

WORTH PARISH COUNCIL

Finance and General Purpose
Committee Meeting

7th April 2025

Worth Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on 3rd March 2025 commencing at 7.30pm

Present:	Cllr Phillips (Acting Chairman) Cllr Casella Cllr Dorey Cllr King Cllr Pointer Cllr Wilson	Cllr Kipps (Acting Vice Chairman) Cllr Coote Cllr Hodsdon Cllr Lord Cllr Williams
	Mrs L Bannister (Chief Officer)	Cllr Gibson (as non-committee member) 2 members of the public (for this Committee, several others for following meeting)

In the absence of Cllr Scott, Cllr Phillips took the role of Chairman and it was RESOLVED to appoint Cllr Kipps as acting Vice Chairman for the meeting.

132 Public Question Time

A member of the public spoke in support of the Operation Watershed application. He was supported by a neighbour who is also affected by flooding. He lives in one of the houses on Sandy Lane that has been affected by severe flooding since 2019. The main points raised were:

- Significant damage has been caused to their garden, patio and garage by the flooding.
- The water is coming from a flooded corner of King George V Field which is owned by MSDC.
- Nobody has accepted responsibility for this work, which means he has had to spend £12,000 preparing a scope of works and getting approval from MSDC/WSCC.
- They have to use sump pumps to divert the water away from the house. They pump around 800,000 litres per day when flooding is anticipated, increasing their utility costs.
- The value of their home has been impacted, and also their ability to sell.

133 Apologies

Apologies were noted and accepted from Cllr Scott.

134 Declarations of Interest

Cllr Williams declared a non-pecuniary interest in the donation to the Haven as she has been involved in the renovation.

135 Minutes

It was RESOLVED to approve the Minutes of the Finance and General Purposes Committee held on 3rd February 2025. These were duly signed by Cllr Phillips.

136 Chairman's Announcements

The liquidator for the previous street light contractors accepted the Council's counter claim.

137 Correspondence List

Nothing to note.

138 Accounts and Financial Matters

Financial information

Financial information was included in the meeting pack. It was RESOLVED that the financial information was a true representation of the current financial situation.

Bank Reconciliations

It was NOTED that the bank reconciliations to 28th February have been completed and signed by Cllr Casella.

Earmarked Reserve

It was RESOLVED to transfer £3,250 into an earmarked reserve for the Crawley Down Play Area.

Neighbourhood Plan Surveys

It was RESOLVED to approve the estimate by Squires of £1,156 plus VAT (£578 per village). This will either be paid by the earmarked reserve for Neighbourhood Plans, or the grant if any is remaining at the end of the financial year.

RBS subscription

It was RESOLVED to approve the annual cost of £396 plus VAT for an additional subscription to the accounts package.

Grants

It was RESOLVED to approve the following grants:

4Sight Vision Support - £450

Air Ambulance Charity Kent Surrey Sussex - £450

Cllr Williams left the room

Cllr Coote declared a non-pecuniary interest in the donation to the Haven, as he has been involved in the renovation, and left the room

139 Donation to the Haven

It was RESOLVED to donate £5,000 to the Haven, to be paid from the Crawley Down Working Party budget; £3,000 in this financial year and £2,000 in the next financial year.

Cllrs Williams and Coote returned to the meeting

140 Operation Watershed

It was RESOLVED to recommend to Council that:

- a. Council agrees to make the Operation Watershed funding application, subject to a suitable contractor being selected.
- b. The tender process set out in the report is followed, using the electronic tendering process.
- c. The contractors set out in the report are approached to tender.
- d. WPC makes it clear to all parties that making this application does not bestow any liability for the drainage issues or ongoing maintenance on the Council.

141 Section 106 Monies

There were no changes to note since the last report.

It was requested that the S106 report shows what has already been earmarked and what the deadline is to draw down the funds.

It was NOTED that an extension to the Copthorne Recreation Ground MUGA funding has been requested as the approval has a 12-month deadline.

142 Projects

The below updates were NOTED:

CCTV

The Chief Officer has approved the following quotations under the delegated authorities outlined in the Financial Regulations:

- a. UK Safety Store for 20 custom CCTV signs (10 for each village); 20 pairs of post clips to fix the signs to the streetlights/signposts; and 2 galvanised signposts (for Church Road and Newtown in Copthorne). The total cost of this is **£1,123.80 excluding VAT**, with free mainland UK delivery. Sussex Police has now approved the CCTV sign design. The 28-day consultation for the new signpost on Newtown ends on 2nd March 2025 and once completed and the outcome known, the order will be placed with or without the signpost.
- b. Crystal Rubber Ltd for 2 rolls of neoprene rubber strips at a cost of **£72**. These will be used underneath the post clips to help protect the streetlights. This order has been placed and the goods received.

A CCTV Policy and set of Frequently Asked Questions (FAQs) have been drafted and are currently with Sussex Police to review and provide feedback on. The Lead Councillors have provided feedback, which will be reflected in the final version of the documents.

Copthorne Recreation Ground

The drainage design works have now been completed by Pluvium and their invoice for **£1950 excluding VAT** is expected. The Project Manager has received their detailed design reports and is liaising with our preferred suppliers about any resulting amendments required to the Multi Use Games Area (MUGA) and playground designs and to ask them for updated quotations.

The Project Manager is also drawing up detailed specifications for the carpark and pathways ready to go out for quote and/or tender as appropriate in line with the Financial Regulations. Advice from Mid Sussex District Council was to obtain all the relevant quotes ahead of submitting a further S106 application. Once all quotations/tenders have been received, the budget will be updated and any funding gaps identified.

At their last meeting, the Copthorne Working Party asked the Assistant Clerk (Projects) to obtain an indication of how much it would cost to install a skate park or skate ramps and whether this would be eligible for S106 funding ready for further discussion at their next working party meeting.

143 Policy

It was RESOLVED to recommend to Council that the following policies are approved:

- a. CCTV Policy (note that Sussex Police may recommend further changes)
- b. General Privacy Notice
- c. GDPR Subject Access Request Policy
- d. GDPR Breach Notification Policy

Cllr Hodsdon declared an interest in the following item

144 South Room Rent Review

It was RESOLVED to recommend to Council that the offer as set out in the confidential report is accepted.

145 Matters for Consideration submitted by the Village Working Parties or the Co-Ordination Group

No items were submitted.

146 Consideration of items for discussion by the Village Working Parties or the Co-Ordination Group

No items were brought forward.

147 Date of the next meeting

The date of the next meeting is to be confirmed.

Meeting closed at 7.56 pm.

Chairman: _____

Date: _____

12th March 2025

Dear Hannah Smith, Acting Clerk

I am writing to acknowledge receipt of the generous grant of £450 recently received from Worth Parish Council. Thank you for your ongoing support for our work in your area. This is much appreciated and will enable us to continue to support blind and sight impaired people in the Parish of Worth to live without limits.

Your support will enable us to:

- Be there for our clients with specialist Low Vision advice to help them make best use of their remaining sight, enabling them to carry out tasks more easily and safely and remain independent.
- Advise on, and coordinate, delivery of specialist pieces of equipment to support independence.
- Be a listening ear and source of support to ensure clients do not feel isolated and alone.
- Assist with setting up and using a broad range of tech devices, providing clients with a wealth of information through simple voice-activated commands, helping them to access online shopping, banking and feel more connected with loved ones and the wider world.



01243 828 555

enquiries@4sight.org.uk

www.4sight.org.uk



**The Queen's Award
for Voluntary Service**



**Registered Company No. 3740647
Registered Charity No. 1075447**

Thank you once again for your much-valued support of our work.

Yours sincerely,



Tina Mansfield
Fundraising and Communications Officer



01243 828 555
enquiries@4sight.org.uk
www.4sight.org.uk



The Queen's Award
for Voluntary Service



Registered with
**FUNDRAISING
REGULATOR**

Registered Company No. 3740647
Registered Charity No. 1075447

Mrs Jennifer Nagy
Worth Parish Council
First Floor The Hub
Borers Arms Road
COPTHORNE
West Sussex
RH10 3ZQ

Dear Worth Parish Council

I am writing to thank you and the council for your generous grant donation of £450.00.

Air Ambulance Charity Kent Surrey Sussex (KSS) is busier than ever, utilising our helicopters and rapid response vehicles to help our expert crew deliver life-saving care.

We fight every day to save lives; supporting communities such as yours, funded by communities such as yours.

In the past thirty years, we have responded to over 40,000 incidents, including 3,328 in 2023 alone. Your grant will be hugely helpful in ensuring that we can continue to be there for those that need us most in the future.

Should you have any inquiries regarding your grant or wish to learn more about our vital work, please do not hesitate to reach out.

With thanks for your generous support.



Nick Turrell
Community Fundraising Manager

014958 BBMU195A 709C8002B00043 38500 B 73867

Barclays
Leicester
LE87 2BB

0345 605 2345*

Worth Parish Council
The Parish Hub
Borers Arms Road
Copthorne
Crawley
RH10 3ZQ

26 February 2025

We're reducing the interest rate on your business account

We regularly review the interest rates across our business savings accounts and from **13 May 2025**, we'll be reducing them. Here's what's changing on your account:

Business Premium Account

Balance	Standard rates 11 March 2025 to 12 May 2025	Rates from 13 May 2025	Change in rates
£1+	1.35%	1.25%	Reduced by 0.10%
£1 million+	1.60%	1.55%	Reduced by 0.05%
£10 million+	1.80%	1.75%	Reduced by 0.05%

These interest rates aren't directly linked to the Bank of England base rate. We'll always give you two months' notice before we lower your interest rates.

We calculate interest daily, in line with your account terms and conditions. If you'd like a copy of them, please visit barclays.co.uk/business-banking/manage/terms-and-conditions

What happens next

You don't need to do anything. The changes will happen automatically on **13 May 2025**. To find out more, please visit barclays.co.uk/business-banking/accounts/compare-accounts

If you're unhappy with these changes, you always have the option to close your account free of charge before the changes take place – although we hope you'll continue to bank with us.

Yours sincerely

Your Barclays Business team

You can request this in Braille, large print or audio. For information about all of our accessibility services or ways to contact us, visit barclays.co.uk/accessibility

*Call charges may apply. Please check with your service provider. To maintain a quality service, we may monitor or record phone calls.

