

WORTH PARISH COUNCIL

Finance & General Purposes
Committee
Meeting Pack

29th July 2024

WORTH Parish Council

Clerk to the Council
Jennifer Nagy

Council Offices

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Issued: 23rd July 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, 29th 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, 1st July 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 grant application from Cophorne Village Golf Club for £750.
 - Consideration of grant application from St Catherines Hospice for £750.
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
 - 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, including use of land for the following purposes:
- Crawley Down Green, for Crawley Down Fayre on 7th September
 - Crawley Down Green and Copthorne Green for ongoing dog training classes
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. **Date of the next meeting:** Monday, 2nd September 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, 29th 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

Apologies have been received from Cllr Hodsdon

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 1st July 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.

There are separate print outs for the two Working Parties, as Council has agreed that the Copthorne WP will go over budget with the Regeneration project. To note costs to date will prove that the Council is monitoring expenditure, especially as it waived Financial Regulations to appoint a Project Manager.

Councillors are asked to formally AGREE the financial information.

Bank Reconciliations

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

Grant Applications

Please refer to separate grant information pack for the following grants.

Grant Application from Copthorne Village Golf Club for £750

The grant is for refurbishment of the bar area.

Grant Application from St Catherine's Hospice for £750

The grant is for general funds.

8 Section 106 Monies

The spreadsheet is attached; there have been no movements since the last meeting.

Copthorne Recreation Ground

The Clerk submitted an application for £300,000 funding from the Heathy Wood, Regency Hotel, and Holly Farm Formal Sport allocations, to be considered at the MSDC Grants Panel on 15th July. However, despite being submitted in good time, it was not on the agenda, apparently as MSDC staff were working at the elections.

The matter has been taken up internally at MSDC, with Andrew Marsh, as Head of Planning Policy & Housing Enabling) considering the best way to deal with our request.

Councillors are asked to NOTE this information.

Provision of new School on Heathy Wood Site

The Copthorne Working Party met with the Heads of the two village schools, both of whom would prefer additional funding to provide extra SEN provision within the schools, rather than a new SEN school on Heathy Wood.

There appears to be some discrepancies with the information issued by WSCC in a letter to residents and the schools, and information subsequently circulated.

Cllr Hodsdon has asked the Clerk to ascertain if an independent study could be commissioned to review the SEN and mainstream needs for both schools.

Councillors are asked to NOTE this information.

9 Projects

The updates below have been provided by the Projects Clerk for the major projects. However, the Coordination Group is due to meet on Thursday, 25th July and will be prioritising other general projects; a verbal report will be given at the meeting.

CCTV

Meetings have now taken place with Sussex Police and with our Preferred Supplier.

Sussex Police confirmed that any agreement for them to monitor them will be for 5 years and will be at no charge, on the understanding we will pay for the installation and maintenance of them. If we agree that Sussex Police are the Data Controller, so that only they access the

footage, they have confirmed they will respond to all arising Freedom of Information and Subject Access requests and will cover the risk of any breaches to the system.

The Preferred Supplier is now in a position to start work to review the project and they will obtain a quote from UK Power Networks to connect to their electricity supply on our behalf. They are updating their quotation with any changes to the technology and costings for the 2 permanent CCTV cameras agreed (1 on Copthorne Village Green and 1 on the corner of Burleigh Way, Crawley Down). They will also provide us with information on costings for new redeployable cameras, which the Council may wish to consider as part of a future phase of the project. These cameras can be moved by the Contractor, for example every 2 - 6 months, acting as a further deterrent, providing a wider range of crime statistics and helping to support decisions about where any future cameras may best be situated.

Bowers Place Parking Solution

The updated Arborists report has now been received and we are currently preparing to submit an updated Planning Application and go back out to Tender. The Projects Assistant and Lead Councillor Kerry Scott will be meeting with the Practice Manager of the Health Centre to discuss the project and the possibility of them agreeing to residents using their parking spaces overnight during the works. A mailshot has been drafted to go out to the residents of Bowers Place and local businesses. It is currently anticipated that works can be completed by the end of the year and the Clerk is making enquiries to see if the Public Works Loan agreed could be extended beyond 6 October 2024, if required.

