000	30,983		30,983	76.2%	
4002 Locum fees	1,884	2,479	0	(2,479)		(2,479)	0.0%	
4005 Groundspersons	2,842	76,915	57,000	(19,915)		(19,915)	134.9%	
4010 Youth Clubs - Admin	2,963	18,521	0	(18,521)		(18,521)	0.0%	
4020 Grants Given	1,200	7,640	8,000	360		360	95.5%	
4021 Churchyard Maint.Copthorne	0	0	1,000	1,000		1,000	0.0%	
4025 Office Suppl, eg-paper/photocop	96	1,503	1,500	(3)		(3)	100.2%	
4026 Bank Charges	17	189	200	11		11	94.5%	
4030 Postage	0	12	50	38		38	23.1%	
4035 Utilities-Electric/Gas	0	457	900	443		443	50.8%	
4036 Telephone	734	1,319	240	(1,079)		(1,079)	549.6%	
4037 IT Support incl.anti-virus etc	724	6,918	6,700	(218)		(218)	103.3%	
4040 Chairman's Allowance	0	508	1,000	492		492	50.8%	
4041 Councillors Allow.-Gross	0	2,525	8,500	5,975		5,975	29.7%	
4045 Travelling	114	176	500	324		324	35.3%	
4050 Office Exps.eg.Clean,	0	1,155	1,500	345		345	77.0%	
4051 Website costs	0	566	1,500	934		934	37.7%	
4052 S/Ware supp.upds.RBS & Payroll	0	748	1,500	752		752	49.9%	
4056 Member Training	0	939	1,000	61		61	93.9%	
4057 HR Support	400	1,850	1,450	(400)		(400)	127.6%	
4058 Staff Training	435	665	200	(465)		(465)	332.5%	
4060 Publicity	0	1,345	1,200	(145)		(145)	112.1%	
4065 Audit Fees	0	1,414	1,500	87		87	94.2%	
4066 Legal Fees	0	1,475	6,000	4,525		4,525	24.6%	
4070 Insurances	0	6,384	5,500	(884)		(884)	116.1%	
4075 Hire of Halls	0	216	350	134		134	61.8%	
4080 Meeting. Conferences, etc.	0	500	1,000	500		500	50.0%	
4090 Election Expenses	0	0	9,000	9,000		9,000	0.0%	
4095 Subscriptions / Memberships	0	553	875	322		322	63.2%	
4100 West Sussex ALC & NALC	0	2,417	2,420	3		3	99.9%	
4110 Fuel	106	2,864	3,600	736		736	79.6%	
4115 Motor Repairs & Expenses	150	2,790	2,000	(790)		(790)	139.5%	
4120 Equipment & Supplies	0	0	500	500		500	0.0%	
4150 Capital Purchases	0	6,156	10,000	3,845		3,845	61.6%	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4151 Capital Purch.Devices	0	302	0	(302)		(302)	0.0%	
4152 Vision	0	990	0	(990)		(990)	0.0%	990
4200 Maintenance-various n/codes	396	754	1,000	246		246	75.4%	
4201 Land Management	0	0	11,000	11,000		11,000	0.0%	
4705 Litter & Dog Bin Emptying	(359)	359	0	(359)		(359)	0.0%	
4900 Miscellaneous Expenses	0	918	0	(918)		(918)	0.0%	
4917 Refunds Chef On Farm	0	45	0	(45)		(45)	0.0%	
4925 Drinks Supplies	0	75	0	(75)		(75)	0.0%	
4930 CCTV - Monitoring	0	0	6,000	6,000		6,000	0.0%	
4935 Maint.Burleigh Way Car Park	0	0	1,000	1,000		1,000	0.0%	
4940 Maint. Memorial Car Park C.D	0	0	1,000	1,000		1,000	0.0%	
4945 Replacement of Litter Bins	0	0	800	800		800	0.0%	
4950 Dog Bin Emptying	4,563	4,563	5,000	437		437	91.3%	
4955 Miscellaneous Expenses	0	38	0	(38)		(38)	0.0%	
General Administration :- Indirect Expenditure	24,859	258,259	292,485	34,226	0	34,226	88.3%	990
Net Income over Expenditure	(24,859)	96,539	59,515	(37,024)				
6000 plus Transfer From EMR	0	990						
Movement to/(from) Gen Reserve	(24,859)	97,529						
200 Allotments								
1200 Allotment Rents	82	3,377	3,700	323			91.3%	
1202 Deposits - Allotments	0	(100)	0	100			0.0%	
1203 Allot.Deposit Refunds	0	(100)	0	100			0.0%	
Allotments :- Income	82	3,177	3,700	523			85.9%	0
4200 Maintenance-various n/codes	0	36	800	764		764	4.5%	
4205 Allot. costs incl. .water+misc	58	1,241	300	(941)		(941)	413.8%	
Allotments :- Indirect Expenditure	58	1,277	1,100	(177)	0	(177)	116.1%	0
Net Income over Expenditure	23	1,900	2,600	700				
300 Recreation Grounds								
1300 MSDC Grounds Management	0	298	1,500	1,202			19.9%	
1405 C.D.Cricket Club Lease	0	500	0	(500)			0.0%	
Recreation Grounds :- Income	0	798	1,500	702			53.2%	0
4200 Maintenance-various n/codes	0	2,056	1,000	(1,056)		(1,056)	205.6%	
4210 Recreation Ground Copthorne	0	605	0	(605)		(605)	0.0%	
4300 Lashmere	0	0	6,000	6,000		6,000	0.0%	
Recreation Grounds :- Indirect Expenditure	0	2,661	7,000	4,339	0	4,339	38.0%	0
Net Income over Expenditure	0	(1,863)	(5,500)	(3,637)				