Barclays Business is a trading name of Barclays Bank UK PLC. Barclays Bank UK PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676). Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

HPBBR003 02/25
CSID/6691190190

Detailed Income & Expenditure by Budget Heading 02/04/2025

Month No: 12

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
<u>100 General Administration</u>								
1076 Precept	0	420,000	420,000	0			100.0%	
1090 Interest Received	302	6,060	5,400	(660)			112.2%	
1906 Receipts-Chairman's Dinner	0	320	0	(320)			0.0%	
1909 Misc. Income	254	1,688	0	(1,688)			0.0%	362
1910 Wayleaves	0	12	0	(12)			0.0%	
General Administration :- Income	557	428,079	425,400	(2,679)			100.6%	362
4000 Clerk, Assistant & RFO	9,484	132,308	150,000	17,692		17,692	88.2%	30,411
4002 Locum fees	0	8,150	0	(8,150)		(8,150)	0.0%	
4005 Groundspersons	5,967	70,862	70,000	(862)		(862)	101.2%	
4010 Youth - Staff Costs	297	38,474	20,000	(18,474)		(18,474)	192.4%	
4020 Grants Given	900	8,003	8,000	(3)		(3)	100.0%	
4021 Churchyard Maint.Copthorne	0	1,000	1,000	0		0	100.0%	
4025 Office Suppl, eg-paper/photocop	5	1,226	1,605	379		379	76.4%	
4026 Bank Charges	2	174	214	40		40	81.5%	
4030 Postage	0	0	54	54		54	0.0%	
4035 Utilities-Electric/Gas	0	1,723	963	(760)		(760)	179.0%	
4036 Telephone	198	1,459	257	(1,202)		(1,202)	567.6%	
4037 IT Support incl.anti-virus etc	741	12,562	7,169	(5,393)		(5,393)	175.2%	
4040 Chairman's Allowance	0	577	1,000	423		423	57.7%	
4041 Councillors Allow.-Gross	1,250	5,000	8,500	3,500		3,500	58.8%	
4045 Travelling	0	0	535	535		535	0.0%	
4050 Office Exps.eg.Clean,	181	1,322	1,605	283		283	82.4%	
4051 Website costs	0	391	1,605	1,214		1,214	24.3%	
4052 S/Ware supp.upds.RBS & Payroll	0	0	1,605	1,605		1,605	0.0%	
4056 Member Training	0	276	1,500	1,224		1,224	18.4%	
4057 HR Support	0	3,943	1,450	(2,493)		(2,493)	271.9%	
4058 Staff Training	450	1,430	1,000	(430)		(430)	143.0%	
4060 Publicity	0	1,460	1,700	240		240	85.9%	
4065 Audit Fees	0	1,278	1,500	222		222	85.2%	
4066 Legal Fees	0	609	4,000	3,391		3,391	15.2%	
4070 Insurances	0	6,841	7,500	659		659	91.2%	
4075 Hire of Halls	77	174	350	176		176	49.7%	
4080 Meeting. Conferences, etc.	0	0	1,000	1,000		1,000	0.0%	
4090 Election Expenses	0	10,831	0	(10,831)		(10,831)	0.0%	8,000
4095 Subscriptions / Memberships	0	1,142	1,100	(42)		(42)	103.8%	
4100 West Sussex ALC & NALC	0	2,456	2,500	44		44	98.3%	
4110 Fuel	154	2,794	3,600	806		806	77.6%	
4115 Motor Repairs & Expenses	945	2,667	2,000	(667)		(667)	133.4%	
4150 Capital Purchases	0	3,254	5,000	1,746		1,746	65.1%	

Detailed Income & Expenditure by Budget Heading 02/04/2025

Month No: 12

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
4155 Payroll administration	92	428	0	(428)		(428)	0.0%	
4200 Maintenance-various n/codes	16	907	500	(407)		(407)	181.4%	
4201 Land Management	250	7,800	10,000	2,200		2,200	78.0%	
4702 Maint.Memorial Car Park	0	39	1,000	961		961	3.9%	
4705 Litter & Dog Bin Emptying	0	16	0	(16)		(16)	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	258	0	(258)		(258)	0.0%	
4907 Drinks Supplies	0	0	100	100		100	0.0%	
4916 CCTV - Monitoring	1,123	1,183	6,000	4,817		4,817	19.7%	1,183
4940 Maint. Memorial Car Park C.D	0	0	1,000	1,000		1,000	0.0%	
4950 Dog Bin Emptying	4,810	4,810	5,000	190		190	96.2%	
General Administration :- Indirect Expenditure	26,940	337,828	336,712	(1,116)	0	(1,116)	100.3%	39,595
Net Income over Expenditure	(26,384)	90,251	88,688	(1,563)				
6000 plus Transfer From EMR	1,123	39,595	0	(39,595)				
6001 less Transfer to EMR	0	362	0	(362)				
Movement to/(from) Gen Reserve	(25,261)	129,484	88,688	(40,796)				
<u>200 Allotments</u>								
1200 Allotment Rents	95	3,302	4,700	1,398			70.3%	
1202 Deposits - Allotments	0	100	0	(100)			0.0%	
1203 Allot.Deposit Refunds	0	50	0	(50)			0.0%	
Allotments :- Income	95	3,452	4,700	1,248			73.4%	0
4200 Maintenance-various n/codes	28	146	300	154		154	48.7%	
4205 Allot. costs incl. .water+misc	(23)	1,769	450	(1,319)		(1,319)	393.2%	
4206 Heathy Wood	0	0	1,000	1,000		1,000	0.0%	
Allotments :- Indirect Expenditure	6	1,915	1,750	(165)	0	(165)	109.5%	0
Net Income over Expenditure	90	1,537	2,950	1,414				
<u>300 Recreation Grounds</u>								
1100 Grants Received	0	2,890	0	(2,890)			0.0%	
1300 MSDC Grounds Management	(227)	1,648	1,250	(398)			131.9%	
1405 C.D.Cricket Club Lease	0	500	500	0			100.0%	
Recreation Grounds :- Income	(227)	5,038	1,750	(3,288)			287.9%	0
4200 Maintenance-various n/codes	0	5,869	1,200	(4,669)		(4,669)	489.1%	
Recreation Grounds :- Indirect Expenditure	0	5,869	1,200	(4,669)	0	(4,669)	489.1%	0
Net Income over Expenditure	(227)	(831)	550	1,381				

Detailed Income & Expenditure by Budget Heading 02/04/2025

Month No: 12

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
<u>400 Copthorne Pavilion</u>								
1400 Pavilion Lease	0	4,431	4,833	402			91.7%	
Copthorne Pavilion :- Income	0	4,431	4,833	402			91.7%	0
4200 Maintenance-various n/codes	28	1,123	1,000	(123)		(123)	112.3%	
4203 Ground Maintenance	0	6,063	6,500	437		437	93.3%	
4204 Broadband	0	329	0	(329)		(329)	0.0%	
Copthorne Pavilion :- Indirect Expenditure	28	7,515	7,500	(15)	0	(15)	100.2%	0
Net Income over Expenditure	(28)	(3,085)	(2,667)	418				
<u>500 Parish Office</u>								
1306 South Room Hire - Receipts	304	4,697	7,500	2,803			62.6%	
1308 Deposit-Receipts/refunds Sth R	100	751	0	(751)			0.0%	
Parish Office :- Income	404	5,449	7,500	2,051			72.6%	0
4077 Rent South Room- 1st Floor	0	7,500	7,500	0		0	100.0%	
4081 Insurance - Meeting Room	0	267	0	(267)		(267)	0.0%	
4200 Maintenance-various n/codes	0	3,452	4,000	548		548	86.3%	
4202 Air Conditioning South Room	428	555	0	(555)		(555)	0.0%	
4306 Loan Repaym.New Parish Office	0	9,726	9,726	(0)		(0)	100.0%	
4910 Rates	0	1,320	600	(720)		(720)	220.0%	
Parish Office :- Indirect Expenditure	428	22,821	21,826	(995)	0	(995)	104.6%	0
Net Income over Expenditure	(24)	(17,372)	(14,326)	3,046				
<u>600 Electricity-EDF</u>								
4600 Energy - Street Lights	6,134	29,242	35,000	5,758		5,758	83.5%	
4605 Repairs Street Lights/Lamps/An	20,234	58,919	16,000	(42,919)		(42,919)	368.2%	
4610 Copthorne -Elec. Meter-6765	0	(787)	450	1,237		1,237	(174.9%)	
4611 C.Down - Elec. Meter - 6092	20	233	450	217		217	51.8%	
Electricity-EDF :- Indirect Expenditure	26,388	87,607	51,900	(35,707)	0	(35,707)	168.8%	0
Net Expenditure	(26,388)	(87,607)	(51,900)	35,707				
<u>700 Projects</u>								
1710 S106 Recpt-CD Playground	0	0	100,000	100,000			0.0%	
1905 Locality Grant	0	8,620	0	(8,620)			0.0%	
Projects :- Income	0	8,620	100,000	91,380			8.6%	0
4720 N/Hood Plan Crawley Down	154	3,133	10,000	6,867		6,867	31.3%	1,375
4722 N/H Plan C.Down - Project	0	0	20,000	20,000		20,000	0.0%	

Detailed Income & Expenditure by Budget Heading 02/04/2025

Month No: 12

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
4725 N/Hood Plan Copthorne	154	6,073	2,000	(4,073)		(4,073)	303.6%	4,315
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	333	525	11,947	11,422		11,422	4.4%	323
4803 Working Party - Crawley Down	3,370	19,502	20,000	498		498	97.5%	330
4804 Youth Support - Costs	663	6,339	8,279	1,940		1,940	76.6%	
4808 CD Playground	0	0	100,000	100,000		100,000	0.0%	
Projects :- Indirect Expenditure	4,673	35,651	197,226	161,575	0	161,575	18.1%	6,423
Net Income over Expenditure	(4,673)	(27,031)	(97,226)	(70,195)				
6000 plus Transfer From EMR	499	6,423	0	(6,423)				
Movement to/(from) Gen Reserve	(4,174)	(20,608)	(97,226)	(76,618)				
<u>900 Copthorne Recreation Ground</u>								
4960 Project Management	1,156	3,556	2,400	(1,156)		(1,156)	148.2%	1,156
4965 Consultants/Planning/Reports	0	2,598	2,598	1		1	100.0%	
4970 Drainage	1,950	3,225	1,275	(1,950)		(1,950)	252.9%	
4975 Playground	0	2,780	2,780	(0)		(0)	100.0%	
Copthorne Recreation Ground :- Indirect Expenditure	3,106	12,159	9,053	(3,106)	0	(3,106)	134.3%	1,156
Net Expenditure	(3,106)	(12,159)	(9,053)	3,106				
6000 plus Transfer From EMR	1,156	1,156	0	(1,156)				
Movement to/(from) Gen Reserve	(1,950)	(11,003)	(9,053)	1,950				
Grand Totals:- Income	829	455,068	544,183	89,115			83.6%	
Expenditure	61,569	511,365	627,167	115,802	0	115,802	81.5%	
Net Income over Expenditure	(60,740)	(56,297)	(82,984)	(26,687)				
plus Transfer From EMR	2,778	47,173	0	(47,173)				
less Transfer to EMR	0	362	0	(362)				
Movement to/(from) Gen Reserve	(57,962)	(9,485)	(82,984)	(73,499)				

