

WORTH PARISH COUNCIL

**Finance & General Purposes
Committee Meeting**

8th April 2024

WORTH Parish Council

Clerk to the Council
Jennifer Nagy

Council Offices

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Issued: 2nd April 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, 8th April 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 Finance & General Purposes Committee meeting held on Monday, 4th March 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
 - Grant application from St John's Church for £473.20 to support the Bereavement Group
 - Grant application from the Air Ambulance for £350 for general funds.
 - Agreement of future maintenance contract for CCTV equipment at £2,880 pa.
 - Conversion of SID camera to solar power, at a cost of £746.65 + VAT
 - Purchase of branded promotional materials for village events
8. **Section 106 Monies** - to receive an update on available funds and the status of current agreements.

9. **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

10. **Council Premises and Land** – to discuss and comment upon matters relating to Council-owned, leased or managed land and buildings, requiring authorisation of expenditure.

11. **Matters for Consideration submitted by the Village Working Parties** - to note activities to date, and to receive any recommendations.

12. **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.

13. **Personnel*** - to receive a report from the HR Committee and to note its contents

14. **Date of the next meeting:** Monday, 13th May 2024

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

***The press and public may be excluded from this item in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1 due to the confidential nature of the matter to be discussed.**

Worth Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on March 4th 2024 commencing at 7.30pm

| | | |
|-----------------|--------------------------|---------------------------|
| Present: | Cllr Phillips (Chairman) | Cllr King (Vice Chairman) |
| | Cllr Bingle | Cllr Casella |
| | Cllr Hodsdon | Cllr King |
| | Cllr Kipps | Cllr Stewart |
| | Cllr Wilson | |
| | Mrs J. Nagy (Clerk) | No members of the public |

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

113 Public Question Time

No member of the public was present at the meeting.

114 Apologies

Apologies were noted and accepted from Cllrs Pointer, Scott and Williams

115 Declarations of Interest

There were no Declarations at this point of the meeting.

116 Minutes

It was AGREED by all present that the Minutes of the General Purposes & Finance Committee meeting held on 5th February 2024 were a true and correct record.

117 Chairman's Announcements

The Chairman had no announcements.

118 Correspondence List

The Correspondence List was NOTED.

119 Accounts and Financial Matters

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

Councillors NOTED this information.

Non-domestic rates

The Clerk referred to her report in relation to the current rates bill for 2023/2024 of £600, and anticipated rates bill for 2024/2025 of around £1200, which is unbudgeted expense.

Councillors NOTED that they had not been previously advised of requirement to commence paying rates, and NOTED the predicted unbudgeted expenditure.

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.

It was AGREED by all a fee of £500 would be charged plus a damages deposit for the grass at £250; the fee will be added to the Crawley Down Working Party budget, for use within the village.

Provision of Tablet and Digital Registration Package for Youth Club

The Clerk referred report from the Assistant Clerk.

It was AGREED by all present to purchase a Lenovo M10 tablet, plus case, at a cost of £158.59 + VAT, and the IPAL software package at £1500 + VAT for a three year contract.

Grants

It was noted that 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.

Grant application from Air Ambulance for £350

The application is for £350 to go into general funds.

It was noted that there was no representative from the Air Ambulance at the meeting, which is contrary to the Grants Policy.

After discussion, it was AGREED to defer consideration of the grant to the next meeting, which will be into the next financial year. The Clerk will invite a representative.

120 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 only power is needed. That is a simpler process, but quotes are needed from UK Power Networks to connect from the CCTV post to the lighting column. These are currently being sought.

Councillors NOTED this information.

The Clerk was asked to check where the police will be monitoring the cameras, as a recent article had suggested that this is to revert back to local police stations.

Bowers Place

The report from the Assistant Clerk (Projects) was noted.

Once revised plans are drawn up, planning permission can be sought again, followed by a new tender.

It is hoped that site works could commence as early as May 2024, with all works completed by the of June 2024.

It was noted that £50K public works loan must be drawn down before October.

Councillors NOTED this information.