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Copthorne Pavilion								
1400 Pavilion Lease	393	4,322	4,715	393			91.7%	
Copthorne Pavilion :- Income	393	4,322	4,715	393			91.7%	0
4200 Maintenance-various n/codes	0	1,244	1,000	(244)		(244)	124.4%	
4203 Ground Maintenance	0	6,000	6,000	0		0	100.0%	
Copthorne Pavilion :- Indirect Expenditure	0	7,244	7,000	(244)	0	(244)	103.5%	0
Net Income over Expenditure	393	(2,922)	(2,285)	637				
500 Parish Office								
1306 South Room Hire - Receipts	1,031	4,254	7,000	2,746			60.8%	
1308 Deposit-Receipts/refunds Sth R	0	200	0	(200)			0.0%	
Parish Office :- Income	1,031	4,454	7,000	2,546			63.6%	0
4077 Rent South Room- 1st Floor	0	8,679	7,500	(1,179)		(1,179)	115.7%	
4078 Meeting Room Hire Costs	0	50	0	(50)		(50)	0.0%	
4200 Maintenance-various n/codes	0	2,776	3,000	224		224	92.5%	
4306 Loan Repaym.New Parish Office	0	9,726	9,726	(0)		(0)	100.0%	
4307 Marketing - South Room	180	360	0	(360)		(360)	0.0%	
4910 Rates	0	464	0	(464)		(464)	0.0%	
Parish Office :- Indirect Expenditure	180	22,055	20,226	(1,829)	0	(1,829)	109.0%	0
Net Income over Expenditure	851	(17,601)	(13,226)	4,375				
600 Electricity-EDF								
4600 Energy - Street Lights	0	16,104	35,000	18,896		18,896	46.0%	
4605 Repairs Street Lights/Lamps/An	603	2,698	18,250	15,552		15,552	14.8%	
4610 Copthorne -Elec. Meter-6765	0	764	0	(764)		(764)	0.0%	
4611 C.Down - Elec. Meter - 6092	0	414	0	(414)		(414)	0.0%	
Electricity-EDF :- Indirect Expenditure	603	19,980	53,250	33,270	0	33,270	37.5%	0
Net Expenditure	(603)	(19,980)	(53,250)	(33,270)				
700 Projects								
1311 Youth Support- Salary	0	154	0	(154)			0.0%	
1900 Misc. Income	0	505	0	(505)			0.0%	
1908 Donations received	0	2,940	0	(2,940)			0.0%	2,940
Projects :- Income	0	3,599	0	(3,599)				2,940
4200 Maintenance-various n/codes	0	138	0	(138)		(138)	0.0%	
4720 N/Hood Plan Crawley Down	0	0	10,000	10,000		10,000	0.0%	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4721 N/H Plan - C.Down - CLT	0	0	10,000	10,000		10,000	0.0%	
4722 N/H Plan C.Down - Project	0	3,059	0	(3,059)		(3,059)	0.0%	
4801 N/Hood Security	0	0	25,000	25,000		25,000	0.0%	
4802 Environmental - Copthorne	0	15,652	10,000	(5,652)		(5,652)	156.5%	
4803 Environmental - Crawley Down	988	9,089	10,000	911		911	90.9%	
4804 Youth Support - Costs	1,055	9,619	40,000	30,381		30,381	24.0%	
4805 Purchases from Donation	0	1,478	0	(1,478)		(1,478)	0.0%	1,478
Projects :- Indirect Expenditure	2,043	39,035	105,000	65,965	0	65,965	37.2%	1,478
Net Income over Expenditure	(2,043)	(35,437)	(105,000)	(69,563)				
6000 plus Transfer From EMR	0	1,478						
6001 less Transfer to EMR	0	2,940						
Movement to/(from) Gen Reserve	(2,043)	(36,898)						
Grand Totals:- Income	1,506	371,147	368,915	(2,232)			100.6%	
Expenditure	27,743	350,511	486,061	135,550	0	135,550	72.1%	
Net Income over Expenditure	(26,237)	20,636	(117,146)	(137,782)				
plus Transfer From EMR	0	2,468						
less Transfer to EMR	0	2,940						
Movement to/(from) Gen Reserve	(26,237)	20,164						

