

**WORTH PARISH COUNCIL**

Finance & General Purposes  
Meeting Pack

1<sup>st</sup> July 2024

# WORTH

## Parish Council

Clerk to the Council  
Jennifer Nagy

### Council Offices

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Issued: 25<sup>th</sup> June 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, 1<sup>st</sup> July 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, 3<sup>rd</sup> June 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.
  - Consideration of options to open a new savings account
  - Consideration of quotes to carry out a tree survey
  - Consideration of appointing planning consultant to assist with review of both Neighbourhood Plans
  - Consideration of appointing planning consultant to assist with Crawley Down play area

- Consideration of appointing a consultant to project manage the redevelopment of Copthorne Recreation Ground
  - To approve expenditure for porosity testing at Copthorne Recreation Ground
  - To confirm disposal of play equipment from Copthorne Recreation Ground, thus removing it from the Asset Register
8. **Revised Financial Regulations** - to review the revised NALC model Financial Regulations, and to agree to recommend to Full Council for adoption.
9. **Section 106 Monies** - to receive an update on available funds and the status of current agreements; to agree application to MSDC for funding for Copthorne Recreation Ground.
10. **Projects** – to receive updates on the following projects:
- CCTV
  - Bowers Place Parking
  - 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.
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, 29<sup>th</sup> July 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, 1<sup>st</sup> July 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, no apologies have been received.

### **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 3<sup>rd</sup> June 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 a bank transfer of £50,000 into the Unity Account. This is being used as the main account for payments as it is easier to access so will be kept topped up accordingly.

Councillors are asked to formally AGREE the financial information.

#### **Electricity meter at the Allotment Building**

The meter has been changed onto a fixed tariff of 60p a day, and unit cost of 24.5p. This was previously 200p a day, unit cost 26.5p, on a variable tariff.

The Clerk will monitor the usage.

### Bank Reconciliations

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

### Savings Account

As reported at the last meeting, it had been previously agreed to open new savings account with Nationwide; however, new accounts are not currently being processed.

Please see separate report included in this meeting pack, with the recommendation that the Council opens a savings account with the Cambridge Building Society.

Councillors are asked to consider this report, to agree with the recommendation and to advise how much money to transfer to open the account.

### Tree Survey

The Clerk sought quotes from four companies to carry out a survey of all trees and wood on Council-owned land, a copy of the spec is included in this meeting pack for information. Due to confusion in previous years, she has asked that trees be tagged so that they can be more easily identified in future years. The survey will identify works that are required to keep the trees safe, quotations for these works will be sought once the survey is in place.

One contractor declined to quote, this being the contractor who carried out the previous two surveys in 2014 and 2020.

All costs are ex VAT.

	£	Decay detection*
Contractor A	4500.00	450.00
Contractor B	2300.00	
Contractor C*	2698.00	

If in doubt, a decay detection assessment can be carried out on a particular tree, cost quoted is per tree.

Contractor C offered to produce a tree location plan in a digital format to allow to be added to Parish OnLine, total cost £4495.00.

Councillors are asked to consider the above quotations and to agree a contractor.

### Review of both Neighbourhood Plans

The Neighbourhood Plan Committee met on 30<sup>th</sup> May, with representatives from Squires Planning in attendance to offer advice.

It was agreed by that Committee that reviews of both Neighbourhood Plans be undertaken, and recommends that Squires Planning be appointed as consultants to oversee the work.

They have quoted £2,750 + VAT and expenses for each plan area, so a total of £5,500 + VAT for the initial stages of the work.

This will consider the effectiveness of the current plans, such as whether the policies are working, changes to national legislation and policy, local policy, local circumstances and evidence and any changes in local opinion. It will include a consultation exercise via web-based survey.

This sum is above the limit for this Committee to authorise as defined under Financial Regulations (however, please note Item 8 below where this amount could be changed) Financial Regulations 11 h) also state that for contracts over £5000, 3 quotations must be sought, for below £5000 and above £1000, we shall strive to obtain 3 quotations.

However, Worth PC has built up a working relationship with Squires Planning, which is based locally, so it is reasonable to waive Financial Regulations for this contract.

Andrew Metcalfe of Squires Planning has a conflict of interest himself, as he is a local resident; his colleague James Halls will undertake the work.

However, it must be noted that Andrew has emailed the Clerk to advise that Squires Planning has been approached to progress a couple of significant development proposals in the parish. If appointed, he would ensure a "Chinese wall" is created within the company, with James Halls dealing with neighbourhood planning, and Mark Campbell working on the two other parish projects. This would avoid any conflict.

The Clerk is of the opinion that given Andrew's assurances as to the work being allocated to separate consultants within Squires Planning, there should not be any conflict.

Councillors are asked to note this information prior to considering the neighbourhood plan quotation, and confirm the Clerk's opinion of no conflict.

Councillors are then asked to consider

- a) Waiving Clause 11 h) of Financial Regulations i.e. waive the requirement to get three quotes, and
- b) Recommending to Full Council that Squires Planning is appointed as planning consultant for the review of both plans.

It should be noted that the cost of support for both plans to be taken through to adoption, is in the region of £22,500 each. The Clerk will use these budgetary predictions as evidence to apply for a government neighbourhood planning grant.