Migration to Cloud Based Storage

File transfer is to commence on Tuesday, 19th March; it is likely that the office will be "off-line" for part of the day.

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 has been actioned.

Councillors NOTED 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 were not given.

The Clerk is yet to hear on the Community Initiative Funding for the play area.

Councillors NOTED this information.

A short discussion took place on s106 monies; it was agreed to have this as an agenda item on future Finance & General Purposes Committee agendas.

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)

A display of some of the entries is being put up at the Haven Centre on 8th March.

Information from all the entries will be considered when preparing the specification for the tender.

Councillors NOTED this information.

121 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 Burleigh Way car park as it did last year, which it will manage.

It was AGREED by all present to give permission for the event to go ahead on Council Land; the Clerk will ensure that all insurance, risk assessments etc are in place.

122 Matters for Consideration submitted by the Village Working Parties

There were none.

123 Consideration of items for discussion by the Village Working Parties

There were no items submitted.

124 Date of the next meeting

Monday, 8th April 2024

Meeting closed at 8.01pm.

Chairman: _____

Date: _____

Clerk's Report

**Meeting of the Finance & General Purposes Committee to be held on
Monday, 8th April 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

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 4th March 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 date.

Councillors are asked to NOTE this information.

Grants

Grant application from St John's Church for £473.20

This application is for £473.20 for the Council to pay for hall hire of the South Room to support the Bereavement Group; please see separate grant information pack.

Grant application from Air Ambulance for £350

This application was deferred from the last meeting, as no representative was able to attend the meeting.

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

Councillors are asked to consider these grants.

Agreement of future maintenance contract for CCTV equipment

The Assistant Clerk for Projects is in dialogue with the contractor and it is advised that a maintenance contract is added to the main contract at a cost of £2,880 per year

Councillors are asked to agree this addition.

Conversion of SID camera to solar power

The current batteries are not retaining their charge, so it was suggested that the camera be converted to solar power, the alternative being to purchase a new camera. The CD Working Party has advised the preferred option would be to convert the camera, at a cost of £746.65 + VAT.

Councillors are asked to agree this expenditure

Purchase of branded promotional materials for village events

As part of its ongoing engagement strategy, the Comms Officer has designed a "What we do" diagram (included in this meeting pack). There is already table of different council roles, also included.

It has been suggested that these be reproduced on promotional materials to be handed out at community events such as the Carnival and Fayre.

The cost of these is as follows:

50x mouse mats with What We Do Poster @ £5 each = £250
30 x mugs @ £3 each = £90
Roller banner £69.99
TOTAL = £409.99

Option 2

30x mouse mats @ £5 each = £150
30 x mugs @ £3 each = £90
Roller Banner = £69.99
TOTAL = £309.99

Councillors are asked to consider this proposal.

8 Section 106 Monies

It was requested that this item be on future agendas. However, the Clerk has not had the opportunity to work on an update.

9 Projects

CCTV

West Sussex County Council have now confirmed that we are unable to connect our CCTV columns to their streetlights, which had been thought possible for Burleigh Way and Copthorne Recreation Ground locations. We are liaising with our CCTV provider to obtain quotes to connect to UKPN directly for these and to switch the connection at Copthorne Village Green from the existing Worth Parish Council Streetlight to a new CCTV column with lighting spigot.

In relation to the fourth location, on Crawley Down Green, it is noted that the CCTV providers are recommending an installation to attach to the electricity box. A previously obtained Arboriculturist report has been shared with the CCTV provider to determine whether it is possible to connect to the electricity box from the proposed location on the green, bearing in mind the tree root zones.

Once connectivity issues have been resolved, we will be signing Wayleaves Agreements for Chroma Vision to work on our land and service and maintain the CCTV once in place. We also need to finalise an agreement with Sussex Police for the cameras to be monitored by them.

Councillors are asked to NOTE this information.

Bowers Place

Having received final confirmation from West Sussex County Council (WSCC) that we can proceed with our plans to introduce new parking spaces at Bowers Place, with some amendments, we have now obtained the revised drawings required for the simplified scheme.

