

WORTH PARISH COUNCIL

**F&GP Committee
Meeting**

13th May 2024

WORTH Parish Council

Clerk to the Council
Jennifer Nagy

Council Offices

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Issued: 7th May 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, 13th May 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, 8th April 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
 - Confirmation that bank reconciliations to date have been countersigned
 - Confirmation of receipt of first tranche of precept
 - To consider quotes to carry out groundworks prior to notice board installation in Crawley Down, and to appoint a contractor
 - To consider quotes to supply notice boards for Crawley Down, and to make a recommendation for the preferred supplier to present to Full Council
 - Grant application from CDRA for Gig on the Green for £750
 - Membership of CAGNE invoice

8. **Internal Auditors' Report** – to receive and formally note the Internal Auditors report, after the audit visit on 3rd May.
9. **Section 106 Monies** - to receive an update on available funds and the status of current agreements.
10. **Projects** – to receive a report on the ongoing viability of CCTV provision and to receive updates on the following projects:
 - Bowers Place Parking
 - IT migration to cloud based storage
 - Copthorne Recreation Ground
 - Crawley Down Play Area
11. **Council Premises and Land** – to discuss and comment upon matters relating to Council-owned, leased or managed land and buildings, requiring authorisation of expenditure, including
 - Valuation of allotment building at £1250 + VAT
12. **Matters for Consideration submitted by the Village Working Parties** - to note activities to date, and to receive any recommendations.
13. **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.
14. **Date of the next meeting:** Monday, 3rd June 2024

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

Clerk's Report

**Meeting of the Finance & General Purposes Committee to be held on
Monday, 13th May 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 Cllr Williams

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 8th April 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 formally AGREE the financial information.

Unity Bank

This account is now open. The Clerk/RFO transferred an initial £10,000; Councillors are asked if more should be transferred.

Bank Reconciliations

It is a requirement that it is Minuted that the bank reconciliations have been signed; this has been done by Cllr Casella.

Receipt of Precept

It is a requirement that it is Minuted that the precept has been received; £210,000 was received on 30th April 2024, this being 50% of the precept.

Groundworks for Notice Board installation in Crawley Down

Quotes have been sought for groundworks in preparation for the installation of new notice boards in Crawley Down village. Several contractors made site visits, but to date only one quote has been received.

The works required are as follows:

- To remove and dispose of existing notice boards
- To reduce the tree stump to the lowest level possible
- Install new boards with posts concreted into the ground at a max depth of 600mm

	Cost ex VAT
Contractor A	£2255.00 for 3 days work
Contractor A	£2800.00 for 4 days work

Councillors are asked to NOTE that the Clerk/RFO has strived to obtain more quotes, and to agree to appoint this contractor.

Supply of Notice Boards

Quotes have been sought for the supply of new notice boards in Crawley Down Village. The expenditure is over the limit that this Committee can authorise; councillors are asked to make a recommendation to Full Council

The requirements are as follows:

- To supply 6 x A1 boards, landscape, each to take 8 x A4 posters
- Of these, two to have lockable glazed doors, four to be open boards
- To supply mounting posts

	Type of Finish	Cost ex VAT
Company 1	Oiled Oak	£6920.00
Company 2	Stained Oak	£7000.00
Company 3	Stained Oak	£7323.00

The Crawley Down Working Party's preferred supplier is Company 1.

Councillors are asked to consider these quotes, to note the Working Party's preference, and to agree a recommendation to be put to Full Council to agree a supplier.

Grant application from CDRA for £750

This application is for £750 to go towards Gig on the Green, to take place in June 2024; please see separate grant information pack.

Councillors are asked to consider this grant.

Membership of CAGNE

Communities Against Gatwick Noise and Emissions (CAGNE) has submitted an Invoice for £10 as a subscription charge for membership of the CAGNE Aviation Town and Parish Council Forum.

The Clerk reminded Councillors about WSALC advice about not subscribing to a lobby group. However, the Forum is a separate entity to the main CAGNE body. Councillors are asked to agree to pay the invoice, but to formally note that it is a member of the Forum in order to obtain information only.