#### Crawley Down Play Area

The Working Party would like to appoint Squires Planning to assist with any planning application for the redevelopment of the play area. The Clerk has established that should the equipment be replaced on a like for like basis on the same footprint, planning permission is NOT required, although it may be prudent to get an LDC.

Squires have quoted a fee of £2,900 + VAT to prepare and submit an application for the proposed new playground which would be sufficient to reach the point of submission. However, they have advised that other studies will need to be commissioned to support any application, the costs of which are estimated to be

<b>Input</b>	<b>Estimated fee</b>
Topographical survey	£750-£1250
Noise Impact Assessment	£1000-£1500
Playground designer	Agreed direct
Ecologist	£0-£2500

Please note that as per the item above, Financial Regulations will have to be waived.

Councillors are asked to consider waiving Clause 11 h) of Financial Regulations i.e. waive the requirement to strive to get three quotes, and to agree to appoint Squires Planning to assist with any planning application for Crawley Down Play area.

### Copthorne Recreation Ground

In order to proceed with a drainage strategy, measurements of the porosity of the land are required. Costs are as follows:

To set up and dismantle test pits, and to supply testing barrels - £1127.50 + VAT

To monitor, record and measure the water levels; to provide results in tabular and graphical format, with photographic evidence - ££775.00, non-VATable.

This cost was authorised by the Clerk, together with the Chair of Council and the Chair of GP&F, as per Financial Regulations; the work has now been completed.

### Appointment of a consultant to project manage the redevelopment of Copthorne Recreation Ground

The Copthorne Working Party now appreciate that the redevelopment of the site needs to be considered in the whole, rather than construction of a MUGA, then a play area and then a car park. Some aspects, such as drainage, needs to be considered for the whole site.

It is therefore felt necessary to appoint a project manager to oversee the works of the various stages.

PBA Planning is preparing a quotation to act as Project Manager; this will be supplied under separate cover on 28th June. The delay has been caused by lack of clarity over what conditions were to be applied to the planning application.

Please note, that as with items above, Financial Regulations will need to be waived

Councillors are then asked to consider

- a) Waiving Clause 11 h) of Financial Regulations i.e. waive the requirement to get three quotes, and
- b) Recommending to Full Council that PBA Planning is appointed as project manager for the Copthorne Recreation Ground redevelopment project.

### Disposal of play equipment from Copthorne Recreation Ground

The equipment is being removed on Tuesday, 2<sup>nd</sup> July; the contractor will be on site two to three days. Peter Plan playgroup has been informed, and Shane will be supervising.

Councillors are asked to formally note the disposal of the equipment, with the exception of the swings, as this will need to be removed from the Asset Register.

## **8 Revised Financial Regulations**

NALC has issued revised Financial Regulations. The Clerk has gone over these, modifying to suit the circumstances and operating procedures of Worth Parish Council; this draft has been sent to the Chair and Vice Chair of this Committee for comment. Wording **in bold** is a legal requirement and cannot be changed.

It can be seen from Item 7 above, that the levels of authorisation for certain sums could be reviewed to allow for easier management of the Council's financial affairs. Please refer to Para 5.15.

A copy is attached for consideration, with proposed changes to the model in red.

Once agreed, the final draft will be put to Full Council on 15<sup>th</sup> July to formally agree the new Regulations.

As the limit at which the Council must advertise a tender on Contracts Finder has increased from £25,000 to £30,000, revised Standing Orders will also need to be agreed at the same meeting to reflect this change.

## **9 Section 106 Monies**

### Crawley Down Village Hall

The allocation for the Village Hall has been updated to show the latest figure, and now totals £48,299.95.

MSDC has confirmed that the sums allocated to the Village Hall can be spent on improvements to the new hall, (£26919.08 for parking and £21,680.87 for the hall) and not for building costs.

The spreadsheet has been amended accordingly; as attached.

Councillors are asked to NOTE this information.

### Copthorne Recreation Ground

The Working Party has asked the Clerk to apply for s106 monies from the Heathy Wood, Regency Hotel, and Holly Farm Formal Sport allocations.

This to be £300,000 for Copthorne Recreation Ground play area, £31,000 for drainage at Copthorne Pavilion and £35,000 for irrigation at Copthorne Pavilion.

This will necessitate a variation in the Heathy Wood s106 agreement to allow for Formal Sport monies to be used to fund a play area.

It will be pointed out that Copthorne currently has no play area; all other play areas in the district have been funded and maintained by MSDC, Worth is the only parish to provide play areas.

This application will be going to the MSDC Grants Panel at its meeting on 15<sup>th</sup> July.

Councillors are asked to formally NOTE the intention to apply for s106 monies as above.

### Provision of new School on Heathy Wood Site

WSCC was considering not providing a main stream primary school on this site, but instead providing an SEN school instead. The Copthorne WP met with a WSCC Education Officer and lodged its concerns that an SEN school would have a wider catchment than the immediate geographical area, and that Copthorne residents would be benefit from all of the monies intended to off-set the impact of the development.

Should no school at all be built on the site, the developers agreed to pay £3 million to WSCC. It was thought that some of the money would be used to improve Fairway Infants, but it appears that it may all be going into general education funds rather than being ring-fenced for Copthorne.

The Clerk has asked for clarification on this from WSCC, but is still awaiting a response.

Councillors are asked to NOTE this information.