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 02/04/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Control Account	11,740	
200	Barclays - Current A/C 9630	18,914	
210	Barclays - Business A/C 4225	86,066	
230	Nat West - Current A/C 5083	10,435	
235	CCLA-HSBC- Public Sector Dep.F	85,000	
240	Unity - Current 5365	4,596	
245	Cambridge B/S 9048	80,640	
Total Current Assets			297,391
<u>Represented by :-</u>			
300	Current Year Fund	(56,297)	
310	General Reserves	191,310	
320	EMR N/Hood Plans	4,310	
345	EMR CCTV	47,817	
355	EMR Lashmere Refurbishment	5,000	
375	EMR Copthorne Working Party	7,377	
376	EMR Crawley Down Working	11,490	
387	EMR CD Play Area	3,250	
395	EMR Donation Refurb.Copth.Play	9,915	
398	EMR Litter Equipment	282	
399	EMR Bowers Place	72,936	
Total Equity			297,391

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		4,848.59					4,848.59	
	Banked: 03/03/2025	10,000.00						
03032025	Nat West - Current A/C - 5083	10,000.00			230		10,000.00	
R161.25	Banked: 06/03/2025	56.00						
R161.25	South Room - Hire Receipts	56.00			1306	500	56.00	Yoga Class
R164.25	Banked: 07/03/2025	117.60						
R164.25	South Room - Hire Receipts	117.60			1306	500	117.60	Yoga Class
	Banked: 10/03/2025	10,000.00						
100325	Nat West - Current A/C - 5083	10,000.00			230		10,000.00	
R163.25	Banked: 11/03/2025	26.00						
R163.25	South Room - Hire Receipts	26.00			1306	500	26.00	Bereavement Group
R162.25	Banked: 13/03/2025	22.93						
R162.25	Castle Water	22.93			4205	200	22.93	Water
	Banked: 14/03/2025	10,000.00						
Mar 14	Nat West - Current A/C - 5083	10,000.00			230		10,000.00	
	Banked: 19/03/2025	10,000.00						
19 Mar	Nat West - Current A/C - 5083	10,000.00			230		10,000.00	
	Banked: 19/03/2025	20,000.00						
19.3	Nat West - Current A/C - 5083	20,000.00			230		20,000.00	Fund transfer
R159.25	Banked: 21/03/2025	254.40						
R159.25	Surrey Hills Solicitors	254.40			1909	100	254.40	Legal Fees Reimbursement
R160.25	Banked: 21/03/2025	104.00						
R160.25	South Room - Hire Receipts	104.00			1306	500	104.00	Art Class
R160.25	Banked: 31/03/2025	-104.00						
R160.25	Error	-104.00			1306	500	-104.00	Error
R161.25	Banked: 31/03/2025	-56.00						
R161.25	Error	-56.00			1306	500	-56.00	Error
R162.25	Banked: 31/03/2025	-22.93						
R162.25	Error	-22.93			4205	200	-22.93	Error
R163.25	Banked: 31/03/2025	-26.00						
R163.25	Error	-26.00			1306	500	-26.00	Error
R164.25	Banked: 31/03/2025	-117.60						
R164.25	Error	-117.60			1306	500	-117.60	Error
Total Receipts for Month		60,254.40	0.00	0.00			60,254.40	
Cashbook Totals		65,102.99	0.00	0.00			65,102.99	

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/03/2025	Dynamic	P428.25	92.66		15.44	4720	700	36.07	Office Supplies
						4725	700	36.08	Office Supplies
						4025	100	1.28	Office Supplies
						4025	100	3.79	Office Supplies
04/03/2025	Jewson	P415.25	6.98		1.16	4802	700	5.82	Hacksaw
						375	0	-5.82	Hacksaw
						6000	700	5.82	Hacksaw
04/03/2025	Jewson	P416.25	195.52		32.59	4802	700	162.93	Fence Equipment
						375	0	-162.93	Fence Equipment
						6000	700	162.93	Fence Equipment
04/03/2025	The Haven Centre	P417.25	40.00			4803	700	40.00	Room Hire
04/03/2025	The Haven Centre	P418.25	144.00			4804	700	144.00	Youth Club
04/03/2025	Auto Services	P419.25	524.56			4115	100	524.56	Vehicle Service
04/03/2025	Susan Szabo	P420.25	100.00			4050	100	100.00	Cleaner
04/03/2025	Street Lights	P421.25	1,044.00		174.00	4605	600	870.00	Column 7
04/03/2025	DM Payroll Services	P422.25	92.00			4155	100	92.00	Payroll
04/03/2025	SLCC - Suite 2.01	P423.25	450.00			4058	100	450.00	Qualification Fee
11/03/2025	Copthorne Garden Services	P429.25	300.00		50.00	4201	100	250.00	Copthorne Garden Services
11/03/2025	Pluviam Environmental	P430.25	2,340.00		390.00	4970	900	1,950.00	Drainage Design
11/03/2025	4 Sight Vision	P431.25	450.00			4020	100	450.00	Grant
11/03/2025	Air Ambulance	P432.25	450.00			4020	100	450.00	Grant
11/03/2025	The Haven Centre	P433.25	3,000.00			4803	700	3,000.00	Grant
14/03/2025	CSCA	P426.25	202.00			4804	700	202.00	Pavilion - Youth Club
14/03/2025	UK Power networks	P427.25	1,402.80		233.80	4605	600	1,169.00	Traffic Lights
19/03/2025	Mid Sussex District Council	P436.25	5,772.00		962.00	4950	100	4,810.00	Dog Bin Collection
19/03/2025	Focus IT services	P437.25	1,074.26		179.04	4036	100	154.10	IT Services
						4037	100	741.12	IT Services
19/03/2025	Shell Garage	P438.25	184.73		30.79	4110	100	153.94	Fuel
19/03/2025	Jewson	P440.25	36.96		6.16	4802	700	30.80	Spike
19/03/2025	Expenses	P441.25	37.97			4804	700	37.97	Youth Club Equipment
19/03/2025	Procurement Services Digital	P442.25	40.79		6.80	4050	100	33.99	Photocopier
20/03/2025	UK Safety Store	P434.25	1,347.70		224.62	4916	100	1,123.08	Signs
						345	0	-1,123.08	Signs
						6000	100	1,123.08	Signs
20/03/2025	Street Lights	P439.25	21,834.00		3,639.00	4605	600	18,195.00	Remedial Works
25/03/2025	Expenses	P456.25	47.70			4802	700	47.70	Peat
25/03/2025	Jewson	P457.25	50.76		8.46	4802	700	42.30	Spike
25/03/2025	Jewson	P458.25	51.70		8.62	4802	700	43.08	Grounds Supplies
25/03/2025	Expenses	P459.25	15.97			4200	100	15.97	Planter
25/03/2025	Airtech (Service /Maintenance)	P460.25	513.60		85.60	4202	500	428.00	Pump
25/03/2025	H Wallis	P461.25	102.27		17.04	4115	100	85.23	Grounds Supplies
27/03/2025	Payroll	P465.25	10,174.79			515		10,174.79	Payroll
28/03/2025	PBA PLANNING	P462.25	330.00			4803	700	330.00	Professional Services
						399	0	-330.00	Professional Services
						6000	700	330.00	Professional Services
28/03/2025	PBA PLANNING	P463.25	1,156.25			4960	900	1,156.25	Professional Services
						375	0	-1,156.25	Professional Services
						6000	900	1,156.25	Professional Services

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
8/03/2025	Glebe Centre	P464.25	76.50			4075	100	76.50	Room Hire
8/03/2025	Pensions	P466.25	2,150.11			517		2,150.11	Pensions
8/03/2025	P30 Employer Payslip	P467.25	3,551.36			516		3,551.36	P30
8/03/2025	Payroll	P468.25	1,121.40			520		1,121.40	Payroll
1/03/2025	Unity Trust Bank	P455.25	1.50			4026	100	1.50	Bank Charges
Total Payments for Month			60,506.84	0.00	6,065.12			54,441.72	
Balance Carried Fwd			4,596.15						
Cashbook Totals			65,102.99	0.00	6,065.12			59,037.87	

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		18,618.54					18,618.54	
R161.25	Banked: 06/03/2025	56.00						
R161.25	South Room - Hire Receipts	56.00			1306	500	56.00	Yoga Class
R164.25	Banked: 07/03/2025	117.60						
R164.25	South Room - Hire Receipts	117.60			1306	500	117.60	Yoga Class
R160.25	Banked: 11/03/2025	104.00						
R160.25	South Room - Hire Receipts	104.00			1306	500	104.00	Art Class
R163.25	Banked: 11/03/2025	26.00						
R163.25	South Room - Hire Receipts	26.00			1306	500	26.00	Bereavement Group
R162.25	Banked: 13/03/2025	22.93						
R162.25	Castle Water	22.93			4205	200	22.93	Water
R168.25	Banked: 13/03/2025	17.71						
R168.25	Allotment Deposits	17.71			1200	200	17.71	Allotment Deposits
R165	Banked: 17/03/2025	100.00						
R165	Into the Wilderness	100.00			1308	500	100.00	Into the Wilderness
R167.25	Banked: 17/03/2025	47.42						
R167.25	Allotment Deposits	47.42			1200	200	47.42	Allotment Deposits
R166.25	Banked: 18/03/2025	30.25						
R166.25	Allotment Deposits	30.25			1200	200	30.25	Allotment Deposits
Total Receipts for Month		521.91	0.00	0.00			521.91	
Cashbook Totals		19,140.45	0.00	0.00			19,140.45	