8 Internal Auditors' Report

Following the internal audit taking place on 3rd May, conducted by Mark Mulberry of Mulberry Local Authority Services. At the time of writing this report, the Internal Audit report is imminent but not yet received. Should it not be received by the meeting, this item will have to be deferred. Councillors are/will be asked to formally note this report, which will form part of the Annual Governance & Accountability Return (AGAR) which will be submitted to the external auditors.

As requested, the Clerk asked Mulberry LAS to confirm its independence and received the following reply:

This potential conflict (Andy Beams doing some work for the council and Mark then completing the audit) has been raised at other councils previously and the external auditor (which was PKF in that instance) was satisfied that there was no conflict.

The internal auditor (i.e. the actual person conducting the internal audit) must be competent and independent. I am sure there is no question of Mark's competence, so the only issue is the independence element.

Our audit report will include the statement 'Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.'

This is true for Mark, although would no longer be true for Andy Beams - hence the change to Mark for the year-end audit.

9 Section 106 Monies

MSDC has not yet reconciled available s106 monies (these are usually received in June/July) so the latest data is as from March 2023.

However, updated information has been received for Formal Sports and Playspace allocations, as from March 2024. It should be noted that these have not been formally reconciled, however.

Included in the meeting pack are spreadsheets for both villages, containing information extrapolated from the main MSDC spreadsheet by the Clerk. This gives an indication of what monies are still available and for what purpose.

She has included several "zero" entries; this is to show that there are no monies remaining from those developments, i.e. that they have not just been overlooked. She will remove these from future spreadsheets.

It has been previously confirmed by MSDC that the £39,853.87 specifically allocated to Crawley Down Village Hall can be spent on improvements to the new building and its parking. It is understood that these are not for use towards build costs.

The Clerk tried to arrange a meeting with MSDC Officers to discuss varying the s106 agreements relating to formal sport for Heathy Wood and Holly Farm in Copthorne, to enable it to perhaps fund the new car park. However, MSDC has refused to consider varying the agreements.

10 Projects

CCTV

At the last meeting, Cllr Hodsdon was tasked to review the CCTV project; his report is attached as a separate attachment. Please note the agenda makes reference to reviewing the viability of the project; his report reviews the current project, a wider remit than just the viability.

Bowers Place

Currently awaiting the arboriculturist's report in order to apply for planning permission.

Councillors are asked to NOTE this information.

Migration to Cloud Based Storage

Final issues have been resolved, such as updating laptops; the Clerk considers this project now completed.

Councillors are asked to NOTE this information.

Copthorne Recreation Ground

Planning permission is being awaited. The Clerk has approached Paul Budgen for costs for him to project manage the whole project; these are awaited.

As previously reported, MSDC has refused to discuss diverting some formal sport s106 monies to fund the project.

The Council's solicitor has responded that there is nothing in the deeds for the land that does not allow a car park.

WSCC Highways has raised no objections to the proposals.

Councillors are asked to NOTE this information.

Crawley Down Play Area

The Clerk has contacted Squires Planning who can assist with the planning application, but not with project management. Planning permission is required for change of use of land, if it is decided to enlarge the play area to the south.

Councillors are asked to NOTE this information.

11 Council Premises and Land

Valuation of the Allotment Building

The Clerk has obtained a quote from Bray Estates to value the allotment building, which the Council has now taken back from the Allotment Association.

The allotment building is not on the Council's asset register, nor is it included in the insurance schedule, which should be rectified regardless of occupation.

The cost for a valuation is £1250 + VAT, a reduction from the usual fee of £1650 due to the ongoing business relationship.

Councillors are asked to authorise this expenditure.

12 Matters for Consideration submitted by the Village Working Parties

To receive any matters.

13 Consideration of items for discussion by the Village Working Parties

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

14 Date of the next Meeting: Monday, 3rd June 2024, if agreed at the Annual Council Meeting.

Worth Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on April 8th 2024 commencing at 7.30pm

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

125 Public Question Time

The Chairman welcomed the two representatives from organisations applying for grants.