Copthorne Recreation Ground

Full Council agreed to the hiring of Paul Budgen as Project Manager on 15 July 2024. Paul has contacted MSDC, who have advised the updated information including lighting report that was required should be live on the Online Register on 24 July. A three-week consultation should then begin as of 24 July, ending at midnight on Wednesday 14 August. A decision is then expected to be issued between then and Friday 23 August.

Paul is now in the process of ensuring we have a clear project plan and timeline for the project and that all costs associated with the project are identified, as far as is possible. Work will then take place to close any funding gaps, including revisiting our Community Ownership Fund application and consider, if a Public Works Loan is required. We will then also be able to communicate more widely regarding possible timescales for the works to take place and ensure a clear communications and engagement plan is in place and agreed.

Crawley Down Playground Rejuvenation

Squires Planning have been appointed and currently await our instructions. No further activities have taken place since last reporting.

Councillors are asked to NOTE this information.

10 Council Premises and Land

Two applications for use of land have been received and are on this agenda as the next meeting of the Amenities & Assets Committee is not until 23rd September. Please refer to separate information pack for details.

CDRA for use of Crawley Down Green for the Fayre on 7th September 2024

This is for the annual village event.

ProTrek K9, for ongoing use of both Village Greens

This is for dog training classes every weekend; additional details have been sought re dates.

The A&A Committee has charged in the past for use of Council land for commercial purposes.

11 Matters for Consideration submitted by the Village Working Parties

None have been submitted.

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 Date of the next Meeting: Monday, 2nd September 2024

Worth Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on July 1st 2024 commencing at 7.30pm

Present:

Cllr Scott (Chairman)	Cllr Phillips (Vice Chairman)
Cllr Casella	Cllr Coote
Cllr Dorey	Cllr Hodsdon
Cllr King	Cllr Kipps
Cllr Lord	Cllr Pointer
Cllr Williams	Cllr Wilson
Mrs J. Nagy (Clerk)	1 member of the public

15 Public Question Time

There were no questions from those present.

16 Apologies

There were no apologies; all members were present.

17 Declarations of Interest

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

18 Minutes

It was AGREED by all present that the Minutes of the Finance and General Purposes Committee held on 3rd June 2024 were a true and correct record.

19 Chairman's Announcements

The Chairman had no announcements

20 Correspondence List

The Correspondence List was NOTED.

21 Accounts and Financial Matters

Financial information

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

Councillors NOTED the bank transfer of £50,000 to 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 Scott seconded by Cllr Dorey and RESOLVED by all present that the financial information was a true representation of the current financial situation.

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.

Councillors NOTED this information

Bank Reconciliations

It was NOTED 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.

The Clerk referred to her report, with the recommendation that the Council opens a savings account with the Cambridge Building Society.

It was AGREED by all present to open an account with the Cambridge Building Society with an opening balance of £80,000, interest to remain in the account to avoid any transfer fees.

Tree Survey

The Clerk sought quotes from four companies to carry out a survey of all trees and wood on Council-owned land. 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.

It was proposed by Cllr Phillips, seconded by Cllr Dorey and AGREED by all present that Contractor B, that is PJC Consulting be awarded the contract for the tree survey.

Review of both Neighbourhood Plans

The Neighbourhood Plan Committee met on 30th 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 + expenses 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 current Financial Regulations and also 11 h) 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 Mr Metcalfe 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 Mr Metcalfe's assurances as to the work being allocated to separate consultants within Squires Planning, there should not be any conflict.

Councillors accepted Mr Metcalfe's assurances that there would be no internal conflict within Squire's Planning, and that local projects would be managed by separate consultants.