WORTH PARISH COUNCIL

Report to Council

Title: Youth Club Booking and Management System

Meeting: Finance and General Purposes Meeting

Date: Monday 8th March

Agenda Item: 7

Background Youth Club has gone from strength to strength since Sussex Clubs for kids dissolved back in August 2023. Worth Parish Council employed Drew directly and the youth Club was back up and running within a month. After an initial slow start Drew together with Orson have grown the youth club from strength to strength. Copthorne now has 20 attendees each week. After initial issues securing a venue in Crawley Down, we now have a regular slot at the Haven Centre, with attendees now averaging 14 per week. Drew has also recently started his level 3 qualification in Youth Work, which is fully funded through the NatWest Levy Funding scheme. With Stacey's help, a dedicated Youth Facebook and Instagram page was created with a growing number of followers. We have also been approached by East Grinstead Town Council and Mid Sussex to talk about our Youth initiative.

Detail/Current Situation- Registers and registration forms are completed by hand on paper, information from the registration forms is then manually entered onto a database in our shared drive.

When hosting youth events, registrations forms are sent to parents via email and returned in various formats and a register is then compiled manually and printed for Drew to take on the day. Drew cannot access our shared drive so will carry paper registration forms in a folder in case of needing to contact a parent in an emergency. We are currently inefficient with multiple handling of data and using lots of paper.

Communicating events with parents has always been difficult to manage, some parents don't use social media and access to the school's parent mail has been sporadic. If we need to contact Youth Club out of office hours, we only have social media to rely on to communicate messages.

Officer hours used to organise the paperwork, emailing and compiling registers for the Pizza and Art class totalled 6 hours. With multiple events being planned for all school breaks, it would save valuable officer time if a booking system was in place.

Summary/Proposal- By going digital and using one of the following software packages we can achieve the following.

Activity bookings.

Registers.

Sending of Invites to upcoming events.

Customised Registration forms.

Instant messaging, individual or group.

Instant access to emergency contact information

Complete surveys.

Analytical data.
Individual booking links to various events.

By having a digital system in place, it will be efficient and professional. Parents can download the app or log into the website, they can book their children into youth clubs or holiday activities and fill out registration forms all online. Invites can be sent direct to parents for future activities.

It also brings down our carbon footprint which is in line with our environmental policy.

These are three proposed Software packages available.
Upshot was previously used by Drew when working at Sussex Clubs.

Provider	Monthly Cost	Annual Fee	Set Up Fee	Additional user Fee
Class for Kids	£34.99	£0	£0	£0
IPAL		£625 +vat Commit to 3 years 20% discount £1500 +vat. These can both be paid in 12 monthly instalments.	£0	£0
Upshot	-	£1100 Licence Fee	£545 per day	£0

Class for Kids and IPAL booking website can be bespoke and we can use our own logo. Social media platforms can have a simple click now button which will direct parents straight to site.

IPAL also offers accident and incident reporting pages as well as an opportunity to send pictures taken from events direct to parents as well as the option to share on an internal gallery and shared onto social media.

My recommendation would be the IPAL system as this offers additional beneficial reporting and photographic features. Upshot does offer all the additional features but the price and the setup fee are substantially more compared to the others on offer.

Three quotes for tablets and a shock proof case.

Tablet	Price	Shockproof case	Total
Galaxy Samsung A9 plus 11" 64GB	£239 Argos	£22.99 Amazon	£261.99
Lenovo M10 plus 10.6" 128GB	£129 Curry's	£29.99 Amazon	£158.99
Acer Actab1024 10.1" 32GB	£129 Curry's	£12.99 eBay	£141.99

Lead Officer

Hannah Smith Assistant Clerk