He invited the representative from St John's Church to address the Committee.

Rev Alex Wheeler advised that a Bereavement Group had been run by the Church monthly in the South Room for some time. The Church is putting on a different group, which will run a six- or seven-week course, supported by videos etc. She will be running this course as a trained counsellor. The course is open to all faiths, in both villages. It is felt that the South Room is a preferred venue, as is a separate environment from the Church building itself. The grant request is to cover the cost of room hire for six sessions, as the seventh session is Christian orientated, so attendance is optional. Local medical centres are signposting people towards the course, as the benefit of meeting with others in the same situation has been proven.

The Chairman thanked Rev Wheeler for her presentation.

He invited the representative from the Air Ambulance to address the Committee.

The Air Ambulance started in Kent in 1989 and covers Sussex and Surrey too. The helicopter can reach anywhere in this area within 23 to 30 minutes. The running costs are £16.8 million, with 88% coming from donations. 10% of costs come from the NHS, who provides doctors and paramedics to staff the helicopters; the remaining 2% comes from investment income.

The Air Ambulance does not replace the ambulance service, but works in conjunction with it. It operates three helicopters; indeed, it has just acquired a new one. It is hoping to raise £1 million by the end of May to fund the outright purchase, rather than leasing it as is the case with the others. This funding opportunity has been open since April 1st, and already has raised £180,000. Donors can get their name on the helicopter.

The Chairman thanked him for his presentation.

126 Apologies

Apologies were noted and accepted from Cllr Pointer

127 Declarations of Interest

Cllr Scott declared a personal interest in the St John's grant application, as he is the Treasurer for the Church. Cllr Hodsdon also declared a personal interest in the St John's grant application, as his wife is a Churchwarden.

128 Minutes

It was AGREED by all present that the Minutes of the Finance and General Purposes Committee held on 4th March were a true and correct record.

129 Chairman's Announcements

The Chairman said that he was not prepared to put the financial information forward for discussion as this was not accurate.

130 Correspondence List

The Correspondence List was NOTED.

131 Accounts and Financial Matters

Financial information

The Clerk asked if any other Councillor had queries on the financial information as submitted in the meeting pack.

The Chairman advised the Clerk that as Chair of the meeting, as previously advised, he refused to allow any discussion on the financial information. He did not give details of his areas of concern.

Grants

Grant application from St John's Church for £473.20

Cllrs Hodsdon and Scott both remained in the room but took no part in discussions.

Cllr Phillips took the Chair for this section of the meeting.

This application is for £473.20 for the Council to pay for hall hire of the South Room to support the Bereavement Group.

Cllr Phillips, as Chairman, proposed the suspension of Standing Orders to allow members of the public to speak; agreed by all present.

Cllr King asked what day the course was to take place; this is yet to be arranged. Cllr Williams suggested that the Church advertises in both village newsletters; this was the intention.

Standing Orders were reinstated.

It was proposed by Cllr Dorey, seconded by Cllr Wilson that the St John's Church Bereavement Group be award a grant of £475.00 (rounded up for ease of accounting) for hall hire costs.

Cllr Scott resumed the Chair.

Grant application from Air Ambulance for £350

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

The Chairman proposed the suspension of Standing Orders to allow members of the public to speak; agreed by all present.

Cllr Phillips asked if the grant was for general funds, or the new helicopter. The representative confirmed it was for general funds; the helicopter was a different issue.

The Chairman suggested that if the Air Ambulance were thinking of applying every year, it could ask for an annual donation. He said that they may be limitations on what they can request, but he check back.

Standing Orders were reinstated.

It was proposed by Cllr Williams, seconded by Cllr Hodsdon and agreed by all present that

the Air Ambulance would be awarded a grant of £350.

Cllr Williams wished her thanks to Air Ambulance for all their service to the community to be Minuted; this was endorsed by all present.

Agreement of future maintenance contract for CCTV equipment

This matter was deferred, as the Chairman thought that a sum of £6000 for maintenance was already included in the budget.