Payments for Month 12				Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
11/03/2025	Crawley Down FC	R156.25	113.50			1300	300	113.50 Pitch Hire
11/03/2025	Crawley Down FC	R157.25	113.00			1300	300	113.00 Pitch Hire
Total Payments for Month			226.50	0.00	0.00			226.50
Balance Carried Fwd			18,913.95					
Cashbook Totals			19,140.45	0.00	0.00			19,140.45

Date: 02/04/2025

Worth Parish Council Current Year

Page: 145

Time: 09:40

Cashbook 5

User: 6929.L.BANNISTER

Nat West - Current A/C - 5083

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		78,596.02					78,596.02	
R155.25	Banked: 14/03/2025	297.75						
R155.25	CCLA	297.75			1090	100	297.75	Interest
R158.25	Banked: 21/03/2025	4.55						
R158.25	Nat. West	4.55			1090	100	4.55	Service Charge Credit
Total Receipts for Month		302.30	0.00	0.00			302.30	
Cashbook Totals		<u>78,898.32</u>	<u>0.00</u>	<u>0.00</u>			<u>78,898.32</u>	

Continued on Page 146

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2025	Tesco Mobile	Std Ord	24.99			4036	100	24.99	Tesco Mobile-Youth
03/03/2025	EDF	P414.25	19.53			4611	600	19.53	Bowers Place
03/03/2025	Unity - Current 5365	03032025	10,000.00			240		10,000.00	
04/03/2025	Amazon	P425.25	34.19		5.70	4200	200	28.49	Lock
10/03/2025	Unity - Current 5365	100325	10,000.00			240		10,000.00	
10/03/2025	Tesco	P468.25	18.99			4036	100	18.99	Mobile
11/03/2025	Amazon	P434.25	34.19		5.70	4200	400	28.49	Padlock
13/03/2025	Complete Education Services	P443.25	150.00			4804	700	150.00	iPal System
13/03/2025	Amazon	P445.25	36.60		6.10	4804	700	30.50	Youth Club Equipment
13/03/2025	Amazon	P446.25	10.98		1.83	4804	700	9.15	Youth Club Equipment
13/03/2025	Polat Retail	P447.25	20.54			4804	700	20.54	Youth Club Equipment
13/03/2025	Amazon	P448.25	27.55		4.59	4804	700	22.96	Youth Club Equipment
13/03/2025	Amazon	P449.25	11.28		1.88	4804	700	9.40	Youth Club Equipment
13/03/2025	Amazon	P450.25	12.89		2.15	4804	700	10.74	Youth Club Equipment
13/03/2025	Zoo Tiger	P451.25	13.48		2.25	4804	700	11.23	Phone Charger
13/03/2025	Eazy Deals	P453.25	5.97			4804	700	5.97	Youth Club Equipment
14/03/2025	Amazon	P424.25	282.00		47.00	4720	700	117.48	Envelopes
						4725	700	117.52	Envelopes
14/03/2025	Unity - Current 5365	Mar 14	10,000.00			240		10,000.00	
14/03/2025	Amazon	DC	8.42			4804	700	8.42	Various youth games
15/03/2025	Amazon	P452.25	56.09		9.35	4050	100	46.74	Transmitter
17/03/2025	EDF Energy	P454.25	7,360.89		1,226.81	4600	600	6,134.08	Electricity
18/03/2025	DVLA	P444.25	335.00			4115	100	335.00	Vehicle Tax
19/03/2025	Unity - Current 5365	19 Mar	10,000.00			240		10,000.00	
19/03/2025	Unity - Current 5365	19.3	20,000.00			240		20,000.00	Fund transfer
Total Payments for Month			68,463.58	0.00	1,313.36			67,150.22	
Balance Carried Fwd			10,434.74						
Cashbook Totals			78,898.32	0.00	1,313.36			77,584.96	

Nominal Ledger Details

Nominal A/c 4802 Working Party - Copthorne Centre 700 Projects					Annual Budget Committed Exp	11,947.00 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	
4	24/07/2024	144 BACS	Cashbook	Cop Reg play equip removal	2,780.10	
6	23/09/2024	207 BACS	Cashbook	Professional fees Cop Rec	1,800.00	
6	23/09/2024	210 BACS	Cashbook	Water bill	500.00	
7	24/10/2024	251 DC	Cashbook	VE Day flags	24.00	
7	28/10/2024	258 BACS	Cashbook	Copthorne Rec project	600.00	
8	12/11/2024	525	Journal	Sky Revolutions-survey		975.00
8	12/11/2024	525	Journal	PJC-arboricultural assess		495.00
8	12/11/2024	525	Journal	Alfred Budgen-Copthorne Rec		1,127.50
8	12/11/2024	525	Journal	PBA Cop Rec drainage tests		775.00
8	12/11/2024	525	Journal	Cop Rec play equip removal		2,780.10
8	12/11/2024	525	Journal	Professional fees Cop Rec		1,800.00
8	12/11/2024	525	Journal	Water bill-drainage tests		500.00
8	12/11/2024	525	Journal	Cop Rec project		600.00
10	17/01/2025	P351.25	Cashbook	B&Q	14.00	
11	05/02/2025	P390.25	Cashbook	Amazon	154.16	
12	04/03/2025	P415.25	Cashbook	Hacksaw	5.82	
12	04/03/2025	P416.25	Cashbook	Fence Equipment	162.93	
12	19/03/2025	P440.25	Cashbook	Spike	30.80	
12	25/03/2025	P456.25	Cashbook	Peat	47.70	
12	25/03/2025	P457.25	Cashbook	Spike	42.30	
12	25/03/2025	P458.25	Cashbook	Grounds Supplies	43.08	
Account Totals					9,577.39	9,052.60
Net Balance Month 12					524.79	

Nominal Ledger Details

Nominal A/c 4803 Working Party - Crawley Down Centre 700 Projects					Annual Budget Committed Exp	20,000.00 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	
4	24/07/2024	137 BACS	Cashbook	CDCCA Hall hire CD WP	40.00	
4	26/07/2024	141 BACS	Cashbook	Notice boards - CD	6,920.00	
7	04/10/2024	229 DC	Cashbook	Notice board pins	11.51	
7	04/10/2024	230 DC	Cashbook	Ribbon for notice boards	6.70	
7	21/10/2024	255 BACS	Cashbook	CD notice board install	3,890.00	
7	24/10/2024	251 DC	Cashbook	VE Day flags	48.00	
8	11/11/2024	269 BACS	Cashbook	Replant troughs CD war	100.00	
9	02/12/2024	300 BACS	Cashbook	Hall hire	40.00	
9	04/12/2024	306 DC	Cashbook	Planter	213.32	
9	09/12/2024	296 BACS	Cashbook	Mats for CD planter	61.65	
9	16/12/2024	P318.25	Cashbook	Planter Materials	29.25	
10	08/01/2025	P349.25	Cashbook	Aggregate Bags & Paving Buff	35.36	
10	14/01/2025	P356.25	Cashbook	Planters	65.82	
10	16/01/2025	P368.25	Cashbook	Soil for Planters	14.40	
10	29/01/2025	P373.25	Cashbook	Flowers for planters	38.06	
10	31/01/2025	P380.25	Cashbook	Hall hire CDWP	40.00	
12	04/03/2025	P417.25	Cashbook	Room Hire	40.00	
12	11/03/2025	P433.25	Cashbook	Grant	3,000.00	
12	28/03/2025	P462.25	Cashbook	Professional Services	330.00	
Account Totals					19,541.56	40.00
Net Balance Month 12					19,501.56	

Mr. Ken Bonner
Worth Parish Council
The Parish Hub
1st Floor, Borers Arms Road
Copthorne
West Sussex
RH10 3ZQ

10 March 2025

Our Ref: 8700143847/QID 3700030329

Your Ref: WPC/SL

Dear Mr. Bonner,

Site Address: Grange Road / RH10 4JT

I am writing to you on behalf of South Eastern Power Networks plc the licensed electricity distribution network owner for the above site, trading as and referred to in this Notice as UK Power Networks.

I am pleased to provide you with your quotation for your unmetered connection attached with our Terms and conditions. To give you the best possible level of service it is really important that all of the details in this quote are correct, and that we have fully understood your requirements. Please review the quote and if you spot any details that aren't right or have any questions, please contact me on 0330 158 8131.

This quote is for unmetered connections and applicable to existing services that are UK Power Networks fed or for new connections and have been calculated in accordance with our Common Connection Charging Methodology.

Subject to the circumstances set out in the Terms and Conditions, we may need to change the price and the completion date of the works, otherwise the works will be completed by the completion date and for the price stated in the schedule.

Terms and Conditions

This quotation is provided on UK Power Networks' Terms and Conditions Unmetered Connections version 3. The Terms and Conditions can be found by searching for 'Terms and Conditions Unmetered Connections' on our website or by clicking [here](#).

By accepting this quotation you agree to be bound by the Terms and Conditions.

Unmetered Supply Agreement

No unmetered connection work can be undertaken unless an Unmetered Supply Agreement exists with UK Power Networks. To arrange an Unmetered Supply Agreement please contact income management at UK Power Networks (Operations) Limited, Energy House, Carrier Business Park, Hazelwick Avenue, Three Bridges, Crawley, West Sussex, RH10 1EX or email UMSO@ukpowernetworks.co.uk for an application form and further advice.

Validity of the Quotation

This quotation is only valid for 180 days from the date of this letter, until 06 September 2025. After this date if you later wish to proceed with the Works you will need to request a new quotation.

Accepting this quotation

If you wish to accept this quotation you must make payment to us for the Price in full so that it is received in cleared funds before 5pm on 06 September 2025.

This is not an invoice for Tax purposes. Upon receipt of payment a VAT receipt or invoice will be sent by return.

Domestic reverse charge VAT Rate

You may be aware of a new VAT rate, effective from 1st March 2021 that is referred to as "Domestic Reverse Charge for Construction Services". These services are not subject to the VAT Domestic Reverse charge for construction services and therefore VAT is chargeable at the normal rate applicable to this service. Please refer to Section 18 of the HMRC's [VAT reverse charge technical guide](#) for more information.

What happens once you have accepted the Quotation?