The proposal to waive Clause 11h) of Financial Regulations, namely, to waive the requirement to get three quotes was carefully considered by Councillors. It was noted that Squires Planning is a local company, which had worked very successfully with the Council on the Copthorne Neighbourhood Plan. It was felt that given the existing working relationship with a reputable local company it was reasonable to waive Standing Orders for this contract. It was further noted that it was proposed to recommend to Full Council that Financial Regulations would be amended as per the NALC model at Minute 22, where it was proposed to increase the limit that this Committee can authorise.

It was therefore AGREED by all present to recommend to Full Council that Squires Planning be awarded the contract as Planning Consultant to assist in the review of both Neighbourhood Plans at an initial cost of £5,500 + VAT + expenses.

It was 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

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

The Clerk advised that as per the item above, Financial Regulations will have to be waived, in that she had not strived to get three quotes for this work.

The proposal to waive Clause 11h) of Financial Regulations namely, to waive the requirement to strive to get three quotes was carefully considered by Councillors. It was noted that Squires Planning is a local company, who had worked with the Council successful on other projects, such as Copthorne Neighbourhood Plan. It was felt that given the existing working relationship with a reputable local company it was reasonable to waive Standing Orders for this contract.

Therefore, it was AGREED by all present to appoint Squires Planning to assist in any planning application for Crawley Down Play area at a cost of £2,900 + VAT.

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.

The costs of the work, and the actions of the Clerk were NOTED and AGREED by all present.

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 prepared a quotation to act as Project Manager; this was circulated. PBA Planning propose a staged approach with the final total being £28,600.

The Clerk advised that Councillors will need to consider waiving Clause 11h) of Financial Regulations and also to waive Clause 18c) of Standing Orders, the requirement to go to tender for all contracts over £25,000.

The proposal to waive Clause 11h) of Financial Regulations, namely, to waive the requirement to get three quotes, and Clause 18 c) of Standing Orders, namely to go to tender for contracts over the value of £25,000 was carefully considered by Councillors. The fee proposed by PBA Planning was within 5% of the total project cost, which is reasonable.

It was further noted that it was proposed to recommend to Full Council that Financial Regulations would be amended as per the NALC model at Minute 22, where it was proposed to increase the limit that this Committee can authorise. These revised Financial Regulations allowed for an increase in the limit over which a tender process must be followed, i.e. an increase from £25,000 to £30,000.

The Projects Clerk was finalising a projects tracker, and the Clerk assured Councillors that given the high value of the Copthorne Recreation Rejuvenation project, the ongoing costs will be carefully monitored, and reported to each Finance meeting.

It was noted that the process by which Working Parties proposed initiatives to be listed on the project tracker was not yet finalised; this is to be an item on a future agenda.

The Copthorne Working Party budget will go over budget, so agreement will need to be sought to vire funds from general reserves to cover expenditure when required.

Disposal of play equipment from Copthorne Recreation Ground

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

Councillors NOTED the disposal of the equipment, with the exception of the swings, and its subsequent from the Asset Register.

22 Revised Financial Regulations

The Clerk referred to the draft revised Financial Regulations, which she has modified to suit the circumstances and operating procedures of Worth Parish Council. Wording **in bold** is a legal requirement and cannot be changed.

The draft Financial Regulations were considered, and limits for authorisation were amended. It was AGREED by all present to recommend to Full Council that these be adopted.

23 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.

Councillors NOTED 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, plus a subsequent application for £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 and fund play areas.

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

Councillors NOTED and supported 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.

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

NOTED this information. After the General Election, the Clerk is to approach the local Member of Parliament for support in clarifying this matter.

24 Projects

CCTV

The Clerk's report was noted.

She advised that ChromaVision, the preferred supplier, has now completed the updates to existing cameras in the Sussex network, and is available to progress the installation of the two cameras agreed.

The Projects Clerk will facilitate such a meeting, and will invite Cllrs Dymond and Scott as the two lead councillors for this project.

Bowers Place

The Clerk's report with the revised timeline, was noted.

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 5th 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.

The Clerk was asked to apply to extend the loan for a period of six months.