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.

It was proposed by Cllr Hodsdon, seconded by Cllr Kipps that the SID would be converted to solar power, at a cost of £746.65 +VAT.

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.

Councillors considered the options for mouse mats and mugs and would prefer pens and key rings instead. Costs are to be obtained, and passed first to the two Working Parties for consideration.

The banner options were also considered. The Clerk suggests that once a logo is agreed for the Youth Club, a flag-type banner could be considered, to highlight the presence of the youth bus when at outside events for example.

Costs for flag banners are to be sought, and again passed to the two Working Parties for consideration.

132 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.

133 Projects

CCTV

The Clerk's update was NOTED, however, there was concern over how long this project is taking.

The Chairman said that he felt that the project needs reviewing. The Clerk advised that the Projects Assistant Clerk does have a project management plan in place for all projects.

It was agreed that Cllr Hodsdon would carry out a review of the CCTV project and will report back to Council within one month.

Bowers Place

The Clerk's update was NOTED.

Cllr Williams asked when the revised planning application was to be lodged. The Clerk did

not have the exact information to hand, but thought this was imminent.

Migration to Cloud Based Storage

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

Councillors NOTED this information.

Copthorne Recreation Ground

The Clerk's report was NOTED.

The Clerk reported that as previously advised, the bid for funding from the Community Ownership Fund had failed. The Copthorne Working Party is considering whether or not to re-apply.

Crawley Down Play Area

The Clerk's report was NOTED.

Michael Carter, the playground consultant, will be on site on 10th April, together with Cllr Williams and two representatives from the CDRA.

134 Council Premises and Land

Nothing to report

135 Matters for Consideration submitted by the Village Working Parties

Crawley Down Working Party

It was noted that notices and posters are still disappearing from the community boards at the shops.

The Working Party is considering the review of the Neighbourhood Plan.

Copthorne Working Party

Copthorne Working Party has asked the Clerk to invite the local police inspector to a future council meeting.

136 Consideration of items for discussion by the Village Working Parties

There were none.

137 Personnel

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.

Councillors NOTED this information.

At this point the Chairman announced that in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1 the press and public would be excluded during the next item due to the confidential nature of the matter to be discussed, as it relates to named staff members.

The Clerk's report and actions therein were NOTED.

The meeting returned to open session.

138 Date of the next meeting

Monday, 13th May 2024

Meeting closed at _____ pm.

Chairman: _____

Date: _____

Worth Parish Council: List of correspondence 28th March – 9th May 2024

Via Email

Date	From	Subject	Action
28.03.2024	WSCC	The Bulletin	To Note
28.03.2024	NALC	Chief executive Bulletin	To Note
28.03.2024	WSCC	Major Projects Biannual Newsletter	To Note
29.03.2024	The Sussex Police & Crime Commissioner	Visiting our Volunteer Police Cadets	To Note
02.04.2024	NALC	NALC Events	To Note
03.04.2024	Local Government Association	Democracy, civility and voluntary sector bulletin	To Note
03.04.2024	NALC	Newsletter	To Note
04.04.2024	NALC	Chief executive Bulletin	To Note
04.04.2024	WSCC	The Bulletin	To Note
09.04.2024	NALC	NALC Events	To Note
10.04.2024	NALC	NALC Newsletter	To Note
11.04.2024	WSCC	The Bulletin	To Note
11.04.2024	NALC	Chief Executive Bulletin	To Note
12.04.2024	The Sussex Police & Crime Commissioner	Welcoming the Prime Minister to Sussex	To Note
12.04.2024	WSCC	Update - High Volume of Highway Enquiries - Temporary Extension of Customer Enquiry Response times - 12 April 2024	To Note
17.04.2024	NALC	NALC Events	To Note
18.04.2024	NALC	Chief executive Bulletin	To Note
18.04.2024	NALC	NALC Newsletter	To Note
18.04.2024	WSCC	The Bulletin	To Note
18.04.2024	WSCC	Free help to stay safe from online scams, Covid-19 booster jabs, have your say, and more!	To Note
18.04.2024	NALC	NALC Events	To Note
19.04.2024	The Sussex Police & Crime Commissioner	My monthly scrutiny meeting with Sussex Police	To Note
23.04.2024	NALC	NALC Events	To Note
23.04.2024	NI Mail Distribution	Gatwick Airport Northern Runway – Project Update Notification	To Note
25.04.2024	WSCC	The Bulletin member information	To Note