These have been sent to the WSCC S278 Engineer for comment prior to applying for revised planning permission; and to the Arboriculturist for an updated impact assessment, method statement and tree protection plan.

The next steps will be to go out to tender, which we can do alongside submitting our revised planning application. We will then need the Section 278 Agreement to be finalised and dates to be confirmed for works with the Preferred Supplier, being mindful of dates for events such as Gig on the Green.

The Public Works Loan is due to be drawn down by October 2024 and it is currently anticipated that this will be achievable.

Councillors are asked to NOTE this information.

Migration to Cloud Based Storage

All files and documents have now been transferred and the office is now working with Sharepoint.

Councillors are asked to NOTE this information.

Copthorne Recreation Ground

In reaction to comments about retaining the hedging and trees on Copthorne Bank, a row of car parking spaces has been removed, necessitating redrawing the master plan for the site.

This work was given to Paul Budgen, who subsequently identified other issues, such as the measurements for the visibility splay, which necessitated a revised topographical survey at a cost of £995 + VAT

The subsequent invoice from Paul Budgen was £2432.50 which will be coded to Copthorne WP budget.

The Clerk is consulting with Surrey Hills Solicitors to check that there are no issues with having a car park on what is currently recreational land

Councillors are asked to NOTE this information.

Crawley Down Play Area

We had a fantastic response to our Playground Competition with 82 entries received in total. Our 3 prize winners received their prizes from Councillor Kerry Scott on Monday 11th March. The winning designs and feedback from the entrants have now been shared with Michael Carter, who has been appointed as Playground Consultant for this project. His initial job will be to support us in the tendering exercise for the playground design and equipment.

We are currently in the process of arranging a site visit with Michael and key stakeholders to take place in April so that he can see the space and understand our requirements and any

possible impacts. We have been advised that planning permission will be required to extend the play area southwards.

Councillors are asked to NOTE this information.

10 Council Premises and Land

Nothing to report

11 Matters for Consideration submitted by the Village Working Parties

To receive any matters.

12 Consideration of items for discussion by the Village Working Parties

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

13 Personnel

Please see separate Confidential Report.

This section of the meeting will be held in **Confidential Session**.

The Clerk has advised that Stacey Westbrook has resigned from her position as Comms & IT Administrator, with her last day being 19th April. The vacancy has been circulated on social media, notice boards and the website.