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. As PBA Planning has been appointed in principle at Minute 21, they will be asked to assist supplying the additional information. It will be necessary to readvertise the application however, which will lead to further delay.

Councillor NOTED this information

Crawley Down Play Area

Squires Planning was appointed as planning consultant as per Minute 21; the Working Party will need to discuss preferred options for the area.

Councillors NOTED this information.

25 Council Premises and Land

Nothing to report.

26 Matters for Consideration submitted by the Village Working Parties

There were none.

27 Consideration of items for discussion by the Village Working Parties

There were none.

28 Date of the next meeting

Monday, 29th July 2024

Meeting closed at 8.35 pm.

Chairman: _____

Date: _____

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 23/07/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control Account	5,709	
200	Barclays - Current A/C 9630	25,676	
210	Barclays - Business A/C 4225	121,342	
230	Nat West - Current A/C 5083	123,539	
235	CCLA-HSBC- Public Sector Dep.F	85,000	
240	Unity - Current 5365	66,181	
	Total Current Assets		427,448
<u>Current Liabilities</u>			
515	Wages control	11,910	
516	Tax/NI Control	2,796	
517	Pensions Control	2,672	
	Total Current Liabilities		17,378
	Net Current Assets		410,070
	Total Assets less Current Liabilities		410,070
<u>Represented by :-</u>			
300	Current Year Fund	56,382	
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 Cophorne Environment	8,856	
376	EMR Crawley Down Environment	11,490	
395	EMR Donation Refurb.Coph.Play	9,915	
397	EMR Staff - Pension	(0)	
398	EMR Litter Equipment	282	
	Total Equity		410,070

Detailed Income & Expenditure by Budget Heading 23/07/2024

Month No: 4

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Administration								
1076 Precept	0	210,000	420,000	210,000			50.0%	
1090 Interest Received	363	1,934	5,400	3,466			35.8%	
1906 Receipts-Chairman's Dinner	0	320	0	(320)			0.0%	
1909 Misc. Income	0	639	0	(639)			0.0%	362
1910 Wayleaves	0	2	0	(2)			0.0%	
General Administration :- Income	363	212,895	425,400	212,505			50.0%	362
4000 Clerk, Assistant & RFO	8,901	65,594	150,000	84,406		84,406	43.7%	30,411
4002 Locum fees	575	1,700	0	(1,700)		(1,700)	0.0%	
4005 Groundspersons	5,314	21,257	70,000	48,743		48,743	30.4%	
4010 Youth Clubs - Admin	3,162	12,749	20,000	7,251		7,251	63.7%	
4020 Grants Given	0	4,325	8,000	3,675		3,675	54.1%	
4021 Churchyard Maint.Cophorne	0	0	1,000	1,000		1,000	0.0%	
4025 Office Suppl, eg-paper/photocop	39	499	1,605	1,106		1,106	31.1%	
4026 Bank Charges	0	35	214	179		179	16.4%	
4030 Postage	0	0	54	54		54	0.0%	
4035 Utilities-Electric/Gas	379	929	963	34		34	96.5%	
4036 Telephone	634	(196)	257	453		453	(76.1%)	
4037 IT Support Incl.anti-virus etc	2,953	5,988	7,169	1,181		1,181	83.5%	
4040 Chairman's Allowance	320	379	1,000	621		621	37.9%	
4041 Councillors Allow.-Gross	0	1,250	8,500	7,250		7,250	14.7%	
4045 Travelling	0	0	535	535		535	0.0%	
4050 Office Exps.eg.Clean,	100	361	1,605	1,244		1,244	22.5%	
4051 Website costs	0	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	0	667	1,000	333		333	66.7%	
4060 Publicity	0	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	0	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	0	657	3,600	2,943		2,943	18.2%	
4115 Motor Repairs & Expenses	150	219	2,000	1,781		1,781	11.0%	
4150 Capital Purchases	0	559	5,000	4,441		4,441	11.2%	
4155 Payroll administration	0	152	0	(152)		(152)	0.0%	