25.04.2024	WSALC	MSALC Meeting 18th April - Draft Minutes	To Note
26.04.2024	WSCC	Highways, Transport and Planning - News and Updates	To Note
26.04.2024	The Sussex Police & Crime Commissioner	Join Forces Against Stalking.	To Note
26.04.2024	WSCC	Highways, Transport and Planning - News and Updates	To Note
30.04.2024	NALC	NALC Events	To Note
01.05.2024	NALC	NALC Newsletter	To Note
01.05.2024	WSCC	The Bulletin	To Note
07.05.2024	Andy Beams	Mulberry Training Programme	To Note
07.05.2024	NALC	NALC Events	To Note
07.05.2024	Modality	Modality Mid Sussex Patient Update - May 2024	To Note
07.05.2024	NI Mail Distribution	Gatwick Airport Northern Runway – Project Update Notification	To Note
08.05.2024	NI Mail Distribution	Gatwick Airport Northern Runway – Project Update Notification	To Note
08.05.2024	NALC	NALC Newsletter	To Note

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre 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	210,000	210,000	420,000	210,000			50.0%	
1090 Interest Received	378	378	5,400	5,022			7.0%	
1909 Misc. Income	10	10	0	(10)			0.0%	
General Administration :- Income	210,388	210,388	425,400	215,012			49.5%	0
4000 Clerk, Assistant & RFO	9,013	9,013	150,000	140,987		140,987	6.0%	
4005 Groundspersons	5,314	5,314	70,000	64,686		64,686	7.6%	
4010 Youth Clubs - Admin	3,302	3,302	20,000	16,698		16,698	16.5%	
4020 Grants Given	0	0	8,000	8,000		8,000	0.0%	
4021 Churchyard Maint.Copthorne	0	0	1,000	1,000		1,000	0.0%	
4025 Office Suppl, eg-paper/photocop	(4)	(4)	1,605	1,609		1,609	(0.2%)	
4026 Bank Charges	0	0	214	214		214	0.0%	
4030 Postage	0	0	54	54		54	0.0%	
4035 Utilities-Electric/Gas	551	551	963	412		412	57.2%	
4036 Telephone	(917)	(917)	257	1,174		1,174	(356.9%)	
4037 IT Support incl.anti-virus etc	(910)	(910)	7,169	8,079		8,079	(12.7%)	
4040 Chairman's Allowance	35	35	1,000	965		965	3.5%	
4041 Councillors Allow.-Gross	0	0	8,500	8,500		8,500	0.0%	
4045 Travelling	0	0	535	535		535	0.0%	
4050 Office Exps.eg.Clean,	0	0	1,605	1,605		1,605	0.0%	
4051 Website costs	0	0	1,605	1,605		1,605	0.0%	
4052 S/Ware supp.upds.RBS & Payroll	0	0	1,605	1,605		1,605	0.0%	
4056 Member Training	0	0	1,500	1,500		1,500	0.0%	
4057 HR Support	0	0	1,450	1,450		1,450	0.0%	
4058 Staff Training	0	0	1,000	1,000		1,000	0.0%	
4060 Publicity	0	0	1,700	1,700		1,700	0.0%	
4065 Audit Fees	0	0	1,500	1,500		1,500	0.0%	