14 Date of the next Meeting: Monday, 13th May 2024

Detailed Income & Expenditure by Budget Heading 26/03/2024

Month No: 12

Cost Centre Report

| | Actual Current | Actual Year To | Current Annual | 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 | 354 | 5,142 | 2,000 | (3,142) | | | 257.1% | |
| 1906 Receipts-Chairman's Dinner | 0 | 324 | 0 | (324) | | | 0.0% | |
| 1909 Misc. Income | 750 | 817 | 0 | (817) | | | 0.0% | |
| General Administration :- Income | 1,104 | 356,283 | 352,000 | (4,283) | | | 101.2% | 0 |
| 4000 Clerk, Assistant & RFO | 9,073 | 108,090 | 130,000 | 21,910 | | 21,910 | 83.1% | |
| 4002 Locum fees | 892 | 3,370 | 0 | (3,370) | | (3,370) | 0.0% | |
| 4005 Groundspersons | 5,466 | 82,381 | 57,000 | (25,381) | | (25,381) | 144.5% | |
| 4010 Youth Clubs - Admin | 2,852 | 21,373 | 0 | (21,373) | | (21,373) | 0.0% | |
| 4020 Grants Given | 0 | 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 | 118 | 1,621 | 1,500 | (121) | | (121) | 108.0% | |
| 4026 Bank Charges | 16 | 205 | 200 | (5) | | (5) | 102.5% | |
| 4030 Postage | 0 | 12 | 50 | 38 | | 38 | 23.1% | |
| 4035 Utilities-Electric/Gas | 0 | 457 | 900 | 443 | | 443 | 50.8% | |
| 4036 Telephone | 74 | 1,449 | 240 | (1,209) | | (1,209) | 603.7% | |
| 4037 IT Support incl.anti-virus etc | 0 | 6,918 | 6,700 | (218) | | (218) | 103.3% | |
| 4040 Chairman's Allowance | 0 | 508 | 1,000 | 492 | | 492 | 50.8% | |
| 4041 Councillors Allow.-Gross | 875 | 3,400 | 8,500 | 5,100 | | 5,100 | 40.0% | |
| 4045 Travelling | 0 | 176 | 500 | 324 | | 324 | 35.3% | |
| 4050 Office Exps. eg.Clean, | 326 | 1,481 | 1,500 | 19 | | 19 | 98.7% | |
| 4051 Website costs | 0 | 566 | 1,500 | 934 | | 934 | 37.7% | |
| 4052 S/Ware supp.upds.RBS & Payroll | 25 | 773 | 1,500 | 727 | | 727 | 51.5% | |
| 4056 Member Training | 0 | 939 | 1,000 | 61 | | 61 | 93.9% | |
| 4057 HR Support | 0 | 1,850 | 1,450 | (400) | | (400) | 127.6% | |
| 4058 Staff Training | 0 | 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 | 465 | 1,940 | 6,000 | 4,060 | | 4,060 | 32.3% | |
| 4070 Insurances | 0 | 6,384 | 5,500 | (884) | | (884) | 116.1% | |
| 4075 Hire of Halls | 19 | 235 | 350 | 115 | | 115 | 67.1% | |
| 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 | 204 | 3,069 | 3,600 | 531 | | 531 | 85.2% | |
| 4115 Motor Repairs & Expenses | 852 | 3,642 | 2,000 | (1,642) | | (1,642) | 182.1% | |
| 4120 Equipment & Supplies | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4150 Capital Purchases | 0 | 6,156 | 10,000 | 3,845 | | 3,845 | 61.6% | |
| 4151 Capital Purch.Devices | 0 | 302 | 0 | (302) | | (302) | 0.0% | |

Detailed Income & Expenditure by Budget Heading 26/03/2024

Month No: 12

Cost Centre Report

| | Actual Current | Actual Year To | Current Annual | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-------------------|-------------------|-------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4152 Vision | 744 | 1,734 | 0 | (1,734) | | (1,734) | 0.0% | 1,734 |
| 4200 Maintenance-various n/codes | 136 | 890 | 1,000 | 110 | | 110 | 89.0% | |
| 4201 Land Management | 0 | 0 | 11,000 | 11,000 | | 11,000 | 0.0% | |
| 4705 Litter & Dog Bin Emptying | 0 | 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 | 0 | 4,563 | 5,000 | 437 | | 437 | 91.3% | |
| 4955 Miscellaneous Expenses | 0 | 38 | 0 | (38) | | (38) | 0.0% | |
| General Administration :- Indirect Expenditure | 22,137 | 280,452 | 292,485 | 12,033 | 0 | 12,033 | 95.9% | 1,734 |
| Net Income over Expenditure | (21,033) | 75,831 | 59,515 | (16,316) | | | | |
| 6000 plus Transfer From EMR | 744 | 1,734 | | | | | | |
| Movement to/(from) Gen Reserve | (20,289) | 77,565 | | | | | | |
| <u>200 Allotments</u> | | | | | | | | |
| 1200 Allotment Rents | 56 | 3,433 | 3,700 | 267 | | | 92.8% | |
| 1202 Deposits - Allotments | 0 | (100) | 0 | 100 | | | 0.0% | |
| 1203 Allot.Deposit Refunds | 0 | (100) | 0 | 100 | | | 0.0% | |
| Allotments :- Income | 56 | 3,233 | 3,700 | 467 | | | 87.4% | 0 |
| 4200 Maintenance-various n/codes | 0 | 36 | 800 | 764 | | 764 | 4.5% | |
| 4205 Allot. costs incl. .water+misc | 0 | 1,241 | 300 | (941) | | (941) | 413.8% | |
| Allotments :- Indirect Expenditure | 0 | 1,277 | 1,100 | (177) | 0 | (177) | 116.1% | 0 |
| Net Income over Expenditure | 56 | 1,955 | 2,600 | 645 | | | | |
| <u>300 Recreation Grounds</u> | | | | | | | | |
| 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 26/03/2024

