



Petworth Town Council

Locum Clerk: Mrs Rebecca Knifton ACILEX
H: 01428 607782
M: 07917 663167

The Old Bakery
Golden Square
Petworth
West Sussex
GU28 0AP

Tel: 01798 344883

E: petworthtowncouncil@hotmail.co.uk

9 July 2014

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 15 JULY** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7pm**.

Yours sincerely

Becca

Mrs Rebecca Knifton ACILEX
LOCUM CLERK

Agenda

1. Apologies for absence
2. Declarations of interest
To receive from Members declarations of Pecuniary and non-Pecuniary interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.
3. Minutes of the previous meeting
To approve and sign the minutes of the last meeting. APPENDIX A
4. Matters Arising
 - (a) F/8/14 – Insurance: update on asset register
 - (b) F/7/14 – Cheque signing process: procedure for quotes and contracts APPENDIX B
 - (c) F/12/14 - Accounts paid 1st May – 31st: Khameleon to request bi-monthly cleaning
 - (d) F/11/14 - To consider other items at the Chairman's discretion: Clerk to write to the Stonemasons
 - (e) F/6/14 – Grants: Clerk to write to Outset
5. Current Financial Situation APPENDIX C
6. Grants
To consider the outstanding application from U3A
7. Invoices for approval
Expenditure approval APPENDIX D
8. Accounts 1st June – 30th June
To note the monthly report on receipts and payments APPENDIX E

9. To consider other items at the Chairman's discretion

APPENDIX A

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 17TH JUNE 2014
IN THE TOWN COUNCILOFFICE AT 7.00 PM

Cllrs Present: Mr Alan Copus (Chairman) Mr Neville Fox
Mr Chris Kemp Mrs Elizabeth Hodgkins
Mrs Juliet Fynes Dr Rosa Pawsey
Mr Rawden Rogerson

In attendance: Locum Clerk, Mrs Rebecca Knifton

F/1/14 Apologies

None

F/2/14 Declarations of interest

None

F/3/14 Minutes of the previous meeting

(a) The minutes of the meeting held on Tuesday 6th May were agreed. Proposed by Cllr Kemp and Seconded by Cllr Copus.

RECOMMENDED that the minutes are approved by Council.

(b) The minutes of the Extraordinary Meeting held on Wednesday 28th May were agreed with the exception of a grammatical error on minute 7, SALC Package, line 6: 'buy' should read 'by'. Proposed by Cllr Pawsey and Seconded by the Cllr Kemp.

RECOMMENDED that the minutes are approved by Council.

F/4/14 Matters Arising

(a) SSALC package. Cllr Kemp reported on his correspondence with SSALC and it was noted that they will be dealing with the recruitment of the new Clerk at a cost of £390. It was further noted that there had been some interest in the role.

(b) Locum Clerk. Cllr Kemp introduced Locum Clerk, Mrs Rebecca Knifton. He explained that he had initially instructed Sue Frossard, the Clerk to Chiddingfold who undertook work on behalf of SSALC. Unfortunately she was unable to cover all meetings. Sue had contacted Rebecca, the Clerk to Fernhurst and Heyshott who had covered as a locum for Sue in 2013 and also undertook locum work for SSALC. She is able to cover immediately and up to August.

F/5/14 Current Financial Situation

Cllr Copus reported. He produced a finance spreadsheet system which he had created and was projected on the wall. It was noted that this new system showed monthly columns on the right hand side which made reading the monthly expenditure more efficient.

Expenditure highlighted were the gains on the church clock and it was noted that an entry on the system under the 'xmas event' cost centre for £440 should have been entered under 'hanging baskets'.

It was discussed that the allotments are leased by PTC from the Egremont Estate and PTC then collect allotment rent in turn, the annual income of which was noted at £1,186 to date.

It was noted that the VAT rebate had been received.

Discussions as to having a monthly record of payments and receipts were noted and it was agreed that Cllr Copus will develop and enhance the spreadsheet to include this facility. A separate column to include a percentage of budget remaining will also be added.

The subject of expenditure for the neighbourhood plan was debated and it was noted that there was £2,000 in this year's budget for the project.