4066 Legal Fees	0	0	4,000	4,000		4,000	0.0%	
4070 Insurances	6,841	6,841	7,500	659		659	91.2%	
4075 Hire of Halls	(19)	(19)	350	369		369	(5.4%)	
4080 Meeting, Conferences, etc.	0	0	1,000	1,000		1,000	0.0%	
4095 Subscriptions / Memberships	687	687	1,100	413		413	62.5%	
4100 West Sussex ALC & NALC	2,456	2,456	2,500	44		44	98.3%	
4110 Fuel	0	0	3,600	3,600		3,600	0.0%	
4115 Motor Repairs & Expenses	69	69	2,000	1,931		1,931	3.5%	
4150 Capital Purchases	0	0	5,000	5,000		5,000	0.0%	
4200 Maintenance-various n/codes	0	0	500	500		500	0.0%	
4201 Land Management	0	0	10,000	10,000		10,000	0.0%	
4700 Code not to be used	0	0	1,000	1,000		1,000	0.0%	
4702 Maint.Memorial Car Park	0	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4705 Litter & Dog Bin Emptying	0	0	5,000	5,000		5,000	0.0%	
4710 Replace Litter / Salt bins	0	0	800	800		800	0.0%	
4807 Bowers Place PWLB repayments	0	0	4,000	4,000		4,000	0.0%	
4907 Drinks Supplies	0	0	100	100		100	0.0%	
4916 CCTV - Monitoring	0	0	6,000	6,000		6,000	0.0%	
General Administration :- Indirect Expenditure	26,420	26,420	336,712	310,292	0	310,292	7.8%	0
Net Income over Expenditure	183,968	183,968	88,688	(95,280)				
200 Allotments								
1200 Allotment Rents	64	64	4,700	4,636			1.4%	
Allotments :- Income	64	64	4,700	4,636			1.4%	0
4200 Maintenance-various n/codes	0	0	300	300		300	0.0%	
4205 Allot. costs incl. .water+misc	(47)	(47)	450	497		497	(10.5%)	
4206 Heathy Wood	0	0	1,000	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	(47)	(47)	1,750	1,797	0	1,797	(2.7%)	0
Net Income over Expenditure	112	112	2,950	2,838				
300 Recreation Grounds								
1300 MSDC Grounds Management	0	0	1,250	1,250			0.0%	
1405 C.D.Cricket Club Lease	0	0	500	500			0.0%	
Recreation Grounds :- Income	0	0	1,750	1,750			0.0%	0
4200 Maintenance-various n/codes	0	0	1,200	1,200		1,200	0.0%	
Recreation Grounds :- Indirect Expenditure	0	0	1,200	1,200	0	1,200	0.0%	0
Net Income over Expenditure	0	0	550	550				
400 Copthorne Pavilion								
1400 Pavilion Lease	403	403	4,833	4,430			8.3%	
Copthorne Pavilion :- Income	403	403	4,833	4,430			8.3%	0
4200 Maintenance-various n/codes	0	0	1,000	1,000		1,000	0.0%	
4203 Ground Maintenance	188	188	6,500	6,312		6,312	2.9%	
4204 Broadband	37	37	0	(37)		(37)	0.0%	
Copthorne Pavilion :- Indirect Expenditure	225	225	7,500	7,275	0	7,275	3.0%	0
Net Income over Expenditure	178	178	(2,667)	(2,845)				