Month No: 12

Cost Centre Report

| | Actual Current | Actual Year To | Current Annual | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-------------------|-------------------|-------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 400 Copthorne Pavilion | | | | | | | | |
| 1400 Pavilion Lease | 393 | 4,715 | 4,715 | 0 | | | 100.0% | |
| Copthorne Pavilion :- Income | 393 | 4,715 | 4,715 | 0 | | | 100.0% | 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 | (2,529) | (2,285) | 244 | | | | |
| 500 Parish Office | | | | | | | | |
| 1306 South Room Hire - Receipts | 126 | 4,557 | 7,000 | 2,443 | | | 65.1% | |
| 1308 Deposit-Receipts/refunds Sth R | (100) | 100 | 0 | (100) | | | 0.0% | |
| Parish Office :- Income | 26 | 4,657 | 7,000 | 2,343 | | | 66.5% | 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 | 0 | 360 | 0 | (360) | | (360) | 0.0% | |
| 4910 Rates | 68 | 600 | 0 | (600) | | (600) | 0.0% | |
| Parish Office :- Indirect Expenditure | 68 | 22,191 | 20,226 | (1,965) | 0 | (1,965) | 109.7% | 0 |
| Net Income over Expenditure | (42) | (17,534) | (13,226) | 4,308 | | | | |
| 600 Electricity-EDF | | | | | | | | |
| 4600 Energy - Street Lights | 6,135 | 22,239 | 35,000 | 12,761 | | 12,761 | 63.5% | |
| 4605 Repairs Street Lights/Lamps/An | 448 | 3,146 | 18,250 | 15,104 | | 15,104 | 17.2% | |
| 4610 Copthorne -Elec. Meter-6765 | 0 | 764 | 0 | (764) | | (764) | 0.0% | |
| 4611 C.Down - Elec. Meter - 6092 | 0 | 439 | 0 | (439) | | (439) | 0.0% | |
| Electricity-EDF :- Indirect Expenditure | 6,583 | 26,588 | 53,250 | 26,662 | 0 | 26,662 | 49.9% | 0 |
| Net Expenditure | (6,583) | (26,588) | (53,250) | (26,662) | | | | |
| 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 26/03/2024

Month No: 12

Cost Centre Report

| | Actual Current | Actual Year To | Current Annual | 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 | 49,000 | 0 | 25,000 | 25,000 | | 25,000 | 0.0% | |
| 4802 Environmental - Copthorne | 2,445 | 18,097 | 10,000 | (8,097) | | (8,097) | 181.0% | |
| 4803 Environmental - Crawley Down | 80 | 9,229 | 10,000 | 771 | | 771 | 92.3% | |
| 4804 Youth Support - Costs | 624 | 9,568 | 40,000 | 30,432 | | 30,432 | 23.9% | |
| 4805 Purchases from Donation | 0 | 2,153 | 0 | (2,153) | | (2,153) | 0.0% | 2,153 |
| Projects :- Indirect Expenditure | 52,149 | 42,244 | 105,000 | 62,756 | 0 | 62,756 | 40.2% | 2,153 |
| Net Income over Expenditure | (52,149) | (38,645) | (105,000) | (66,355) | | | | |
| 6000 plus Transfer From EMR | 0 | 2,153 | | | | | | |
| 6001 less Transfer to EMR | 0 | 2,940 | | | | | | |
| Movement to/(from) Gen Reserve | (52,149) | (39,432) | | | | | | |
| Grand Totals:- Income | 1,579 | 373,284 | 368,915 | (4,369) | | | 101.2% | |
| Expenditure | 80,937 | 382,658 | 486,061 | 103,403 | 0 | 103,403 | 78.7% | |
| Net Income over Expenditure | (79,358) | (9,373) | (117,146) | (107,773) | | | | |
| plus Transfer From EMR | 744 | 3,887 | | | | | | |
| less Transfer to EMR | 0 | 2,940 | | | | | | |
| Movement to/(from) Gen Reserve | (78,614) | (8,426) | | | | | | |