Once we have received your payment and, where appropriate, the test certificates, we will contact the person named by you as Site/Project Contact to agree our delivery timescales with them. These delivery timescales may be covered by our guaranteed standards of performance, which can be found by searching for "Our Connection Standards of Performance" on our website or by clicking [here](#).

Lane rental and additional charges

The Works that are the subject of this quotation may be carried out on roads that are subject to lane rental or additional charges. Lane rental charges are daily charges levied by certain road authorities such as TfL and local councils. Please note that the price may be amended in accordance to reflect the costs arising from such lane rental charges. Additional charges may apply if we need to suspend parking bays or bus stops etc. These will be in accordance with your relevant local authority.

Complaints

If you have reason to complain about your Connection please use our Complaints Procedure which can be found by searching for "Complaints" on our website at www.ukpowernetworks.co.uk or phone: 0800 028 4587.

If you want to discuss this quotation or require further assistance please get in touch and I will be more than happy to help. You can contact me on 0330 158 8131 Monday-Friday between 8.30am and 4.30pm.

Yours Sincerely

Pablo Castro

Highway Services
UK Power Networks

*Please ensure that you're using the latest browser version to access the provided links

Schedule

Correspondence Address		Job Details		
Mr. Ken Bonner Worth Parish Council The Parish Hub 1st Floor, Borers Arms Road Copthorne West Sussex RH10 3ZQ		Quotation Number 3700030329		
		Quotation Expiry Date 06 September 2025		
		Highway Service Co-ordinator Pablo Castro		
Site Address :	Grange Road / RH10 4JT			
Unit Description		Qty	Unit Price	Total Price
Same day disconnection and reconnection of an existing unmetered electricity supply to a different position. This includes the: - Excavation of a hole to expose the single phase service cable in an unmade surface; for example a grassed area (The size of the hole will allow our engineers to safely work on the cable) - Electrical works within the hole to disconnect the existing service cable with reconnection later on the same day - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Removal of UK Power Networks' redundant equipment - Reinstatement of the hole Excludes non-standard Distribution Networks as defined in Terms & Conditions		1	£1,357.00	£1,357.00
New cable installation within an existing trench and duct. This is charged per metre and includes the: - Provision and Installation of new single phase service cable into the duct.		3	£14.00	£42.00
Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice		1	£80.00	£80.00

<p>Same day disconnection and reconnection of an existing unmetered electricity supply to a different position. This includes the:</p> <ul style="list-style-type: none"> - Excavation of a hole to expose the single phase service cable in an unmade surface; for example a grassed area <p>(The size of the hole will allow our engineers to safely work on the cable)</p> <ul style="list-style-type: none"> - Electrical works within the hole to disconnect the existing service cable with reconnection later on the same day - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Removal of UK Power Networks' redundant equipment - Reinstatement of the hole <p>Excludes non-standard Distribution Networks as defined in Terms & Conditions</p>	1	£1,357.00	£1,357.00
<p>New cable installation within an existing trench and duct. This is charged per metre and includes the:</p> <ul style="list-style-type: none"> - Provision and Installation of new single phase service cable into the duct. 	3	£14.00	£42.00
<p>Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice</p>	1	£80.00	£80.00
<p>Same day disconnection and reconnection of an existing unmetered electricity supply to a different position. This includes the:</p> <ul style="list-style-type: none"> - Excavation of a hole to expose the single phase service cable in an unmade surface; for example a grassed area <p>(The size of the hole will allow our engineers to safely work on the cable)</p> <ul style="list-style-type: none"> - Electrical works within the hole to disconnect the existing service cable with reconnection later on the same day - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Removal of UK Power Networks' redundant equipment - Reinstatement of the hole <p>Excludes non-standard Distribution Networks as defined in Terms & Conditions</p>	1	£1,357.00	£1,357.00
<p>New cable installation within an existing trench and duct. This is charged per metre and includes the:</p> <ul style="list-style-type: none"> - Provision and Installation of new single phase service cable into the duct. 	3	£14.00	£42.00

Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice	1	£80.00	£80.00
2 way traffic lights for the duration of works. This includes the: - Design of traffic and pedestrian management requirements - Delivery and set-up of the traffic lights - Advance warning signage - Additional cones/signage - Maintenance checks on traffic lights throughout the course of the works - Dismantle and remove the traffic lights and all associated signage and cones This does not include any Local Authority charges	1	£1,125.00	£1,125.00
Footway closure (without diversion) for the duration of works. This includes the: - Set-up and maintenance of footway closure signage This does not include any Local Authority Charges.	1	£536.00	£536.00
Total Excluding VAT			£6,098.00
VAT @ 20%			£1,219.60
Total (including VAT)			£7,317.60
Completion date			05 December 2025

The works referred to in this quotation will be completed by the end of the date shown above. This date is subject to the date of your acceptance of this quotation, and any further discussions we may have with you regarding the programming of the works, and the completion of works by others, as stated in the prerequisite to the completion of our works but are not our responsibility to complete.

Payment

You can pay either by credit card, cheque or BACS / CHAPS. By making payment in full you are entering into a contract with us and you will be deemed to accept the Terms and Conditions.

You can make payment by one of the following methods:

- **Credit or Debit Card:** please call **0203 282 0610** - open Monday to Friday 8.30am to 4.30pm.or email BillingTeam-Networks@ukpowernetworks.co.uk

We accept all major credit and debit cards with the exception of American Express.

- **Cheque:** please complete and return the Acceptance Slip attached to the address given on the Acceptance Slip.
- **BACS/CHAPS:** HSBC Bank Plc, Sort Code 40-05-30, Account Number 02302934. Use your Quotation Number (as shown in the top right hand corner of the Schedule) as a reference to ensure that payment gets

processed correctly.

Acceptance Slip for Cheque Payments

UK Power Networks, Energy House, Carrier Business Park, Three Bridges, Crawley, RH10 1EX

Please make cheques payable to: "UK Power Networks" making reference to the Quote number shown below and returning this slip.

Payee Name: Worth Parish Council	Job No:	3700030329
Address: The Parish Hub 1st Floor, Borers Arms Road Copthorne West Sussex	Quotation Expires on:	06 September 2025
Postcode: RH10 3ZQ	Full Payment of the price:	£7,317.60
	Customer Name:	Worth Parish Council
	Site Address:	Grange Road / RH10 4JT

Please Sign Here:

Name of Receiver:

Have the test certificates been forwarded ready for works to commence? Please tick: ☐ Yes ☐ No

Mr. Ken Bonner
Worth Parish Council
The Parish Hub
1st Floor, Borers Arms Road
Copthorne
West Sussex
RH10 3ZQ

07 March 2025

Our Ref: 8700143856/QID 3700030327

Your Ref: WPC/SL

Dear Mr. Bonner,

Site Address: Turners Hill Road / RH10 4HG

I am writing to you on behalf of South Eastern Power Networks plc the licensed electricity distribution network owner for the above site, trading as and referred to in this Notice as UK Power Networks.

I am pleased to provide you with your quotation for your unmetered connection attached with our Terms and conditions. To give you the best possible level of service it is really important that all of the details in this quote are correct, and that we have fully understood your requirements. Please review the quote and if you spot any details that aren't right or have any questions, please contact me on 0330 158 8131.

This quote is for unmetered connections and applicable to existing services that are UK Power Networks fed or for new connections and have been calculated in accordance with our Common Connection Charging Methodology.

Subject to the circumstances set out in the Terms and Conditions, we may need to change the price and the completion date of the works, otherwise the works will be completed by the completion date and for the price stated in the schedule.

Terms and Conditions

This quotation is provided on UK Power Networks' Terms and Conditions Unmetered Connections version 3. The Terms and Conditions can be found by searching for 'Terms and Conditions Unmetered Connections' on our website or by clicking [here](#).

By accepting this quotation you agree to be bound by the Terms and Conditions.

Unmetered Supply Agreement

No unmetered connection work can be undertaken unless an Unmetered Supply Agreement exists with UK Power Networks. To arrange an Unmetered Supply Agreement please contact income management at UK Power Networks (Operations) Limited, Energy House, Carrier Business Park, Hazelwick Avenue, Three Bridges, Crawley, West Sussex, RH10 1EX or email UMSO@ukpowernetworks.co.uk for an application form and further advice.

Validity of the Quotation

This quotation is only valid for 180 days from the date of this letter, until 03 September 2025. After this date if you later wish to proceed with the Works you will need to request a new quotation.

Accepting this quotation

If you wish to accept this quotation you must make payment to us for the Price in full so that it is received in cleared funds before 5pm on 03 September 2025.

This is not an invoice for Tax purposes. Upon receipt of payment a VAT receipt or invoice will be sent by return.

Domestic reverse charge VAT Rate

You may be aware of a new VAT rate, effective from 1st March 2021 that is referred to as "Domestic Reverse Charge for Construction Services". These services are not subject to the VAT Domestic Reverse charge for construction services and therefore VAT is chargeable at the normal rate applicable to this service. Please refer to Section 18 of the HMRC's [VAT reverse charge technical guide](#) for more information.

What happens once you have accepted the Quotation?

Once we have received your payment and, where appropriate, the test certificates, we will contact the person named by you as Site/Project Contact to agree our delivery timescales with them. These delivery timescales may be covered by our guaranteed standards of performance, which can be found by searching for "Our Connection Standards of Performance" on our website or by clicking [here](#).

Lane rental and additional charges

The Works that are the subject of this quotation may be carried out on roads that are subject to lane rental or additional charges. Lane rental charges are daily charges levied by certain road authorities such as TfL and local councils. Please note that the price may be amended in accordance to reflect the costs arising from such lane rental charges. Additional charges may apply if we need to suspend parking bays or bus stops etc. These will be in accordance with your relevant local authority.

Complaints

If you have reason to complain about your Connection please use our Complaints Procedure which can be found by searching for "Complaints" on our website at www.ukpowernetworks.co.uk or phone: 0800 028 4587.

If you want to discuss this quotation or require further assistance please get in touch and I will be more than happy to help. You can contact me on 0330 158 8131 Monday-Friday between 8.30am and 4.30pm.

