

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL  
HELD ON THURSDAY 8 JANUARY 2015  
IN THE TOWN COUNCIL OFFICE AT 7.30 PM

Cllrs Present: Mr Chris Kemp (Chairman)

Mr John Robbins

Mr David Burden

Dr Rosa Pawsey

Mr Richard Chandler

Mr Tony Sneller

Mr Rawden Rogerson

Mr Neville Fox

Mrs Maggie South

Mrs Carole Goldthorp

Mrs Juliet Fynes

Mr Roger Hanauer

Mr Alan Copus

In Attendance: Town Clerk, Mrs Rebecca Knifton

Members of the public x 2

Member of the press, Miss Amie Gordon

Apologies:

Chichester District Cllr Mrs Lintill

West Sussex County Cllr Mrs Duncton

Ms Joan Devine

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1/15 Representations by the public

There was a public representation by Mr Tom Moore who stated that he was an allotment holder. He wished to reiterate the complaints he had made at the Council meeting on the 12<sup>th</sup> of December.

His complaints were as follows:

- The website had not been updated.
- He found the notice placed on the gates of the allotments aggressive.
- The new contract contravened the lease with the Leconfield Estate.
- The Open Spaces Committee approved the new contract without considering the existing lease.
- He complained that the minutes of meeting in December had not been circulated with this meeting's agenda.

**ACTION:** PTC will respond to Mr Moore formally regarding his complaint. Mr Moore will be invited to the Open Spaces Committee on the 15<sup>th</sup> of January where the allotment contract will be discussed.

The Chairman wished to clarify that the reason the minutes had not been circulated with this agenda was due to this meeting being purely to set the budget and precept as CDC had brought the date forward for submission. It was also noted that as PTC had held an additional meeting in December, something that had not been undertaken before. He further confirmed that the Clerk had been on annual leave over the Christmas period and coupled with being unwell with a flu bug, the minutes had not yet been sent to the Chairman for comment.

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2/15 Apologies for absence

Apologies received from Cllr Devine due to work commitments and from County Cllr Duncton and District Cllr Lintill.

3/15 Declarations of interest

None.

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The Chairman wished to vary the order of the agenda.

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4/15 To receive Reports

Finance and General Purposes Committee:

1) Approval of payments and signing of cheques

06/01/2015	Leconfield	300.50
06/01/2015	CDC	1,560.00
06/01/2015	Southern Water	102.86
06/01/2015	Bexley Printers	148.00
06/01/2015	k Bridle	150.00
06/01/2015	CDC	5,000.00
06/01/2015	Flude	1,138.80
06/01/2015	Kemp Property Projects Ltd	192.50
06/01/2015	SSE	265.62
06/01/2015	Nexus	2,872.50
06/01/2015	HMRC (Post Office Ltd)	505.39
06/01/2015	R Knifton	1,083.85
06/01/2015	Hamilton Cole - s106	1,258.58

Proposed by Cllr Kemp and seconded by Cllr Fox.

**RESOLVED.**

2) To receive recommendation from the Committee to approve the Budget.

<b>EXPENDITURE</b>		<b>2014/5 Budget</b>	<b>Total to 30 Nov</b>	<b>Full year forecast</b>	<b>2015/6 budget</b>
<b>Open Space</b>	Rosemary Gdns/Hampers Com Contract	5,970	2,985	5,976	6,000
	Rosemary Gardens Maintenance	1,500	1,093	1,200	1,500
	Hampers Common Maintenance	1,200	45	200	1,200
	Hampers Common Lease	300	0	300	300
	Xmas Event - General	2,000	201	2,000	1,300
	Xmax Event - Lighting	0	0	0	1,000
	Hanging Baskets - Maintenance	1,500	1,800	2,100	800
	Hanging Baskets - Watering	0	0	0	1,500
	Planters	100	41	41	100
	General Maintenance	750	528	750	2,000
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		13,320	6,693	12,567	15,700
<b>Admin</b>	Office Rent & Service Charges	6,700	2,713	5,062	6,700
	Clerk's Salary	10,000	9,498	15,855	20,000
	Additional Clerk's hours				3,000
	Assistant Clerk's Salary	3,600	2,360	2,360	0
	Insurance	1,800	1,964	1,964	3,300
	SALC/SLCC				
	Subscriptions/Contracts	950	841	900	1,100
	Audit Fee	600	1,428	1,700	1,000
	Office Expenditure	500	1,121	1,400	1,000
	Expenses/Postage	400	52	100	400
	Photocopier	200	63	100	0
	Comms/IT	350	324	420	500
	Office Water	150	104	150	150
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		25,250	20,468	30,011	37,150
<b>Misc</b>	Grants Awarded	4,000	2,384	2,384	3,000
	CCTV	5,000	0	5,000	5,000
	Street Lighting	1,750	1,453	1,750	2,400
	Neighbourhood Planning	2,000	5,225	10,785	1,765
	NP transfer from Reserves		-5,225	-10,785	
	Farmer's Market	500	0		0
	Web Site	300	0	45	300
	Church clock	3,500	976	1,236	200
	Local Election				2,000
	Repayment of £50k loan for playgrounds				6,000
	Repayment of £10k loan for skatepark				1,000
	Traffic & roads consultant				7,500
	War Memorial				2,000
	Dog Bins				500
	Training				2,000
	Contingency	2,000	2,850	3,550	2,000
		<u>19,050</u>	<u>7,663</u>	<u>13,965</u>	<u>35,665</u>
	Allotments Lease and Water	1,500	1,097	2,000	2,000
	Allotments Maintenance	500	0	100	500
		<u>2,000</u>	<u>1,097</u>	<u>2,100</u>	<u>2,500</u>
	Petworth Pages				
	Printing/Expenses	3,800	1,870	1,870	0
	Petworth Pages Distribution	480	240	240	0
		<u>4,280</u>	<u>2,110</u>	<u>2,110</u>	<u>0</u>
		<u><b>63,900</b></u>	<u><b>38,031</b></u>	<u><b>60,753</b></u>	<u><b>91,015</b></u>