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 26/03/2024

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|--|------------------------------|---------------|----------------|
| <u>Current Assets</u> | | | |
| 105 | VAT Control Account | 4,099 | |
| 200 | Barclays - Current A/C 9630 | 23,698 | |
| 210 | Barclays - Business A/C 4225 | 120,439 | |
| 230 | Nat West - Current A/C 5083 | 126,743 | |
| 235 | CCLA-HSBC- Public Sector | 85,000 | |
| Total Current Assets | | | 359,980 |
| <u>Current Liabilities</u> | | | |
| 510 | Accruals | 30,411 | |
| 516 | Tax/NI Control | (1,220) | |
| 517 | Pensions Control | 731 | |
| Total Current Liabilities | | | 29,922 |
| Net Current Assets | | | 330,058 |
| Total Assets less Current Liabilities | | | 330,058 |
| <u>Represented by :-</u> | | | |
| 300 | Current Year Fund | (9,373) | |
| 310 | General Reserves | 163,904 | |
| 320 | EMR N/Hood Plans | 10,000 | |
| 325 | EMR Election Costs | 8,000 | |
| 345 | EMR Vision | 122,266 | |
| 355 | EMR Lashmere Refurbishment | 5,000 | |
| 375 | EMR Copthorne Environment | 8,856 | |
| 376 | EMR Crawley Down | 11,490 | |
| 395 | EMR Donation | 9,915 | |
| Total Equity | | | 330,058 |

List of Payments made between 01/03/2024 and 26/03/2024

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 01/03/2024 | Mid Sussex District Council | DD | 68.00 | | NNDR |
| 01/03/2024 | Tesco Mobile | DD | 24.99 | | Tesco Mobile Feb |
| 06/03/2024 | CDCCA | BACS | 40.00 | | CDCCA-Hall hire-Feb 23 |
| 06/03/2024 | CDCCA | BACS | 40.00 | | CDCCA-Hall hire-Feb 24 |
| 06/03/2024 | CDCCA | BACS | 180.00 | | CDCCA-Hall hire youth club-Feb |
| 06/03/2024 | L Bannister | BACS | 720.00 | | Locum services-Feb |
| 06/03/2024 | S Szabo | BACS | 75.00 | | Cleaning services-Feb |
| 06/03/2024 | Mulberry & Co | BACS | 205.80 | | Locum services-Feb |
| 06/03/2024 | Rialtas Business Solutions Ltd | BACS | 30.00 | | RBS accts subs Mar 24 |
| 06/03/2024 | Screwfix | BACS | 141.93 | | Screwfix-Feb |
| 08/03/2024 | Tesco Mobile | DD | 18.99 | | Mobile phone-Feb 24 |
| 08/03/2024 | Tesco Mobile | DD | 18.99 | | Tesco Mobile-March |
| 08/03/2024 | Tesco Mobile | BACS | -18.99 | | Tesco Mobile reversal |
| 13/03/2024 | Street Lights | BACS | 117.30 | | Streetlights-column 2 March |
| 13/03/2024 | Airtech (Service /Maintenance | BACS | 293.87 | | Air con maint 24-25 |
| 13/03/2024 | Surrey Hills | BACS | 558.00 | | Legal advice-general |
| 13/03/2024 | CDG - Crawley Down Group | BACS | 244.90 | | Fuel |
| 13/03/2024 | DVLA | DC | 320.00 | | Vehicle tax GV15 JWO |
| 15/03/2024 | EDF Energy | DD | 7,361.89 | | EDF-streetlight elec Dec-Feb |
| 19/03/2024 | Currys/PC World | DC | 149.00 | | Currys-tablet youth worker |
| 19/03/2024 | Land Registry | DC | 6.00 | | Land Registry-index map search |
| 20/03/2024 | KCS PROFESSIONAL | BACS | 141.64 | | Copier lease |
| 20/03/2024 | Tesco | BACS | 5.99 | | Coffee |
| 20/03/2024 | CSCA | BACS | 180.00 | | Youth club hall hire Feb 24 |
| 20/03/2024 | Glebe Centre | BACS | 18.75 | | Hall hire council meet-Jul 24 |
| 23/03/2024 | EE Ltd | DD | 41.18 | | EE March bill |
| 25/03/2024 | Street Lights | BACS | 420.00 | | Streetlights-column 6 |
| 25/03/2024 | ART SMART | BACS | 140.00 | | Art Smart-bus logo |
| 25/03/2024 | CT Auto Services | BACS | 531.64 | | MOT/repairs GV15 JWO |
| 25/03/2024 | HMRC | BACS | 154.86 | | PAYE/NI Conts M12 |
| 25/03/2024 | WSPF(West Sussex Pension | BACS | 1,601.47 | | WSPF M12 contributions |
| 26/03/2024 | Land Registry | DC | 6.00 | | Land Registry search |