Yours Sincerely

Pablo Castro

Highway Services
UK Power Networks

*Please ensure that you're using the latest browser version to access the provided links

Schedule

Correspondence Address		Job Details		
Mr. Ken Bonner Worth Parish Council The Parish Hub 1st Floor, Borers Arms Road Copthorne West Sussex RH10 3ZQ		Quotation Number 3700030327		
		Quotation Expiry Date 03 September 2025		
		Highway Service Co-ordinator Pablo Castro		
Site Address :	Turners Hill Road / RH10 4HG			
Unit Description		Qty	Unit Price	Total Price
Same day disconnection and reconnection of an existing unmetered electricity supply to a different position. This includes the: - Excavation of a hole to expose the single phase service cable in an unmade surface; for example a grassed area (The size of the hole will allow our engineers to safely work on the cable) - Electrical works within the hole to disconnect the existing service cable with reconnection later on the same day - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Removal of UK Power Networks' redundant equipment - Reinstatement of the hole Excludes non-standard Distribution Networks as defined in Terms & Conditions		1	£1,357.00	£1,357.00
New cable installation within an existing trench and duct. This is charged per metre and includes the: - Provision and Installation of new single phase service cable into the duct.		3	£14.00	£42.00
Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice		1	£80.00	£80.00
2 way traffic lights for the duration of works. This includes the: - Design of traffic and pedestrian management requirements - Delivery and set-up of the traffic lights - Advance warning signage - Additional cones/signage - Maintenance checks on traffic lights throughout the course of the works		1	£1,125.00	£1,125.00

- Dismantle and remove the traffic lights and all associated signage and cones This does not include any Local Authority charges			
Footway closure (without diversion) for the duration of works. This includes the: - Set-up and maintenance of footway closure signage This does not include any Local Authority Charges.	1	£536.00	£536.00
Total Excluding VAT			£3,140.00
VAT @ 20%			£628.00
Total (including VAT)			£3,768.00
Completion date			02 December 2025

The works referred to in this quotation will be completed by the end of the date shown above. This date is subject to the date of your acceptance of this quotation, and any further discussions we may have with you regarding the programming of the works, and the completion of works by others, as stated in the prerequisite to the completion of our works but are not our responsibility to complete.

Payment

You can pay either by credit card, cheque or BACS / CHAPS. By making payment in full you are entering into a contract with us and you will be deemed to accept the Terms and Conditions.

You can make payment by one of the following methods:

- **Credit or Debit Card:** please call **0203 282 0610** - open Monday to Friday 8.30am to 4.30pm.or email BillingTeam-Networks@ukpowernetworks.co.uk

We accept all major credit and debit cards with the exception of American Express.

- **Cheque:** please complete and return the Acceptance Slip attached to the address given on the Acceptance Slip.
- **BACS/CHAPS:** HSBC Bank Plc, Sort Code 40-05-30, Account Number 02302934. Use your Quotation Number (as shown in the top right hand corner of the Schedule) as a reference to ensure that payment gets processed correctly.

Acceptance Slip for Cheque Payments

UK Power Networks, Energy House, Carrier Business Park, Three Bridges, Crawley, RH10 1EX

Please make cheques payable to: "UK Power Networks" making reference to the Quote number shown below and returning this slip.

Payee Name: Worth Parish Council	Job No:	3700030327
Address: The Parish Hub 1st Floor, Borers Arms Road Copthorne West Sussex	Quotation Expires on:	03 September 2025
Postcode: RH10 3ZQ	Full Payment of the price:	£3,768.00
	Customer Name:	Worth Parish Council
	Site Address:	Turners Hill Road / RH10 4HG

Please Sign Here:

Name of Receiver:

Have the test certificates been forwarded ready for works to commence? Please tick: ☐ Yes ☐ No

WORTH PARISH COUNCIL

Report to Council

Title: End of Year Financial Report

Meeting: Finance & General Purpose Committee

Date: 7th April 2025

Agenda Item: 8: To consider the report

The draft accounts for the financial year 1st April 2024 to 31st March 2025 are now available.

These show that the council is holding a total amount of £297,391 spread over various accounts. Of this amount, £135,013 is being held in the general reserve fund, with the remainder of £162,378 being earmarked for various projects.

Note that until we close off the financial year in the accounts system and have the audits completed, these figures are subject to change (although it is anticipated that these would be minor).

Budget

Members should note the following deviations from the budget:

Budget area	Amount of under/(over) spend	Reason
Office salaries	£17,692	Staffing needs changed throughout the financial year
Locum fees	(£8,150)	Unexpected
Youth – staff costs	(£18,474)	As previously discussed, it is expected that there was a transcribing error when inputting the agreed budget
IT Support	(£5,393)	To switch from a server to a cloud-based system
HR Support	(£2,493)	Support with recruitment of Chief Officer
Allotment costs	(£1,319)	£850 paid towards tree removals
Maintenance – Rec Grounds	(£4,669)	£2,890 for drainage works at Pavilion – claimed through S106 £1,130 for repair at CD playground
Street light repairs	(£42,919)	Agreed emergency and urgent repairs following street light audit

Earmarked Reserves

The below illustration shows the amount of earmarked reserves being held, and the amount planned to amend these in the new financial year. There were several changes proposed when the budget was set, and Members now need to confirm that these changes can be made.

Fund	Current balance	Proposed changes	End balance	Notes
Neighbourhood Plans	4,310		4,310	
CCTV	47,817		47,817	This is mostly for future phases of CCTV
Lashmere	5,000		5,000	
Copthorne WP	7,377	-7,377	0	To move to Copthorne Rec project
Crawley Down WP	11,490		11,490	CDWP to consider use of this fund
CD play area	3,250		3,250	For the reports, agreed expenditure
Donation Cop Play	9,915	7,377	17,292	Rename Copthorne Recreation Ground
Litter equipment	282		282	
Bowers Place	72,936		72,936	
Grounds vehicles	0	5,000	5,000	
Elections	0	3,000	3,000	

General Reserves

The Joint Practitioner's Audit Guide states that General Reserves should be maintained at a level of 3-12 months of general running costs, so for Worth Parish Council, a minimum balance of approximately £108,000 should be maintained in the new financial year.

Recommendation

It is recommended that Members agree the proposed changes to the earmarked reserves as shown above.

Lead Officer

Leanne Bannister, Chief Officer

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
------	------	-------------	-----	------------------------------	-------	-----------------------------	-------	------------------------	------	--------	---

No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Source of Funding	Estimated Resourcing Requirements
1	CCTV Project	Council	Andy Dymond & Alex Cruickshank	Gill Kearney	Major Project	In Progress	Top Priority - No 1.	Vision instructed to install CCTV at Col 2 The Green, Copthorne. Crawley Down location agreed by CDWP 24/9/24 & instruction issued. Envereo approval received for signs on WSCC streetlights identified bar 1. Further application submitted 27/3/25 for CD. S115 license granted to place a new signpost on Church Road & Newtown. CCTV Policy, FAQs, Data Protection Impact Assessment and Data Processing and Information Sharing Agreements approved by Council and in place. CCTV signs, fixings & signposts rec'd & Grounds Maintenance to install signposts.	June 2019 (after circa 12mth discussion)	Underway	30/4/25					£49,719.30 (for installation.)	S106 - approved & EMR	
2	Project Management System	Coordination Group	Coordination Group	Gill Kearney	Initiative	In Progress	Top Priority - No 2 after S106 app submitted	Approach, documents & trackers drafted. Phase 2: To identify suitable project management system(s) to house project information and make reporting easier; to house action lists and planners; and to hold staff 'to do lists'. To test project documentation as new projects started.	11/5/2023	Underway	Originally anticipated 30/10/2024 as end date for full project. Now anticipate completion by 30/5/24		2/16/2024	Phase 1: 25/7/24; Phase 2: TBC		TBC	N/A	Phase 2: 4 weeks Project Officer time

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
------	------	-------------	-----	------------------------------	-------	-----------------------------	-------	------------------------	------	--------	---

No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Source of Funding	Estimated Resourcing Requirements
3	Copthorne Recreation Ground Rejuvenation Project	Council	Graham Cassella	Gill Kearney / Paul Budgen	Major Project	In Progress	Top Priority - No 3 once S106 app completed.	Drainage design work completed. PB liaising with preferred suppliers to obtain revised quotes and producing detailed spec to obtain quotes for remaining works to inform S106 application for money towards car park & drainage.		Underway	31/12/2025 - TBC					£658,589.58 ex VAT - TBC	S106 - MUGA - approved £164,300 PWLB - £150,000 - TBC	
4	Bowers Place Parking Solution Project	Council	Kerry Scott	Gill Kearney / Paul Budgen	Major Project	In Progress	Top Priority - No 4.	Paul Budgen appointed as Project Manager. Biodiversity Net Gain Assessment report received 1.10.24. To review any mitigation requirements before submitting planning application. Original anticipated completion date 31.12.24 no longer possible. Timeline to be reviewed once 1st 3 priority projects allow.		Underway	TBC					£75,100 (based on 2022 tender exercise)	EMR - £73,266	
5	Preferred Suppliers List	Council	Trevor Hodsdon	Leanne Bannister	Initiative	In Progress	Top Priority	Advice from Independent Auditor sought re legality of Parish Council having a Preferred Supplier List. Clerk unable to do further work before leaving. New Chief Officer to take this on from 22.1.25.	8/9/24 (date Auditor confirmed it's legal to have one).	Underway	5/10/2025	3 months	2/10/2025			£0	N/A	
6	Copthorne Bank - Access Path via St Francis Care Home land	Copthorne Working Party	TBC	Hannah Smith	TBC	Not Started	Top Priority	Linked to Community Highways Scheme request. WSCC suggested solution of liaising with St Francis Care Home to see if they'd be prepared for some of their land to be used as a footpath giving pedestrians safe passage.	1/22/2025	TBC			TBC			UNKNOWN		

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
------	------	-------------	-----	------------------------------	-------	-----------------------------	-------	------------------------	------	--------	---