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Parish Office								
1306 South Room Hire - Receipts	41	41	7,500	7,459			0.5%	
Parish Office :- Income	41	41	7,500	7,459			0.5%	0
4077 Rent South Room- 1st Floor	1,875	1,875	7,500	5,625		5,625	25.0%	
4200 Maintenance-various n/codes	655	655	4,000	3,345		3,345	16.4%	
4306 Loan Repaym.New Parish Office	0	0	9,726	9,726		9,726	0.0%	
4910 Rates	1,320	1,320	600	(720)		(720)	220.0%	
Parish Office :- Indirect Expenditure	3,850	3,850	21,826	17,976	0	17,976	17.6%	0
Net Income over Expenditure	(3,809)	(3,809)	(14,326)	(10,517)				
600 Electricity-EDF								
4600 Energy - Street Lights	(2,045)	(2,045)	35,000	37,045		37,045	(5.8%)	
4605 Repairs Street Lights/Lamps/An	151	151	16,000	15,849		15,849	0.9%	
4610 Copthorne -Elec. Meter-6765	(787)	(787)	450	1,237		1,237	(174.9%)	
4611 C.Down - Elec. Meter - 6092	24	24	450	426		426	5.3%	
Electricity-EDF :- Indirect Expenditure	(2,657)	(2,657)	51,900	54,557	0	54,557	(5.1%)	0
Net Expenditure	2,657	2,657	(51,900)	(54,557)				
700 Projects								
1710 S106 Recpt-CD Playground	0	0	100,000	100,000			0.0%	
Projects :- Income	0	0	100,000	100,000			0.0%	0
4720 N/Hood Plan Crawley Down	0	0	10,000	10,000		10,000	0.0%	
4722 N/H Plan C.Down - Project	0	0	20,000	20,000		20,000	0.0%	
4725 N/Hood Plan Copthorne	0	0	2,000	2,000		2,000	0.0%	
4726 N/hood Plan Copthorne Project	0	0	20,000	20,000		20,000	0.0%	
4801 N/Hood Security	0	0	5,000	5,000		5,000	0.0%	
4802 Working Party - Copthorne	1,470	1,470	20,000	18,530		18,530	7.3%	
4803 Working Party - Crawley Down	3,250	3,250	20,000	16,750		16,750	16.3%	
4804 Youth Support - Costs	219	219	0	(219)		(219)	0.0%	
4808 CD Playgorund	0	0	100,000	100,000		100,000	0.0%	
Projects :- Indirect Expenditure	4,939	4,939	197,000	192,061	0	192,061	2.5%	0
Net Income over Expenditure	(4,939)	(4,939)	(97,000)	(92,061)				
Grand Totals:- Income	210,897	210,897	544,183	333,286			38.8%	
Expenditure	32,730	32,730	617,888	585,159	0	585,159	5.3%	
Net Income over Expenditure	178,167	178,167	(73,705)	(251,872)				
Movement to/(from) Gen Reserve	178,167	178,167	(73,705)	(251,872)				

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30/04/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control Account	4,722	
200	Barclays - Current A/C 9630	24,007	
210	Barclays - Business A/C 4225	120,890	
230	Nat West - Current A/C 5083	297,102	
235	CCLA-HSBC- Public Sector Dep.F	85,000	
Total Current Assets			531,721
<u>Current Liabilities</u>			
516	Tax/NI Control	40	
517	Pensions Control	(174)	
Total Current Liabilities			(134)
Net Current Assets			531,855
Total Assets less Current Liabilities			531,855
<u>Represented by :-</u>			
300	Current Year Fund	178,167	
310	General Reserves	147,749	
320	EMR N/Hood Plans	10,000	
325	EMR Election Costs	8,000	
345	EMR Vision (CCTV.parking.+othe	122,266	
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	
397	EMR Staff - Pension	30,411	
Total Equity			531,855

12:54

Barclays - Current A/C - 9630

Cash Received between 01/04/2024 and 30/04/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
30/04/2024	1st TH & CD Scouts	R005.25	Annual rent-land Spinney Cl	10.00
18/04/2024	Allotment Rents	BACS	Allotment Rents plot 24a	59.43
30/04/2024	Allotment Rents	BACS	Allotment Rents	5.00
02/04/2024	Copthorne Sports Comm.Assoc.	R003.25	Copthorne Pavilion lease	392.88
15/04/2024	Copthorne Sports Comm.Assoc.	R003.25	Copthorne Pavilion Lease	10.31
05/04/2024	South Room - Hire Receipts	R002.25	South Room-Inv 635	98.40
05/04/2024	South Room - Hire Receipts	R004.25	South Room-Inv 634	112.00
18/04/2024	South Room - Hire Receipts	BACS	South Room-Pilates	196.80
Total Receipts				884.82