## **10 Projects**

### CCTV

Following delays due to our Preferred Supplier's workload in updating existing cameras in the Sussex Police area to newer technologies, Sussex Police have advised that we can now contact



them with the intention of moving this project forward. We are intending to meet with them as soon as possible to answer all outstanding questions. Once done we expect to be able to move forward with resolving the outstanding connectivity and wayleaves issues and to then confirm dates for the installation of 2 cameras (one on Copthorne Village Green and the other on Burleigh Way, Crawley Down next to the old Royal Oak Pub). It is currently anticipated that this project could be completed by 30<sup>th</sup> September 2024. A 6-month review period will then follow in order that a decision can be made about installing further cameras.

Sussex Police have confirmed CCTV monitoring will still be done at Sussex Police Headquarters and will be available for officers to use to check playback systems. We are due to meet with an Inspector from Sussex Police on 28 June in order to answer remaining questions about monitoring the CCTV once installed.

Bowers Place

An Arborist attended the site on Wednesday 12<sup>th</sup> June and at the time of writing, we are expecting to receive his updated reports on Thursday 27<sup>th</sup> June. We are also awaiting an annotated drawing from John Hitchcock and once both are received, we will be able to reapply for planning permission and go back out to tender.

The timeline for this project has had to be amended:

<b>Process</b>	<b>Estimated Completion date</b>
Planning permission – hopefully submit next week	12 weeks until around 20 <sup>th</sup> Sept
Tender	Possible issue 5 <sup>th</sup> July, four week return takes to 2 <sup>nd</sup> August, 8 weeks to 30 <sup>th</sup> August
Agreement of tender by FC	16 <sup>th</sup> September
S278 agreement	After planning permission, so 4 <sup>th</sup> October?
Contractor on site	W/c 21 <sup>st</sup> October??

Cllr Scott as project leader is meeting with Mr Hitchcock to discuss all outstanding works, and to review this timeline.

The Public Works Loan expires on 5<sup>th</sup> October 2024; the Clerk has contacted the PWLB which has said that an extension could be granted dependent on the circumstances for the delay. It suggests that any application to extend should be done as soon as possible.

Councillors are asked to NOTE this information.

Copthorne Recreation Ground

The Clerk has commented on the draft conditions for the planning application, with the assistance of Cllr Casella and PBA Planning. MSDC has now come back with more requirements, such as more clarification of the lighting at the MUGA. If PBA Planning has been appointed as at Item 7, they will be asked to deal with supplying the additional information. It will be necessary to readvertise the application however, which will lead to further delay.

Crawley Down Play Area

See Item 7 above. The Working Party will need to discuss options for the area.

Councillors are asked to NOTE this information.

**11 Council Premises and Land**

Nothing to report.

**12 Matters for Consideration submitted by the Village Working Parties**

None have been submitted.

**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, 29<sup>th</sup> July 2024**

## **Worth Parish Council**

### **Minutes of the Finance & General Purposes Committee Meeting held on June 3rd 2024 commencing at 7.30pm**

**Present:** Cllr Dorey (Chairman)  
Cllr Casella  
Cllr Lord  
Cllr Williams  
Mrs J. Nagy (Clerk)  
Cllr Kipps  
Cllr Pointer  
Cllr Wilson  
3 members of the public

**Due to Cllr Scott giving his apologies, it was agreed that Cllr Dorey would Chair the meeting.**

#### **1 Election of Vice Chairman**

Cllr Dorey proposed Cllr Phillips seconded by Cllr Casella.

There being no other nominations, it was agreed by all present that Cllr Phillips be elected Vice Chairman of the Finance & General Purposes Committee

#### **2 Public Question Time**

There were no questions from those present.

#### **3 Apologies**

Apologies were noted and accepted from Cllrs Coote, Hodsdon, King, Phillips and Scott.

#### **4 Declarations of Interest**

There were no declarations of interest at this point of the meeting.

#### **5 Minutes**

It was AGREED by all present that the Minutes of the Finance and General Purposes Committee held on 13<sup>th</sup> May 2024 were a true and correct record.

#### **6 Chairman's Announcements**

The Chairman had no announcements

#### **7 Correspondence List**

The Correspondence List was NOTED.

#### **8 Accounts and Financial Matters**

##### Financial information

Financial information was included in the meeting pack, with reconciled figures to date.

Councillors NOTED the three bank transfers of £10,000 and £50,000 twice to the new Unity Account. This is being used as the main account for payments as it is easier to access so will be kept topped up accordingly.

It was proposed by Cllr Dorey seconded by Cllr Lord and RESOLVED by all present that the financial information was a true representation of the current financial situation.

##### Opening of Nationwide Savings Account

It was previously agreed to open a new savings account with Nationwide; however, new accounts are not currently being processed. The Clerk is looking at alternatives and will present these to the next meeting.

Councillors NOTES this information

#### Bank Reconciliations

It was NOTED that the bank reconciliations have been signed; this has been done by Cllr Casella.

#### Grant application from Crawley Down Monday Club for £750

This application is for £750 to go towards the purchase of a new minibus.

**The Chairman proposed the suspension of Standing Orders to allow a member of the public to speak; seconded by Cllr Williams, AGREED by all present.**

The Chairman of the Monday Club was present at the meeting.

The Club has been operating for over 35 years and currently has 48 members from both Crawley Down and Copthorne, with a waiting list of 9. Half of those members need transport to meetings. The current minibus is over 18 years old and is nearing the end of its life. It is estimated that a second hand minibus will cost around £40,000. This can be funded via £25,000 reserves, c£5,000 part exchanged on the current minibus and c£3,500 in donations, leaving a balance of around £6,500 to find.