No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Source of Funding	Estimated Resourcing Requirements
7	Road Traffic Stumps - Copthorne Village Green, Church Road near the Glebe	Copthorne Working Party	Trevor Hodsdon	Hannah Smith	Initiative	In Progress	Top Priority	Research stumps & obtain quotes; check for underground utilities; obtain approval for costs & from St Nicholas Church as land owners. WSCC confirmed ok to do. Research on stumps / costs completed - CWP agreed wooden stumps with reflective strips. Confirmed no scanning required, cables too far underground to be an issue.	8/2/2024	Underway	TBC	1 day for Shane & Colin to install.	TBC	TBC			CWP budget	
8	Crawley Down Playground Rejuvenation Project	Crawley Down Working Party	Liz Williams	Gill Kearney	Major Project	On Hold	Second Tier	Work will be picked up again when there's capacity, once top tier priorities allow. GK to liaise with LW & KS re Playground/Bowers Place connection.		Underway	9/30/2025	12 months	12/15/2023					
9	Parish Wide Tree Survey Project (BAU)	Parish Clerk	N/a - BAU	Leanne Bannister	Major Project	In Progress	Second Tier	All trees needing felling (red rated in report) have been done. Contractor selected for amber rated works. Work to be done in April 2025.		Underway	4/30/2025	6 months	10/1/2025			£32,500	Precept	
10	Copthorne War Memorial	Historical	Bob King	Leanne Bannister	Major Project	In Progress	Second Tier	JN applied to land registry 2022. July 2024 confirmed surveyor to attend site - no further update received, solicitor chased 6.2.25. 20.2.25 - sols confirmed WPC registered as having an interest in this land on land registry.		Underway	TBC		UNKNOWN					

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
------	------	-------------	-----	------------------------------	-------	-----------------------------	-------	------------------------	------	--------	---

No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Source of Funding	Estimated Resourcing Requirements
11	WPC Streetlight Replacement Project (BAU)	BAU	N/a - BAU	Leanne Bannister	Major Project	Not Started	Third Tier	9/10 columns now replaced, final one due in May 25. All other emergency/urgent works complete. Other repairs due over next 2 financial yrs, with LED fitting over 2-3 yrs.		Underway	28/2/25 for urgent works		Oct-24			80,415.00	Precept	
12	Community Highways Scheme - 20mph limit for an enclosed space (at the ends of Burleigh Way, Hophurst Road, Station Road).	Crawley Down Working Party	Ian Gibson	Leanne Bannister	Initiative	Not Started	Third Tier	Consultation with Crawley Down Residents / Businesses required. Deadline for application 31st July each year.	3/15/2024	5/1/2025	7/31/2025	3 months to submit application to WSCC, 12 months to hear outcome, then a further 2-3 years to implement				£0.00		
13	Community Highways Scheme - Build Out Scheme at Crawley Down Village Centre	Crawley Down Working Party	Ian Gibson	Leanne Bannister	Initiative	Not Started	Third Tier	To stop people parking there and provide safety for those crossing the road. Consultation with Residents / Businesses required. Deadline 31st July each year. 10.1.25 IG provided drawing to Chief Officer.	3/15/2024	5/1/2025	7/31/2025	3 months to submit application to WSCC, 12 months to hear outcome, then a further 2-3 years to implement				£0.00		
14	Community TRO - Copthorne (The Glebe into Church Road) - yellow lines around corner	Copthorne Working Party	Trevor Hodsdon	Leanne Bannister	Initiative	Not Started	Third Tier	Consultation with Residents/Businesses required - to include any other double yellow lines needed.		5/1/2025	7/31/2025	3 months to submit application to WSCC, 12 months to hear outcome, then a further 2-3 years to implement				£0.00		
15	Community TRO - Proposal for Double Yellow Lines in Copthorne (Akehurst Close into Church Lane)	Copthorne Working Party	Chris Phillips	Leanne Bannister	Initiative	Not Started	Third Tier	Consultation with Residents/Businesses required. Deadline 31st July each year.		5/1/2025	7/31/2025	3 months to submit application to WSCC, 12 months to hear outcome, then a further 2-3 years to implement				£0.00		

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
------	------	-------------	-----	------------------------------	-------	-----------------------------	-------	------------------------	------	--------	---

No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Source of Funding	Estimated Resourcing Requirements
16	Copthorne Village Green - Dig out drainage ditch & install new pipe	Copthorne Working Party	Bob King	Hannah Smith	TBC	In Progress	Third Tier	Work started 18.1.25. Further work to shape the ditch and digout the end part by hand is still to be done. Shane is in contact.			1/31/2025	2/3 days work for contractor	1/18/2025					
17	Copthorne Village Green - Install trench / cabling / holes for temporary poles and electricity to power Christmas Lights	Copthorne Working Party	Bob King	Hannah Smith	TBC	Closed	Third Tier	Quotes received. Project cancelled - CWP agreed to move Christmas lights / event to Copthorne Rec once Rejuvenation Project completed.				1 week work for contractor						
18	Lashmere Project	Historical	Lauraine Stewart	Gill Kearney	TBC	Not Started	Third Tier				TBC							
19	Rejuvenation of the Copthorne Brook Area	Copthorne Working Party	Bob King	Gill Kearney	Major Project	Not Started	Fourth Tier	To start when Copthorne Rec Project Work allows			TBC							
20	CCTV Review & Possible further installations	Finance & General Purposes Committee	Andy Dymond & Alex Cruickshank	Gill Kearney	Major Project	Not Started	Fourth Tier	After 6-month review period following Phase 1 installation completed		10/1/2025	2/28/2026	6 months				Dependent on number of cameras & locations agreed		Dependent on number of cameras & locations agreed
21	Signage for Car Parks - Crawley Down	Crawley Down Working Party	N/a - On Hold	Gill Kearney	Initiative	On Hold	Fourth Tier	To confirm wording required, investigate suppliers & obtain quotes. Consider enforcement options. (Note: Check if Copthorne will require signage for carpark once installed). 21.8.24 - CDWP agreed to put this on hold for 6 months and monitor if required.	7/25/2024	On hold until Feb-25								
22	Plaques for 2 oak trees on Crawley Down Village Green	Crawley Down Working Party	Phillip Coote	Hannah Smith	Initiative	In Progress	Fourth Tier	To confirm wording required, investigate suppliers and obtain quotes. Placed on hold following Clerk's resignation. HS now to action. Hs is awaiting Cllr Cootes approval for design.	7/25/2024	9/17/2024	12/31/2024							

Worth Parish Council Projects List

Key:	Grey	Not Started	Red	Significant issues or delays	Amber	Some concerns or deviations	Green	In progress & on track	Blue	Closed	Not yet discussed with Coordination Group
-------------	------	-------------	-----	------------------------------	-------	-----------------------------	-------	------------------------	------	--------	---

No	Name of Project	Source of Project	Lead Councillor(s)	Project Manager	Classification	Status	Priority	Notes	Date Agreed to Add to Projects List	Target Date to Initiate Project	Target Date to Finish Project	Anticipated Total Time to Complete	Actual Start Date	Actual End Date	Actual Total Time to Complete	Estimated Costs	Source of Funding	Estimated Resourcing Requirements
23	Youth Club Branding, Logo, Flags and Bus Signage	Officer Staff	Lauraine Stewart / Clare Pointer	Hannah Smith / Drew Sewell	Initiative	ON HOLD	Second Tier	Youth Club designs passed to graphic designer to create logo. 2nd graphic designer approached. Quotes for printing t-shirts requested 14.8.24. Contractor confirmed 22.8.24 & works completed. Now awaiting branding work to obtain logo and order flags/bus signage. To be reviewed again in May 2025.	7/25/2024	Underway	9/30/2024							
24	Community Highways Scheme - 1 way system down Bakers Hill, Copthorne	Copthorne Working Party		Leanne Bannister	Initiative	Not started	Third Tier									£0.00		
25	Community Highways Scheme - 1 way system outside Copthorne School (currently voluntary)	Copthorne Working Party		Leanne Bannister	Initiative	Not started	Third Tier									£0.00		
26	TRO - 30mph painted on road at Brookhill, Copthorne	Member of Public Request		Leanne Bannister	Initiative	Not started	Third Tier									£0.00		

Leanne Bannister - Worth Parish Council Clerk

From: Assistant Clerk (Projects)
Sent: 02 April 2025 12:57
To: Leanne Bannister - Worth Parish Council Clerk; Worth Parish Council Deputy Clerk
Subject: Re: Finance & General Purpose Committee - 7th April
Attachments: Projects List Tracker as at 2.4.25 - for F&GP on 7.4.25.pdf

Hi Leanne

Please now find below a Projects Update to send out to Cllrs with your other papers...

10. Projects – to receive updates on the following projects (attached):

- CCTV
- Copthorne Recreation Ground

Attached is the updated Projects List Tracker.

CCTV:

We are currently awaiting an updated quote from Chroma Vision to now include connection charges from UKPN. It is expected that these charges are likely to be similar in amount to connecting new streetlights and that these charges will fall within the total budget already agreed, as shown in the table below.



Item / Activity	Total Cost - Crawley Down (ex VAT)	Total Cost - Copthorne (ex VAT)	Actual Spend to Date - Crawley Down	Actual Spend to Date - Copthorne	Funding	Notes
Funding:						
S106 Monies					£65,509.20	

Ear Marked Reserves					£49,000.00	24.5.24 - Accounts Clerk confirmed £122,266 earmarked reserves + £6k for ongoing maintenance
TOTAL					£114,509.20	
Expenditure:						
Village Centre - Station Road	£31,391.35		£0.00			FROM S106 - Equipment ordered but invoice not yet rec'd
Copthorne Green		£17,204.15		£0.00		FROM S106 - Equipment ordered but invoice not yet rec'd
UKPN Charges						Waiting for confirmation from Chroma Vision
CCTV Signage & Fixings	£447.10	£675.98	£447.10	£675.98	£1,123.08	FROM EMR - 5 smaller signs + 5 larger signs and fixings for each village plus 2 galvanised signposts for Copthorne
Neoprane rubber strips	£36.00	£36.00	£36.00	£36.00	£72.00	To protect streetlights when signs fitted
TOTAL	£31,874.45	£17,916.13	£483.10	£711.98	£1,195.08	
Grand Total	£49,790.58		£1,195.08		£113,314.12	

Councillors are asked to agree to delegate the authority to approve the UKPN charges up to the amount of £10,000 to the Chief Officer in consultation with the Chair of the Council or Chair of the Finance and General Purposes Committee.

The CCTV signs, fixings and new signposts have now arrived, and arrangements are being made for the Grounds Maintenance Team to install the new signposts on Church Road and Newtown, Copthorne.

A range of communications have been drafted for publication before the installation takes place and once it has, to let everyone know that it is now live. This will include letters to those local businesses and residential homes immediately in the vicinity of the cameras. These are expected to be hand delivered, so will not incur additional postage costs.