| | |
|-----------------------|------------------|
| Total Payments | 13,837.20 |
|-----------------------|------------------|

26/03/2024

Worth Parish Council Current Year 2023 - 2024

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Barclays - Current A/C - 9630

Cash Received between 01/03/2024 and 26/03/2024

| <u>Date</u> | <u>Cash Received from</u> | <u>Receipt No</u> | <u>Receipt Description</u> | <u>Receipt Total</u> |
|-----------------------|------------------------------|-------------------|-------------------------------|------------------------|
| 25/03/2024 | Allotment Rents | | Plot 21 allotment rent | 55.69 |
| 01/03/2024 | Copthorne Sports Comm.Assoc. | DD | Pavilion rent-CSCA | 392.88 |
| 25/03/2024 | Crawley Down Green | | CD Green hire INV 632 | 750.00 |
| 13/03/2024 | South Room - Hire Deposits | BACS | South Room deposit-J Mitchell | 100.00 |
| 06/03/2024 | South Room - Hire Receipts | BACS | South Room-Inv 628 Feb | 112.00 |
| Total Receipts | | | | <u>1,410.57</u> |

Worth Parish Council: List of correspondence 14 March – 4th April 2024

Via Email

| Date | From | Subject | Action |
|-------------|--------------------------------------|--|---------------|
| 14.03.2024 | NALC | Chief Executive Bulletin | To Note |
| 14.03.2024 | WSCC | The Bulletin | To Note |
| 15.03.2024 | Press at Mid Sussex | Success of play days | To Note |
| 15.03.2024 | Sussex Police and Crime Commissioner | Your Story Matters – a new campaign | To Note |
| 15.03.2024 | WSCC | Update - High Volume of Highway Enquiries - Temporary Extension of Customer Enquiry Response times - 15 March 2024 | To Note |
| 18.03.2024 | WSCC | Mid Sussex District Council releases funds to community projects | To Note |
| 21.03.2024 | Press at Mid Sussex | Planning is approved for Burgess Hill Centre for Outdoor Sport | To Note |
| 22.03.2024 | WSCC | Residents Newsletter | To Note |
| 22.03.2024 | Sussex Police and Crime Commissioner | Continued Success for the Sussex Immediate Justice Taskforce | To Note |
| 25.03.2024 | The Clerk | Community Opportunity Fund | To Note |
| 25.03.2024 | The Clerk | Minutes of 20th March Forum Meeting | To Note |
| 25.03.2024 | Press at Mid Sussex | Mid Sussex District Council celebrates local heroes at Applauds Awards | To Note |
| 25.03.2024 | MSDC | Opportunity Mid Sussex to showcase investment potential in the area. | To Note |
| 27.03.2024 | NALC | NALC Newsletter | To Note |