Since the application was submitted to the Parish Council, the Monday Club has investigated other sources of funding, such as CDRA, Lions Club and MSDC.

Councillors present suggested Age Concern, Tesco's and Amazon. It was suggested that the dealer selling a minibus may be willing to sponsor it.

Cllr Lord asked if ongoing costs of a new minibus could be met; yes, this can be covered by meeting fees.

#### **Standing Orders were reinstated.**

It was proposed by Cllr Dorey, seconded by Cllr Wilson and AGREED by all present that a grant of £750 be awarded to the Monday Club.

#### Authorisation to spend on Copthorne Flower beds

The Clerk is currently making enquiries as to whether a local garden centre will sponsor the plants for two new beds in Copthorne, one at the junction of Copthorne roundabout and Brookhill Rd, the other at the junction of Borers Arms Rd and the A264.

If this is not possible, the Working Party would like to spend up to £500 on plants.

Expenditure of up to £500 from the Copthorne Working Party budget was AGREED by all present.

#### Office Re-organisation

In order to be able to accommodate all staff, the Clerk is planning on changing offices to allow for more desks to be put in her current, larger office. This will require the purchase of two new desks and chairs at a cost of around £500. She proposes that this is allocated to Capital Purchases.

Councillors AGREED this expenditure.

**9 Section 106 Monies**

The Clerk referred to her report, which was noted.

**10 Projects**

CCTV

As agreed at the last meeting, the installation of two cameras, one in each village is being progressed. It is hoped that installation will commence in September.

Bowers Place

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

Copthorne Recreation Ground

Planning permission is being awaited; the Planning Officer has been on leave.

Crawley Down Play Area

Awaiting guidance from the CD Working Party as to how to proceed.

Councillors NOTED this information.

**11 Council Premises and Land**

Nothing to report.

**12 Matters for Consideration submitted by the Village Working Parties**

There were none.

**13 Consideration of items for discussion by the Village Working Parties**

There were none.

**14 Date of the next meeting**

Monday, 1<sup>st</sup> July 2024

*Meeting closed at 7.45pm.*

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

**Worth Parish Council: List of correspondence 24<sup>th</sup> May 2024 – 27<sup>th</sup> June 2024**

Via Email

<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
23.05.2024	NALC	Chief Executive Bulletin	To Note
24.05.2024	The Sussex Police & Crime Commissioner	Sussex Immediate Justice programme now countywide	To Note
28.05.2024	NALC	The Star Awards	To Note
28.05.2024	WSCC	Highways, Transport and Planning - News and Updates	To Note
29.05.2024	NALC	NALC Newsletter	To Note
30.05.2024	Jeremy Quinn	Gatwick Expansion	To Note
30.05.2024	WSCC	The Bulletin	To Note
30.05.2024	NALC	Chief Executive Bulletin	To Note
31.05.2024	The Sussex Police & Crime Commissioner	Sussex shoplifting solve rates on the rise	To Note
05.06.2024	NALC	NALC Newsletter	To Note
06.06.2024	WSCC	The Bulletin	To Note
06.06.2024	NALC	Chief Executive Bulletin	To Note
07.06.2024	The Sussex Police & Crime Commissioner	Town Boards to deliver 10-year transformation	To Note
07.06.2024	WSCC	Better Roads in West Sussex - what we are doing, how you can help	To Note
10.06.2024	NI Mail Distribution	Gatwick Airport Northern Runway – Project Update Notification	To Note
11.06.2024	NALC	NALC Events	To Note
11.06.2024	NI Mail Distribution	Gatwick Airport Northern Runway – Project Update Notification	To Note
13.06.2024	WSCC	The Bulletin	To Note
13.06.2024	NI Mail Distribution	Gatwick Airport Northern Runway – Project Update Notification	To Note
14.06.2024	1 <sup>st</sup> Turners Hill and Crawley Down Scouts	Scout Group 75 <sup>th</sup>	To Note
14.06.2024	WSCC	Celebrate Sussex Day, help for unpaid carers, summer reading challenge, and more	To Note
18.06.2024	NI Mail Distribution	Gatwick Airport Northern Runway – Project Update Notification	To Note
19.06.2024	NALC	NALC Newsletter	To Note

20.06.2024	WSCC	The Bulletin	To Note
20.06.2024	NALC	Chief Executive Bulletin	To Note
20.06.2024	NI Mail Distribution	Gatwick Airport Northern Runway – Project Update Notification	To Note
21.06.2024	The Sussex Police & Crime Commissioner	The public's voice in policing	To Note
25.06.2024	NALC	NALC Events	To Note
25.06.2024	WSALC	WSALC & ESALC Newsletter Launch	To Note
27.06.2024	WSCC	The Bulletin	To Note

## Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 25/06/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control Account	4,443
200	Barclays - Current A/C 9630	29,821
210	Barclays - Business A/C 4225	121,342
230	Nat West - Current A/C 5083	123,563
235	CCLA-HSBC- Public Sector Dep.F	85,000
240	Unity - Current 5365	78,249
<b>Total Current Assets</b>		<b>442,417</b>
<u>Represented by :-</u>		
300	Current Year Fund	88,729
310	General Reserves	177,879
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	(0)
398	EMR Litter Equipment	282
<b>Total Equity</b>		<b>442,417</b>