The Supplier has yet to confirm installation dates dependent on UKPN timescales and WSCC Highways approvals to use their land in Crawley Down as well as for any temporary traffic closures required to safely deliver and install the CCTV columns and equipment. It is still hoped that this will happen by the end of April 2025.

Copthorne Recreation Ground Rejuvenation Project:

Following receipt of the detailed drainage design reports and drawings, the Project Manager has been liaising with the Preferred Suppliers for the Multi Use Games Area (MUGA) and the playground to identify any necessary changes required to their proposals and to obtain updated quotes.

This has taken longer than anticipated with the technical nature of the drainage requirements and the impact such changes would have on the MUGA and playground surfacing requiring a number of back-and-forth conversations with the Preferred Suppliers and the Drainage Design Company. As a result, the drainage requirements recommended are being amended to enable the most suitable solution for all concerned. In order to redesign and update the recommendations to enable this planning condition to be discharged, the Drainage Design Contractor is anticipating an additional charge of £700 excluding VAT. The Chief Officer has approved this spend. Councillors are asked to note this.

The Project Manager will now arrange for details of the various packages of work to be drawn up and to identify where quotes or a tender are still required. On receipt of this information the Assistant Clerk (Projects) will draw up the necessary details for any tender process in line with the Financial Regulations Appendix 1 and also taking into consideration the recently agreed Operation Watershed tender process. It is anticipated that this information will not be received from the Project Manager in time for the process to be drawn up and circulated for discussion at the Finance & General Purposes Committee Meeting on Monday. In order to prevent further delays, Councillors are asked to delegate authority to the Chief Officer to agree the tender process, including who to seek formal tenders from.

Councillors are asked to note this projects update.

Many thanks

Gill

Gill Kearney

Assistant Clerk (Projects)

[Tuesday to Thursday]

Worth Parish Council

1st Floor The Parish Hub

Borers Arms Road

Copthorne

West Sussex

RH10 3ZQ

Tel: 01342 713407

Website: www.worth-pc.gov.uk

Facebook: [@worthparishcouncil](https://www.facebook.com/worthparishcouncil)

Instagram: [@worthparishyouth](https://www.instagram.com/worthparishyouth)

Newsletter: [Sign Up to the Worth Parish Council Newsletter](#)



Our emails are checked before sending but we take no responsibility for inadvertent transmission of viruses. We advise that email is not secure or confidential. If you have received this message in error you are asked to destroy it and advise us please. Our emails are confidential to the intended recipient, are our property and may not be utilised, copied or transmitted to third parties.

From: Leanne Bannister - Worth Parish Council Clerk <clerk@worth-pc.gov.uk>

Sent: Tuesday, April 1, 2025 14:40

To: Worth Parish Council Deputy Clerk <astclerk@worth-pc.gov.uk>; Assistant Clerk (Projects) <projects@worth-pc.gov.uk>

Subject: FW: Finance & General Purpose Committee - 7th April

My apologies, I didn't copy you in on this one.

Kind regards

Leanne Bannister
Chief Officer

Worth Parish Council
1st Floor The Parish Hub
Borers Arms Road
Copthorne
West Sussex
RH10 3ZQ
Tel: 01342 713407

Website: www.worth-pc.gov.uk
Facebook: [@worthparishcouncil](https://www.facebook.com/worthparishcouncil)
Instagram: [@worthparishyouth](https://www.instagram.com/worthparishyouth)
Newsletter: [Sign Up to the Worth Parish Council Newsletter](#)



Our emails are checked before sending but we take no responsibility for inadvertent transmission of viruses. We advise that email is not secure or confidential. If you have received this message in error you are asked to destroy it and advise us please. Our emails are confidential to the intended recipient, are our property and may not be utilised, copied or transmitted to third parties.

From: Leanne Bannister - Worth Parish Council Clerk

Sent: 01 April 2025 11:44

To: Alex Cruickshank <alex.cruickshank@worth-pc.gov.uk>; Andrew Dymond <andrew.dymond@worth-pc.gov.uk>; Bob King <bob.king@worth-pc.gov.uk>; Chris Phillips <chris.phillips@worth-pc.gov.uk>; Clare Pointer <clare.pointer@worth-pc.gov.uk>; Eddie Lord <eddie.lord@worth-pc.gov.uk>; Graham Casella <graham.casella@worth-pc.gov.uk>; Ian Gibson <ian.gibson@worth-pc.gov.uk>; Kerry Scott <kerry.scott@worth-pc.gov.uk>; Lauraine Stewart <Lauraine.Stewart@worth-pc.gov.uk>; Liz Williams <Liz.williams@worth-pc.gov.uk>; Peter Bingle <peter.bingle@worth-pc.gov.uk>; Phillip Coote <phillip.coote@worth-pc.gov.uk>; Sue Kipps <sue.kipps@worth-pc.gov.uk>; Therese Wilson <therese.wilson@worth-pc.gov.uk>; Tony Dorey <tony.dorey@worth-pc.gov.uk>; Trevor Hodsdon <trevor.hodsdon@worth-pc.gov.uk>

Subject: Finance & General Purpose Committee - 7th April

Good morning

The next meeting of the Finance & General Purpose Committee will be held on Monday 7th April following the Planning & Highways Committee. This meeting will be held in the Glebe Centre, Crawley Down.

The agenda is attached. Supporting documents will follow by Thursday.

Kind regards

Leanne Bannister
Chief Officer

Worth Parish Council

1st Floor The Parish Hub
Borers Arms Road
Copthorne
West Sussex
RH10 3ZQ
Tel: 01342 713407

Website: www.worth-pc.gov.uk
Facebook: [@worthparishcouncil](https://www.facebook.com/worthparishcouncil)
Instagram: [@worthparishyouth](https://www.instagram.com/worthparishyouth)
Newsletter: [Sign Up to the Worth Parish Council Newsletter](#)



Our emails are checked before sending but we take no responsibility for inadvertent transmission of viruses. We advise that email is not secure or confidential. If you have received this message in error you are asked to destroy it and advise us please. Our emails are confidential to the intended recipient, are our property and may not be utilised, copied or transmitted to third parties.



WORTH PARISH COUNCIL

DATA PROTECTION POLICY

INTRODUCTION

Worth Parish Council ("the Council") is committed to protecting personal data and ensuring compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. This policy sets out how the Council collects, processes, stores, and disposes of personal data.

SCOPE

This policy applies to all personal data processed by the Council, including data of residents, councillors, employees, contractors, and volunteers.

DATA PROTECTION PRINCIPLES

The Council will ensure that personal data is:

1. Processed lawfully, fairly, and transparently.
2. Collected for specified, explicit, and legitimate purposes.
3. Adequate, relevant, and limited to what is necessary.
4. Accurate and kept up to date.
5. Kept only for as long as necessary.
6. Processed securely to maintain integrity and confidentiality.

LAWFUL BASIS FOR PROCESSING

The Council processes personal data under the following lawful bases:

- Legal obligation – e.g., statutory duties (electoral roll, financial records).
- Public task – e.g., providing public services.
- Contract – e.g., employment contracts.
- Consent – where necessary, freely given and documented.

DATA SUBJECT RIGHTS

Individuals have the right to:

- Access their data (Subject Access Request – see the Subject Access Request Policy for more information).
- Rectify inaccurate data.
- Request erasure (where applicable).
- Restrict processing.
- Object to processing.
- Data portability (where applicable).

Requests should be submitted in writing to the Chief Officer, and will be responded to within one month.

DATA SECURITY & STORAGE

- Personal data is stored securely (electronically with password protection, physically in locked cabinets/offices).
- Access is restricted to authorised personnel only.
- Data breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours if necessary.

DATA RETENTION & DISPOSAL

The Council follows a Retention Schedule to ensure data is kept only as long as necessary. Personal data is securely deleted or shredded when no longer needed.

DATA SHARING

The Council does not share personal data with third parties unless required by law or with consent. Any data shared (e.g., contractors handling payroll) is governed by a Data Sharing Agreement.

DATA BREACH PROCEDURE

In case of a data breach, the Council will:

1. Identify and contain the breach.
2. Assess the risk and impact.
3. Notify affected individuals (if required).
4. Report to the ICO within 72 hours if necessary.

See the Data Breach Procedure Policy for more information.

TRAINING & AWARENESS

All councillors, employees, and volunteers handling personal data must complete GDPR training and follow this policy.

REVIEW OF THE POLICY

Subject to any new legislation, changes in Statute or case law which require immediate amendment; or the requirements of the Parish Council, this Policy will be reviewed within two years of adoption.

Date of Adoption: XXX

Reviewed: XXXX

Reviewed: XXXXX



WORTH PARISH COUNCIL

INTERNAL PRIVACY NOTICE

For staff*, councillors and role holders**

*"Staff" means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff* and former councillors. This also includes applicants or candidates for any of these roles.

YOUR PERSONAL DATA – WHAT IS IT?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

WHO ARE WE?

This Privacy Notice is provided to you by Worth Parish Council which is the data controller for your data. The Council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Sussex Police

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be "joint data controllers". This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.

- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

WHAT DATA DO WE PROCESS?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

We use your personal data for some or all of the following purposes:

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.

- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference. Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data. We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- We may also use your personal data in the following situations, which are likely to be rare:
- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

HOW WE USE SENSITIVE PERSONAL DATA

We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:

- Information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- Your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- In order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.

- Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

DO WE NEED YOUR CONSENT TO PROCESS YOUR SENSITIVE PERSONAL DATA?

We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

INFORMATION ABOUT CRIMINAL CONVICTIONS

We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public. We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

Some of our processing is necessary for compliance with a legal obligation. We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

SHARING YOUR PERSONAL DATA

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions, or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

YOUR RESPONSIBILITIES

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

YOUR RIGHTS IN CONNECTION WITH PERSONAL DATA

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

TRANSFER OF DATA ABROAD

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

FURTHER PROCESSING

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

CHANGES TO THIS NOTICE

We keep this Privacy Notice under regular review and we will place any updates on this web page www.worth-pc.gov.uk.

CONTACT DETAILS

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Email: clerk@worth-pc.gov.uk

Post: 1st Floor The Parish Hub, Borers Arms Road, Copthorne RH10 3ZQ

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

REVIEW OF THE POLICY

Subject to any new legislation, changes in Statute or case law which require immediate amendment; or the requirements of the Parish Council, this Policy will be reviewed within two years of adoption.

Date of Adoption: XXX

Reviewed: XXXX