F/6/14 Grants

Cllrs Kemp and Copus reported on four grant applications, one of which, the payment of £300 towards the WW1 Anniversary had already been paid.

A grant request from Sylvia Beaufoy had been received but no specified figure was noted. The Committee discussed the importance of the youth club and that funding from WSCC had been revoked. Cllr Copus informed members that PTC had donated £1k in the previous year. Proposed by Cllr Copus and seconded by Cllr Pawsey.

It was agreed that a **RECOMMENDATION** should be made to Council to approve a grant of £1k.

A further grant request had been received from the Samaritans, yet again with no specified figure. It was noted that Council had awarded a grant of £100 in 2012.

Proposed by Cllr Fynes and seconded by Cllr Kemp.

It was agreed that a **RECOMMENDATION** should be made to Council to approve a grant of £100.

A final grant request from Outset Youth Action had been received. It was noted that a grant of £200 had been given in 2012. The letter had not provided any information on how their services would affect and benefit children within the Parish. It was agreed that the Clerk will write a letter to Outset to request further information.

ACTION: The Clerk to write to Outset.

F/7/14 Cheque signing process

A procedure flow chart had been produced by Cllr Copus which all members had received.

Proposed by Cllr Kemp and seconded by Cllr Rogerson. **RESOLVED** that the process be adopted.

It was noted that the Finance and General Purposes Committee does not hold meetings in August and December and therefore the process document could cause delays in payment.

It was unanimously agreed that for these two months a meeting will be called for an appropriate Tuesday before full Council.

ACTION: Cllrs Pawsey and Copus to draft a similar procedure flow chart for quotes and contracts. The clerk to forward on relevant information in accordance with the new model standing orders supplied by NALC.

F/8/14 Insurance

It was noted by the Committee that the Council's Insurance Policy had been due for renewal on the 1st of June. A quote had been received from Zurich under a 5 year fixed price plan but the quote had included an increase in value to the bus shelters to £6k each. It was also noted that the play equipment had increased in value. PTC to cross reference the insurer's value of Council property to that in the asset register. The

Committee agreed that PTC should not under insure itself and as the Council's asset register had been mislaid, the retired Clerk will be contacted as to its whereabouts.

ACTION: find the asset register.

ACTION: contact Wicksteed to ask for a valuation on the play equipment.

The Committee unanimously agreed to make a **RECOMMENDATION** to Council to pay the premium to Zurich.

F/9/14 Invoices for approval

A list of payments for approval were received:

Barnsfold - £777.40

Travis Perkins - £62.16

Flude Commercial - £1,049.

It was agreed that the Clerk will check the previous payment to Flude before actioning.

ACTION: Clerk to check payment to Flude.

It was further noted and agreed that the £440 already paid for the hanging baskets should be moved to the contingency cost centre.

All actions proposed by Cllr Pawsey and seconded by Cllr Kemp.

RESOLVED.

F/10/14 Excel Accounts model

This agenda item had already been discussed under minute 5/14 and it was confirmed that Cllr Copus will develop the system.

F/11/14 To consider other items at the Chairman's discretion

Cllr Fox spoke of the proposed retirement celebration for the previous Clerk. It was noted that nothing had been budgeted.

It was agreed that a **RECOMMENDATION** be made to Council to set aside £200 from PTC's contingency fund.

Cllr Fynes spoke of the War Memorial and asked when it was due to be cleaned. Cllr Kemp confirmed that a contractor had recently visited and that grant money to pay for the cleaning should be received by the end of the June.

Event noted: Nick Boles, MP, Parliamentary Under Secretary of State for Planning - 3 July 2014 at CDC.

Cllr Fynes reminded the Committee that there was still an outstanding advertising invoice from the Stonemasons.

ACTION: The Clerk to write to the Stonemasons requesting settlement within 14 days.

The water tap at Leconfield Hall. NOTED.

Cllr Kemp raised updating the Standing Orders and the adoption of the scoping document and terms of reference for both the neighbourhood plan and planning. This matter is ongoing.

F/12/14 Accounts paid 1st May – 31st

NOTED.

ACTION: the Clerk to talk to Khameleon to request bi-monthly cleaning.

Meeting closed – 9.10pm

Chairman

Signed.....

Dated.....