Neighbourhood Plan  
Summary

Costs:	Nexus	34,667
	clerking	4,800
	stationery	440
	printing	1,600
	website upgrade	300
	traffic & roads consultant	2,500
	postage/envelopes	1,940
	hall hire	1,518
	Total estimated cost	<u>47,765</u>
Funding	grants received	-13,300
	additional grant pre 31/3/15	-700

additional grant during 2015/16	-7,000
reserve set aside at 1/4/14	-23,000
<b>Total funds</b>	<b>-44,000</b>
Net funding required	3,765
Budgetted in 2014/15	-2,000
<b>Net funds required during 2015/6</b>	<b>1,765</b>

<b>INCOME</b>	<b>2014/5 Budget</b>	<b>Total to 30 Nov</b>	<b>Full year forecast</b>	<b>2015/6 Budget</b>
Precept	52,543	52,543	52,543	81,800
Support Grant	4,675	4,675	4,675	4,051
Hampers Common Hire	200	200	200	200
Photocopying	60	13	13	0
Interest	20	14	20	20
Xmas Event		1,045	1,850	2,500
Precept/Support Grant increase of 50% for Stage 1 of our 5 Year Plan provides for:				
Children - Rosemary Gardens equipment make-over				
Children - Hampers Green equipment re-provision				
Youth - Skatepark				
Community - Neighbourhood Plan				
Community - Traffic planning consultancy				
Community - Cleaner town				
Allotment Rents	2,500	1,422	2,500	2,600
Petworth Pages Adverts	4,500	1,900	1,000	0
<b>Totals</b>	<b>64,498</b>	<b>61,811</b>	<b>62,801</b>	<b>91,171</b>

#### **BALANCE SHEET**

Reserve at 1 April 2014 - general	3,112
Reserve at 1 April 2014 - for NP	23,000
Reserve cash at 1 April 2014 - for NP	13,300
Less Reserve transfer to Expenditure	-5,225
Less forecast Reserves transfer	-5,560
Forecast extra NP grant	700
Income forecast	62,801
Prior year VAT refund	4,858
	-
Less: Expenditure forecast	60,753
Less: Recoverable VAT forecast	-5,000

Reserve forecast at 31 March 2015	<u><u>31,233</u></u>
2015/6 income budget	91,171
Less 2015/6 expenditure budget	-
Additional NP grant	91,015
	7,000
	-
Less budgeted Reserves transfer	<u>33,215</u>
Reserve budgetted at 31 March 2016	<u><u>5,174</u></u>

**MINUTED:** Formal thanks were given to both Cllr Pawsey for all her hard work locating and compiling information on the Neighbourhood Plan and to Cllr Copus for all his hard work as Chairman of the Finance and General Purposes Committee in preparing the budget.

The final draft budget figures were discussed and the above amendments were **AGREED**. Proposed by Cllr Fox and seconded by Cllr Copus.

**RESOLVED.**

3) To receive recommendation from the Committee to approve the Precept.

The figure of £81,800 was proposed by Cllr Hanauer and seconded by Cllr Robbins. Cllr Burden abstained due to living just outside the Parish boundary.

**RESOLVED.**

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**EXCLUSION of THE PUBLIC**

In accordance with the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public has been excluded from the meeting by reason of the confidential nature of the business to be transacted. Information relating to the financial and/or business affairs of any particular person (including the authority holding that information).

Proposed by Cllr South and seconded by Cllr Rogerson. All members in agreement that the press and public be excluded.

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5/15 **To approve and sign the Clerk's contract**

It was **AGREED** that the following amendment be made to the Clerk's contract:

Sick Pay – For Key Man Insurance to be sought to cover any long-term illness should it arise.

**AGREED** that there will be an annual appraisal system set up.

**AGREED** that the Clerk will obtain from NALC and circulate the following documents:

Complaints procedure;

Equal opportunities;

Health and safety;

Grievance policy;

Disciplinary policy;

Lone working;

Staff appraisals.

Proposed by Cllr South and seconded by Cllr Burden. A vote by way of a show of hands took place with 7 in favour and Cllrs Goldthorp, Fox, Chandler, Sneller and Fynes abstaining.

Motion Carried.

**RESOLVED** that the contract be signed.

Meeting closed – 8.40pm

Signed.....

Chairman