## Detailed Income &amp; Expenditure by Budget Heading 25/06/2024

Month No: 3

## 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
<b>100 General Administration</b>								
1076 Precept	0	210,000	420,000	210,000			50.0%	
1090 Interest Received	828	1,571	5,400	3,829			29.1%	
1906 Receipts-Chairman's Dinner	200	320	0	(320)			0.0%	
1909 Misc. Income	79	639	0	(639)			0.0%	362
1910 Wayleaves	2	2	0	(2)			0.0%	
<b>General Administration :- Income</b>	<b>1,110</b>	<b>212,532</b>	<b>425,400</b>	<b>212,868</b>			<b>50.0%</b>	<b>362</b>
4000 Clerk, Assistant & RFO	40,038	57,077	150,000	92,923		92,923	38.1%	30,411
4002 Locum fees	515	1,125	0	(1,125)		(1,125)	0.0%	
4005 Groundspersons	5,473	16,101	70,000	53,899		53,899	23.0%	
4010 Youth Clubs - Admin	3,232	9,717	20,000	10,283		10,283	48.6%	
4020 Grants Given	750	4,325	8,000	3,675		3,675	54.1%	
4021 Churchyard Maint.Copthorne	0	0	1,000	1,000		1,000	0.0%	
4025 Office Suppl, eg-paper/photocop	108	338	1,605	1,267		1,267	21.1%	
4026 Bank Charges	6	23	214	191		191	10.7%	
4030 Postage	0	0	54	54		54	0.0%	
4035 Utilities-Electric/Gas	0	551	963	412		412	57.2%	
4036 Telephone	44	(829)	257	1,086		1,086	(322.6%)	
4037 IT Support incl.anti-virus etc	0	3,035	7,169	4,134		4,134	42.3%	
4040 Chairman's Allowance	0	59	1,000	941		941	5.9%	
4041 Councillors Allow.-Gross	1,250	1,250	8,500	7,250		7,250	14.7%	
4045 Travelling	0	0	535	535		535	0.0%	
4050 Office Exps.eg.Clean,	161	261	1,605	1,344		1,344	16.3%	
4051 Website costs	50	50	1,605	1,555		1,555	3.1%	
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	130	667	1,000	333		333	66.7%	
4060 Publicity	180	180	1,700	1,520		1,520	10.6%	
4065 Audit Fees	0	184	1,500	1,316		1,316	12.2%	
4066 Legal Fees	0	0	4,000	4,000		4,000	0.0%	
4070 Insurances	0	6,841	7,500	659		659	91.2%	
4075 Hire of Halls	56	38	350	313		313	10.7%	
4080 Meeting, Conferences, etc.	0	0	1,000	1,000		1,000	0.0%	
4095 Subscriptions / Memberships	0	847	1,100	253		253	77.0%	
4100 West Sussex ALC & NALC	0	2,456	2,500	44		44	98.3%	
4110 Fuel	376	657	3,600	2,943		2,943	18.2%	
4115 Motor Repairs & Expenses	0	69	2,000	1,931		1,931	3.5%	
4150 Capital Purchases	559	559	5,000	4,441		4,441	11.2%	
4155 Payroll administration	152	152	0	(152)		(152)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 25/06/2024

Month No: 3

## 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
4200 Maintenance-various n/codes	0	98	500	402		402	19.6%	
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%	
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%	
4900 Miscellaneous Expenses	0	250	0	(250)		(250)	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%	
<b>General Administration :- Indirect Expenditure</b>	<b>53,081</b>	<b>106,080</b>	<b>336,712</b>	<b>230,632</b>	<b>0</b>	<b>230,632</b>	<b>31.5%</b>	<b>30,411</b>
<b>Net Income over Expenditure</b>	<b>(51,970)</b>	<b>106,452</b>	<b>88,688</b>	<b>(17,764)</b>				
6000 plus Transfer From EMR	30,411	30,411	0	(30,411)				
6001 less Transfer to EMR	0	362	0	(362)				
<b>Movement to/(from) Gen Reserve</b>	<b>(21,559)</b>	<b>136,501</b>	<b>88,688</b>	<b>(47,813)</b>				
<b>200 Allotments</b>								
1200 Allotment Rents	0	64	4,700	4,636			1.4%	
Allotments :- Income	0	64	4,700	4,636			1.4%	0
4200 Maintenance-various n/codes	0	82	300	218		218	27.4%	
4205 Allot. costs incl. .water+misc	250	256	450	194		194	56.8%	
4206 Heathy Wood	0	0	1,000	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	250	338	1,750	1,412	0	1,412	19.3%	0
<b>Net Income over Expenditure</b>	<b>(250)</b>	<b>(273)</b>	<b>2,950</b>	<b>3,223</b>				
<b>300 Recreation Grounds</b>								
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	396	396	1,200	804		804	33.0%	
Recreation Grounds :- Indirect Expenditure	396	396	1,200	804	0	804	33.0%	0
<b>Net Income over Expenditure</b>	<b>(396)</b>	<b>(396)</b>	<b>550</b>	<b>946</b>				
<b>400 Copthorne Pavilion</b>								
1400 Pavilion Lease	403	1,209	4,833	3,624			25.0%	
Copthorne Pavilion :- Income	403	1,209	4,833	3,624			25.0%	0