Detailed Income & Expenditure by Budget Heading 23/07/2024

Month No: 4

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Maintenance-various n/codes	37	543	500	(43)		(43)	108.6%	
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%	
General Administration :- Indirect Expenditure	22,564	128,514	336,712	208,198	0	208,198	38.2%	30,411
Net Income over Expenditure	(22,200)	84,381	88,688	4,307				
6000 plus Transfer From EMR	0	30,411	0	(30,411)				
6001 less Transfer to EMR	0	362	0	(362)				
Movement to/(from) Gen Reserve	(22,200)	114,431	88,688	(25,743)				
200 Allotments								
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	0	256	450	194		194	56.8%	
4206 Heathy Wood	0	0	1,000	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	0	338	1,750	1,412	0	1,412	19.3%	0
Net Income over Expenditure	0	(273)	2,950	3,223				
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	396	1,200	804		804	33.0%	
Recreation Grounds :- Indirect Expenditure	0	396	1,200	804	0	804	33.0%	0
Net Income over Expenditure	0	(396)	550	946				
400 Copthorne Pavilion								
1400 Pavilion Lease	403	1,611	4,833	3,222			33.3%	
Copthorne Pavilion :- Income	403	1,611	4,833	3,222			33.3%	0

Detailed Income & Expenditure by Budget Heading 23/07/2024

Month No: 4

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Maintenance-various n/codes	0	0	1,000	1,000		1,000	0.0%	
4203 Ground Maintenance	145	4,443	6,500	2,057		2,057	68.4%	
4204 Broadband	0	111	0	(111)		(111)	0.0%	
Copthorne Pavillion :- Indirect Expenditure	145	4,554	7,500	2,946	0	2,946	60.7%	0
Net Income over Expenditure	258	(2,943)	(2,667)	276				
500 Parish Office								
1306 South Room Hire - Receipts	537	1,320	7,500	6,181			17.6%	
1308 Deposit-Receipts/refunds Sth R	0	51	0	(51)			0.0%	
Parish Office :- Income	537	1,371	7,500	6,129			18.3%	0
4077 Rent South Room- 1st Floor	1,875	3,750	7,500	3,750		3,750	50.0%	
4081 Insurance - Meeting Room	88	88	0	(88)		(88)	0.0%	
4200 Maintenance-various n/codes	751	1,706	4,000	2,294		2,294	42.7%	
4306 Loan Repaym.New Parish Office	4,863	4,863	9,726	4,863		4,863	50.0%	
4910 Rates	0	1,320	600	(720)		(720)	220.0%	
Parish Office :- Indirect Expenditure	7,577	11,728	21,826	10,098	0	10,098	53.7%	0
Net Income over Expenditure	(7,040)	(10,357)	(14,326)	(3,969)				
600 Electricity-EDF								
4600 Energy - Street Lights	0	4,091	35,000	30,909		30,909	11.7%	
4605 Repairs Street Lights/Lamps/An	0	495	16,000	15,505		15,505	3.1%	
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%	
Electricity-EDF :- Indirect Expenditure	0	3,822	51,900	48,078	0	48,078	7.4%	0
Net Expenditure	0	(3,822)	(51,900)	(48,078)				
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	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	0	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	0	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	775	3,373	20,000	16,628		16,628	16.9%	
4803 Working Party - Crawley Down	540	4,577	20,000	15,423		15,423	22.9%	

Detailed Income & Expenditure by Budget Heading 23/07/2024

Month No: 4

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4804 Youth Support - Costs	162	1,719	0	(1,719)		(1,719)	0.0%	
4808 CD Playgorund	0	0	100,000	100,000		100,000	0.0%	
Projects :- Indirect Expenditure	1,477	10,207	197,000	186,793	0	186,793	5.2%	80
Net Income over Expenditure	(1,477)	(10,207)	(97,000)	(86,793)				
6000 plus Transfer From EMR	0	80	0	(80)				
Movement to/(from) Gen Reserve	(1,477)	(10,127)	(97,000)	(86,873)				
Grand Totals:- Income	1,303	215,942	544,183	328,241			39.7%	
Expenditure	31,763	159,559	617,888	458,329	0	458,329	25.8%	
Net Income over Expenditure	(30,460)	56,382	(73,705)	(130,087)				
plus Transfer From EMR	0	30,491	0	(30,491)				
less Transfer to EMR	0	362	0	(362)				
Movement to/(from) Gen Reserve	(30,460)	86,512	(73,705)	(160,217)				