Crawley Down

Play Space Site	Bowers Play space*	Haven Play space	KG/Haven Centre Field
Land adj Burleigh Infant School	1851.04	0.00	0.00
Haven Farm	0.00	12732.00	0.00
Grange Rd	35195.40	0.00	0.00
Sunnymead	0.00	3175.00	0.00
Pasture Wood	3875.00	0.00	0.00
Woodlands Close 1	51514.70	0.00	11813.74
Woodlands Close 2	0.00	11843.74	0.00
Wychwood	23157.00	0.00	0.00
Totals	115593.14	27750.74	11813.74

* Includes kick about

Formal Sport Site	In Crawley Down	KG/Haven Centre Field
Haven Farm	1069.21	
Grange Rd	0.00	16933.75
Sunnymead	16148.00	0.00
Pasture Wood	10033.00	0.00
Woodlands Close 1	0.00	0.00
Woodlands Close 2	0.00	0.00
Wychwood	21732.00	0.00
Hazel Close	0.00	67614.72
West of Turners Hill Rd		49920.33
Totals	47913.00	134468.80

Community Buildings Site	Haven Centre	Village Hall
Burleigh Way	0.00	0.00
Felbridge Nursery	255.90	0.00
Palmers Auto Centre	0.00	0.00
Haven Centre	0.00	0.00

Crawley Down

Grange Rd	0.00	0.00			
Sunnymead	0.00	0.00			
Pasture Wood	0.00	0.00			
Woodlands Way	0.00	0.00			
Wychwood	0.00	0.00			
West of Turners Hill Rd	0.00	10234.79			
Hazel Close	0.00	29,619.08			
Totals	255.90	39853.87			

Community Infrastructure

Site	Add. Car parking*	Traffic calming*	Haven Centre	School safety zone
Franciscan Convent	0.00	0.00	0.00	0.00
Burleigh Way	0.00	0.00	0.00	0.00
Felbridge Nursery	0.00	0.00	0.00	0.00
Palmers Auto Centre	0.00	0.00	0.00	0.00
Haven Centre	0.00	0.00	0.00	0.00
Grange Rd	0.00	0.00	0.00	0.00
Sunnymead	0.00	0.00	0.00	0.00
Pasture Wood	0.00	0.00	0.00	0.00
Woodlands Close Phase 1	22716.90	0.00	0.00	0.00
Woodlands Close Phase 2	0.00	29118.73	0.00	0.00
Wychwood	0.00	13447.00	0.00	0.00
Hazel Close	0.00	0.00	38439.70	0.00
West of Turners Hill Rd	0.00	0.00	0.00	13329.55
Totals	22716.90	42565.73	38439.70	13329.55

**"could be" **"could be"

Sustainable Transport

Site	Any
Burleigh Way	0.00
Felbridge Nursery	0.00
Palmers Auto Centre	0.00
Haven Centre	0.00

Crawley Down

Grange Rd	0.00
Sunnymead	0.00
Pasture Wood	24450.00
Woodlands Close	221825.33
Wychwood	44673.00
Totals	290948.33

Public Art	
Site	
Franciscan Convent	8200.00
Burleigh Way	2314.00
Felbridge Nursery	0.00
Palmer's Auto Centre	0.00
Haven Centre	3427.00
Grange Rd	20712.01
Sunnymead	0.00
Pasture Wood	0.00
Woodlands Close	0.00
Wychwood	0.00
Holly Farm	0.00
Totals	34653.01

Copthorne

Play Space Copthorne
Holly Farm 0.00
Heathy Wood 0.00
Totals 0.00

Formal Sport Copthorne
Site Pavilion KG Field
Holly Farm 47,177.36
Heathy Wood 430740.39
Regency Hotel 12401.21
490318.96

Community Buildings Copthorne Scouts/Hub/Vhall
Franciscan Convent 0.00
Holly Farm 20493.49
Heathy Wood 167954.22
188447.71

Community Infrastructure Copthorne Allotments
Holly Farm 27398.10
Heathy Wood 0.00
Totals 27398.10

Sustainable Transport Copthorne
Site
Holly Farm 0.00
Heathy Wood 0.00
Total 0.00