## Detailed Income &amp; Expenditure by Budget Heading 25/06/2024

Month No: 3

## 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
4200 Maintenance-various n/codes	0	0	1,000	1,000		1,000	0.0%	
4203 Ground Maintenance	250	4,298	6,500	2,202		2,202	66.1%	
4204 Broadband	37	111	0	(111)		(111)	0.0%	
<b>Copthorne Pavilion :- Indirect Expenditure</b>	<b>287</b>	<b>4,409</b>	<b>7,500</b>	<b>3,091</b>	<b>0</b>	<b>3,091</b>	<b>58.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>116</b>	<b>(3,200)</b>	<b>(2,667)</b>	<b>533</b>				
<b>500 Parish Office</b>								
1306 South Room Hire - Receipts	445	683	7,500	6,818			9.1%	
1308 Deposit-Receipts/refunds Sth R	100	151	0	(151)			0.0%	
<b>Parish Office :- Income</b>	<b>545</b>	<b>834</b>	<b>7,500</b>	<b>6,666</b>			<b>11.1%</b>	<b>0</b>
4077 Rent South Room- 1st Floor	0	1,875	7,500	5,625		5,625	25.0%	
4200 Maintenance-various n/codes	0	955	4,000	3,045		3,045	23.9%	
4306 Loan Repaym.New Parish Office	0	0	9,726	9,726		9,726	0.0%	
4910 Rates	0	1,320	600	(720)		(720)	220.0%	
<b>Parish Office :- Indirect Expenditure</b>	<b>0</b>	<b>4,150</b>	<b>21,826</b>	<b>17,676</b>	<b>0</b>	<b>17,676</b>	<b>19.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>545</b>	<b>(3,317)</b>	<b>(14,326)</b>	<b>(11,009)</b>				
<b>600 Electricity-EDF</b>								
4600 Energy - Street Lights	6,136	4,091	35,000	30,909		30,909	11.7%	
4605 Repairs Street Lights/Lamps/An	248	399	16,000	15,601		15,601	2.5%	
4610 Copthorne -Elec. Meter-6765	0	(787)	450	1,237		1,237	(174.9%)	
4611 C.Down - Elec. Meter - 6092	0	24	450	426		426	5.3%	
<b>Electricity-EDF :- Indirect Expenditure</b>	<b>6,383</b>	<b>3,726</b>	<b>51,900</b>	<b>48,174</b>	<b>0</b>	<b>48,174</b>	<b>7.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,383)</b>	<b>(3,726)</b>	<b>(51,900)</b>	<b>(48,174)</b>				
<b>700 Projects</b>								
1710 S106 Recpt-CD Playground	0	0	100,000	100,000			0.0%	
<b>Projects :- Income</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>			<b>0.0%</b>	<b>0</b>
4720 N/Hood Plan Crawley Down	229	229	10,000	9,771		9,771	2.3%	
4722 N/H Plan C.Down - Project	0	0	20,000	20,000		20,000	0.0%	
4725 N/Hood Plan Copthorne	229	229	2,000	1,771		1,771	11.5%	
4726 N/hood Plan Copthorne Project	0	0	20,000	20,000		20,000	0.0%	
4735 Litter Equipment	80	80	0	(80)		(80)	0.0%	80
4801 N/Hood Security	0	0	5,000	5,000		5,000	0.0%	
4802 Working Party - Copthorne	0	1,470	20,000	18,530		18,530	7.3%	
4803 Working Party - Crawley Down	0	4,037	20,000	15,963		15,963	20.2%	
4804 Youth Support - Costs	602	1,437	0	(1,437)		(1,437)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 25/06/2024

Month No: 3

## 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
4808 CD Playgorund	0	0	100,000	100,000		100,000	0.0%	
Projects :- Indirect Expenditure	<u>1,140</u>	<u>7,482</u>	<u>197,000</u>	<u>189,518</u>	<u>0</u>	<u>189,518</u>	<u>3.8%</u>	<u>80</u>
<b>Net Income over Expenditure</b>	<u>(1,140)</u>	<u>(7,482)</u>	<u>(97,000)</u>	<u>(89,518)</u>				
6000 plus Transfer From EMR	80	80	0	(80)				
<b>Movement to/(from) Gen Reserve</b>	<u>(1,060)</u>	<u>(7,402)</u>	<u>(97,000)</u>	<u>(89,598)</u>				
<b>Grand Totals:- Income</b>	<b>2,058</b>	<b>214,639</b>	<b>544,183</b>	<b>329,544</b>			<b>39.4%</b>	
<b>Expenditure</b>	<b>61,537</b>	<b>126,581</b>	<b>617,888</b>	<b>491,307</b>	<b>0</b>	<b>491,307</b>	<b>20.5%</b>	
<b>Net Income over Expenditure</b>	<u>(59,479)</u>	<u>88,057</u>	<u>(73,705)</u>	<u>(161,762)</u>				
plus Transfer From EMR	30,491	30,491	0	(30,491)				
less Transfer to EMR	0	362	0	(362)				
<b>Movement to/(from) Gen Reserve</b>	<u>(28,988)</u>	<u>118,187</u>	<u>(73,705)</u>	<u>(191,892)</u>				

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## Barclays - Current A/C - 9630