List of Payments made between 25/06/2024 and 23/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/06/2024	Wessex Medical	109 BACS	489.60	P109.25	Defibrillator battery
26/06/2024	Dynamic	110 BACS	143.83	P110.25	Office supplies/stationery
26/06/2024	Street Lights	111 BACS	115.50	P111.25	Column 10 repair
26/06/2024	ID badges	112 BACS	2.50	P112.25	ID badges
26/06/2024	CDCCA	113 BACS	108.00	P113.25	Hall hire-youth
26/06/2024	Alfred Budgen	114 BACS	1,353.00	P114.25	Alfred Budgen-Copthorne Rec
27/06/2024	Staff	101 BACS	11,317.82	P101.25	M3 staff salaries
28/06/2024	The Glebe Centre	089 BACS	56.25	P089.25	Glebe Centre hire
28/06/2024	Unity Bank Trust	095 DD	0.30	P095.25	Bank charges-Unity
28/06/2024	HMRC	099 BACS	3,846.98	P099.25	M3 HMRC contributions
28/06/2024	WSPF(West Sussex Pension	100 BACS	2,672.37	P100.25	M3 pension contributions
28/06/2024	Members Allowances	106 BACS	1,250.00	P106.25	Cllr allowances Q1
28/06/2024	Various	106 BACS	-178.40	P106.25	REVERSAL
28/06/2024	Unity Bank Trust	BACS	0.30		Unity-bank charges
28/06/2024	REVERSAL	BACS	-0.30		REVERSAL
30/06/2024	Unity Bank Trust	BACS	12.32		Unity-bank charges
05/07/2024	PBA PLANNING	116 BACS	775.00	P116.25	PBA Cop Rec drainage tests
05/07/2024	PJC Consultancy Ltd	117 BACS	600.00	P117.25	PJC tree survey-CD
05/07/2024	L.Bannister	118 BACS	575.00	P118.25	Locum services
05/07/2024	AK Doors & Gates Ltd	119 BACS	174.00	P119.25	AK-Cop Pav shutter
05/07/2024	Olivers Beers and Wines	120 BACS	384.00	P120.25	Olivers-Chairman's Dinner
05/07/2024	Staff expenses	121 BACS	27.58	P121.25	Lollies & cleaning supplies
05/07/2024	Screwfix	122 BACS	44.47	P122.25	Screwfix maintenance mats
05/07/2024	CDCCA	123 BACS	40.00	P123.25	CDCCA-Hall hire CD WP
05/07/2024	Susan Szabo	124 BACS	100.00	P124.25	Office cleaning June 24
15/07/2024	Focus IT services	128 BACS	1,091.94	P128.25	Focus March 24 IT
15/07/2024	Focus IT services	129 BACS	1,045.63	P129.25	Focus IT - March 24
15/07/2024	Focus IT services	130 BACS	1,055.80	P130.25	Focus IT April 24
15/07/2024	Focus IT services	131 BACS	1,057.50	P131.25	Focus IT May 24
15/07/2024	Copthorne Parish Hub	132 BACS	3,093.02	P132.25	Parish Hub-office lease