## Cash Received between 24/05/2024 and 25/06/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
03/06/2024	Copthorne Sports Comm.Assoc.	BACS	Pavilion lease	402.75
28/05/2024	Licence fee	R009.25	Licence for pedestrian access	5.00
06/06/2024	South Room - Hire Receipts	R010.25	South Room-Inv 647	140.00
10/06/2024	South Room - Hire Receipts	BACS	South Room-Keogh	196.80
11/06/2024	South Room - Hire Receipts	R011.25	South Room-Inv 649	66.20
13/06/2024	South Room - Hire Receipts	BACS	South Room deposit Allen	100.00
14/06/2024	South Room - Hire Receipts	R014.25	South Room-INV 646	42.00
07/06/2024	Townley-licence	BACS	Townley-licence	5.00
<b>Total Receipts</b>				<b>957.75</b>

25/06/2024

Worth Parish Council Current Year

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Nat West - Current A/C - 5083

Cash Received between 24/05/2024 and 25/06/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
18/06/2024	C Phillips	BACS	Chairman's Dinner-CPhillips x2	30.00
21/06/2024	C Phillips	BACS	Chairman's Dinner-C Phillips x	10.00
24/06/2024	CASH	CASH	Cash found in office	1.07
04/06/2024	CCLA	BACS	CCLA income	376.24
18/06/2024	G Casella	BACS	Chairman's Dinner-G Casella x2	40.00
05/06/2024	G Kearney	BACS	Chairman's Dinner-G Kearney x2	40.00
04/06/2024	J Nagy	BACS	Chairman's Dinner-J Nagy x2	40.00
21/06/2024	P Coote	R013.25	Chairman's dinner-P Coote x2	40.00
21/06/2024	UKPN (Now South East N/W)	R012.25	Wayleave-The Common	2.30
<b>Total Receipts</b>				<b>579.61</b>

## List of Payments made between 24/05/2024 and 25/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/05/2024	Unity - Current 5365	24.5	50,000.00		For payments
28/05/2024	Complete Education Solutions L	DD	150.00	DD	Youth booking system
31/05/2024	Nat West	054 BACS	16.45	P054.25	Natwest - Bank charges
03/06/2024	Tesco Mobile	DD	24.99	DD	Mobile - youth
06/06/2024	Ebay	107 DC	595.00	P107.25	Jet washer
06/06/2024	Ebay	107 DC	-595.00	P107.25	REFUND
10/06/2024	Office Furniture Online	094 DC	618.00	P094.25	Office desk and chair
10/06/2024	Tesco Mobile	DD	18.99	DD	Mobile - groundskeeper
13/06/2024	Amazon	090 BACS	10.80	P090.25	Litter collection-bags
13/06/2024	Amazon	091 DC	24.54	P091.25	Litter equipment-pickers
13/06/2024	Amazon	092 DC	60.36	P092.25	Litter equipment-bag holder
13/06/2024	Office Furniture Online	DC	52.80	DC	Office desk and chairs
14/06/2024	Amazon	096 DC	14.47	P096.25	Basketball games-youth
17/06/2024	EDF Energy	073 DD	7,362.88	P073.25	Street light electricity
24/06/2024	EE Ltd	108 DD	44.44	P108.25	Broadband-Pavilion
25/06/2024	Complete Education Solutions L	DD	150.00	DD	Youth online subs service
25/06/2024	Unity - Current 5365	25.6	50,000.00		To maintain balance
<b>Total Payments</b>			<u>108,548.72</u>		