Total Payments	<u>31,254.01</u>
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List of Payments made between 25/06/2024 and 23/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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
28/06/2024	Nat West	093 BACS	5.95	P093.25	Natwest bank charges
28/06/2024	Amazon	115 DC	14.98	P115.25	Youth-cupboard locks
01/07/2024	Tesco Mobile	DD	24.99	DD	Tesco Mobile-youth
08/07/2024	Tesco Mobile	DD	18.99	DD	Tesco Mobile-groundsman
09/07/2024	AD Williams	126 DC	150.00	P126.25	GV15JWO Insurance excess
12/07/2024	Amazon	125 DC	19.94	P125.25	Stationery
17/07/2024	Amazon	133 DC	7.82	P133.25	Telephone cable
Total Payments			<u>50,392.67</u>		

23/07/2024

Worth Parish Council Current Year

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Unity - Current 5365

Cash Received between 25/06/2024 and 23/07/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
25/06/2024	CASH	R015.25	Cash found in office	73.37
25/06/2024	Nat West - Current A/C - 5083	25.6	To maintain balance	50,000.00
05/07/2024	South Room - Hire Receipts	R016.25	South Room rent-Inv 648	123.00
16/07/2024	South Room - Hire Receipts	R022.25	South Room inv 654	98.40
Total Receipts				<u>50,294.77</u>

23/07/2024

Worth Parish Council Current Year

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15:00

Barclays - Current A/C - 9630

Cash Received between 25/06/2024 and 23/07/2024

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/07/2024	Copthorne Sports Comm.Assoc.	DD	Cop Pavilion lease	402.75
02/07/2024	South Room - Hire Receipts	R018.25	South Room inv 652	56.00
05/07/2024	South Room - Hire Receipts	R017.25	South Room inv 650	73.80
08/07/2024	South Room - Hire Receipts	R019.25	South Room inv 653	112.00
11/07/2024	South Room - Hire Receipts	R020.25	South Room inv 656	24.60
11/07/2024	South Room - Hire Receipts	R021.25	South Room inv 655	49.20
Total Receipts				718.35

15:00

Nominal Ledger Details

Nominal A/c 4803 Working Party - Crawley Down

Annual Budget

20,000.00

Centre 700 Projects

Committed Exp

0.00

Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance					0.00	0.00
1	31/03/2024	508	Journal	CDCCA hall hire - CD WP		40.00
1	22/04/2024	010 BACS	Cashbook	Sports and Play Consulting-CD	3,250.00	
1	22/04/2024	022 BACS	Cashbook	CDCCA-hall hire CD WP	40.00	
2	09/05/2024	038 BACS	Cashbook	CDCCA-Hall hire	40.00	
2	09/05/2024	044 BACS	Cashbook	SID repairs-CD	707.49	
2	24/05/2024	063 BACS	Cashbook	CDCCA Hall hire CD WP	40.00	
4	05/07/2024	117 BACS	Cashbook	PJC tree survey-CD	500.00	
4	05/07/2024	123 BACS	Cashbook	CDCCA-Hall hire CD WP	40.00	
Account Totals					4,617.49	40.00
Net Balance Month 5					4,577.49	

15:00

Nominal Ledger Details

Nominal A/c 4802 Working Party - Copthorne					Annual Budget	20,000.00
Centre 700 Projects					Committed Exp	0.00
Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance					0.00	0.00
1	22/04/2024	011 BACS	Cashbook	Sky Revolutions-survey	975.00	
1	22/04/2024	014 BACS	Cashbook	PJC-arboricultural assess	495.00	
3	26/06/2024	114 BACS	Cashbook	Alfred Budgen-Copthorne Rec	1,127.50	
4	05/07/2024	116 BACS	Cashbook	PBA Cop Rec drainage tests	775.00	
Account Totals					3,372.50	0.00
Net Balance Month 5					3,372.50	

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

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	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	4920.33
Totals	47913.00	134468.80

Community Buildings Site	Haven Centre	Village Hall
Feilbridge Nursery	255.90	0.00
West of Turners Hill Rd	0.00	21680.87
Hazel Close	0.00	26,619.08
Totals	255.90	48299.95

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
Totals	22716.90	42565.73	38439.70	13329.55

*"could be" *"could be"

Sustainable Transport

Site	Any
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
Haven Centre	3427.00
Grange Rd	20712.01
Totals	34653.01