## List of Payments made between 24/05/2024 and 25/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/05/2024	SLCC	056 BACS	137.00	P056.25	SLCC-reference book
24/05/2024	SLCC	057 BACS	42.00	P057.25	SLCC-training course
24/05/2024	Bourne Sport	058 BACS	4,632.00	P058.25	Cop Pavilion-seeding
24/05/2024	Mulberry LAS	059 BACS	220.38	P059.25	Internal audit
24/05/2024	CAGNE	060 BACS	10.00	P060.25	CAGNE subscription
24/05/2024	Copthorne Carnival	061 BAC	1,000.00	P061.25	Copthorne Carnival
24/05/2024	WSALC Ltd	062 BACS	365.00	P062.25	CILCA-staff training
24/05/2024	CDCCA	063 BACS	40.00	P063.25	CDCCA Hall hire CD WP
24/05/2024	Allianz Insurance	064 BACS	360.00	P064.25	Lift service
24/05/2024	WSPF(West Sussex Pension	065 BACS	2,556.10	P065.25	M2 contributions
24/05/2024	HMRC	066 BACS	3,350.01	P066.25	M2 PAYE/NI conts
24/05/2024	M2 salaries	067 BACS	10,500.19	P067.25	M2 salaries
24/05/2024	Screwfix	068 BACS	98.53	P068.25	Screwfix-supplies
24/05/2024	Wickes	070 BACS	70.20	P070.25	Perspex for notice boards
24/05/2024	Copthorne Carnival	071 BACS	1,000.00	P071.25	Copthorne Carnival grant
25/05/2024	CDRA	072 BACS	750.00	P072.25	CDRA grant
28/05/2024	Staff expenses	069 BACS	25.00	P069.25	Youth bus cleaning
05/06/2024	Street Lights	074 BACS	297.00	P074.25	Column repairs
05/06/2024	CDCCA	075 BACS	72.00	P075.25	Hall hire-youth
05/06/2024	Xtreme Signs	076 BACS	300.00	P076.25	Pavilion signs
05/06/2024	Wicksteed Leisure Ltd	077 BACS	475.20	P077.25	Play area inspections
05/06/2024	SLCC	078 BACS	156.00	P078.25	SLCC-Staff training
05/06/2024	Staff expenses	079 BACS	115.65	P079.25	Staff expenses-youth
05/06/2024	L Bannister	080 BACS	515.00	P080.25	Locum services May
05/06/2024	Susan Szabo	081 BACS	125.00	P081.25	Office cleaning
10/06/2024	Copthorne Magazine	082 BACS	180.00	P082.25	Copthorne Magazine June/July
10/06/2024	Vision ICT	083 BACS	60.00	P083.25	Vision ICT ssl certs
14/06/2024	Crawley Down Monday Club	084 BACS	750.00	P084.25	CD Monday Club grant
14/06/2024	DM Payroll Services	085 BACS	152.00	P085.25	Payroll
14/06/2024	CSCA	086 BACS	252.50	P086.25	CSCA Hall Hire youth
14/06/2024	Squires Planning Ltd	087 BACS	549.78	P087.25	NP advice
14/06/2024	Staff expenses	088 BACS	35.99	P088.25	Coffee and cleaning materials
14/06/2024	Amazon	096 DC	14.47	P096.25	Youth-basketball games
14/06/2024	Amazon	097 DC	7.42	P097.25	Computer cables-office
14/06/2024	Amazon	096 DC	-14.47	P096.25	REVERSAL
17/06/2024	Amazon	098 DC	-7.42	P098.25	REFUND
21/06/2024	CDG - Crawley Down Group	102 BACS	451.67	P102.25	CDG-Fuel
21/06/2024	Copthorne Garden Services	103 BACS	300.00	P103.25	Tree removal CD allotments
21/06/2024	KCS PROFESSIONAL SERVICES	104 BACS	129.94	P104.25	KCS-Photocopies
21/06/2024	WSPF(West Sussex Pension	105 BACS	30,411.43	P105.25	Pension contribution
<b>Total Payments</b>			<b>60,485.57</b>		



## Report for meeting – opening additional savings accounts

### Introduction

The account with Unity Bank Trust has now been opened. WPC now needs to open an additional savings account to benefit from the Financial Services Compensation Scheme.

Council selected Nationwide as an account but they are no longer accepting new customers, so Council need to choose another account.

Many high street banks will not open savings accounts for Parish Councils unless there is a linked (and charged for) current account.

### Recommendation

It is therefore recommended that Council:

- Opens an account with Cambridge Building Society
- Agrees four account signatories
- Agrees to deposit £85,000 in the account, transferring the interest out as it is earned

### Account options

Note that this list is short, as the following banks have been investigated and have confirmed that they will not currently accept short-term savings accounts from Parish Councils without current accounts:

- TSB
- Santander
- Aldermore
- Saffron
- Cambridge and Counties
- Co-Op
- Halifax
- HSBC

The Parish Council already has accounts with Natwest, Barclays and Unity Bank Trust.

<b>Bank</b>	<b>Minimum deposit</b>	<b>Type of account</b>	<b>Interest rate</b>
Cambridge Building Society	£1,000	Withdraw money up to twice a month	2.9%
Lloyds Bank	N/A	Must apply for business current account before business manager will open a savings account. Current account fees are £8.50 per month.	Unknown

<b>Play Space Cophthorne</b>		
<b>Totals</b>		<b>0.00</b>
<b>Formal Sport Cophthorne</b>		
Site	Pavilion KG Field	
Holly Farm		47,177.36
Heathy Wood		430740.39
Regency Hotel		12401.21
		<b>490318.96</b>
<b>Community Buildings Cophthorne</b>		
Site	Scouts/Hub/Vhall	
Holly Farm		20493.49
Heathy Wood		167954.22
		<b>188447.71</b>
<b>Community Infrastructure Cophthorne</b>		
Site	Allotments	
Holly Farm		27398.10
<b>Totals</b>		<b>27398.10</b>
<b>Sustainable Transport Cophthorne</b>		
Site		
<b>Total</b>		<b>0.00</b>

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
<b>Totals</b>	<b>115593.14</b>	<b>27750.74</b>	<b>11813.74</b>

\* Includes kick about

**Formal Sport**

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

**Community Buildings**

Site	Haven Centre	Village Hall
Felbridge Nursery	255.90	0.00
West of Turners Hill Rd	0.00	21680.87
Hazel Close	0.00	26,619.08
<b>Totals</b>	<b>255.90</b>	<b>48299.95</b>

Crawley Down

**Community Infrastructure**

Site	Add. Car parking*	Traffic calming*	Haven Centre	School safety zone
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
<b>Totals</b>	<b>22716.90</b>	<b>42565.73</b>	<b>38439.70</b>	<b>13329.55</b>

\*"could be"

\*"could be"

**Sustainable Transport**

Site	Any
Pasture Wood	24450.00
Woodlands Close	221825.33
Wychwood	44673.00
<b>Totals</b>	<b>290948.33</b>

**Public Art**

Site	
Franciscan Convent	8200.00
Burleigh Way	2314.00
Haven Centre	3427.00
Grange Rd	20712.01
<b>Totals</b>	<b>34653.01</b>