



Petworth Town Council

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9 September 2014

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 16 SEPTEMBER** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7pm**.

Yours sincerely

Becca

Mrs Rebecca Knifton ACILEx
TOWN 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

5. Current Financial Situation

6. Invoices for approval

Payee	Gross Amount	Net Amount	Budget item
Nexus	5,820.00	4,850.00	Neighbourhood Planning
R Knifton	1,083.85	1,083.85	Clerk's Salary
HMRC	505.39	505.39	Clerk's Salary
Naldrett	497.50	497.50	Rosemary Gdns/Hampers Com Contract
Khameleon	30.00	30.00	General Maintenance
Nat West	35.00	35.00	General Maintenance

R Knifton	11.88	11.88	Office Expenditure
			Hanging
John Bridle	960.00	960.00	Baskets
R Welch	188.09	188.09	Office Expenditure
Steeple	18.00	15.00	Office Expenditure

7. Accounts August

To note the monthly report on receipts and payments

Total to 31 August	EXPENDITURE		Annual Budget	Total to 31 August
28,610	Open	Rosemary Gdns/Hampers Com		
100	Spaces	Contract	5,970	1,990
13		Rosemary Gardens Maintenance	1,500	1,093
5		Hampers Common Maintenance	1,200	45
370		Hampers Common Lease	300	0
		Xmas Event	2,000	0
		Hanging Baskets	1,500	840
		General Maintenance	750	498
		Town Plants	100	41
			13,320	4,507
	Admin	Office Rent & Service Charges	6,700	1,413
		Clerk's Salary	10,000	4,730
		Assistant Clerk's Salary	3,600	2,360
		Insurance	1,800	1,964
		SALC/SLCC Subscriptions/Contracts	950	841
		Audit Fee	600	300
		Office Expenditure	500	391
		Expenses/Postage	400	52
		Photocopier	200	63
		Telephone	350	210
		Office Water	150	47
			25,250	12,370
	Misc	Grants Awarded	4,000	2,380
		CCTV	5,000	0
		Street Lighting	1,750	1,205
		Neighbourhood Planning	2,000	375
		Farmer's Market	500	0
		Web Site	300	0
		Church clock	3,500	976
		Contingency	2,000	2,850
			19,050	7,786

1,204	Allotments Lease and Water	1,500	347
	Allotments Maintenance	500	0
		2,000	347
1,425	Petworth Pages Printing/Expenses	3,800	1,870
	Petworth Pages Distribution	480	240
		4,280	2,110
<u>31,727</u>		<u>63,900</u>	<u>27,120</u>
	Memo: Accrued expenditure		8,177
		Bank	
3,112		Balances at	31 August
23,000	Nat West Current Account	2,767	
13,300	Nat West Deposit Account	43,862	
31,727			
4,858			
-27,120			
-2,248			
<u>46,629</u>		<u>46,629</u>	

8. Signatories

To agree the amendment of the bank's signatory list to include the removal of the ex-Clerk and ex-Cllrs

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

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 19 AUGUST 2014
IN THE TOWN COUNCILOFFICE AT 7.00 PM

- Noted that all members of Council had been invited to attend.

Cllrs Present:	Mr Alan Copus (Chairman)	Mr Neville Fox	Cllrs Absent:
	Mr Chris Kemp	Mrs Elizabeth Hodgkins	Mrs Carole Goldthorp
	Mrs Juliet Fynes	Dr Rosa Pawsey	Mr Tony Sneller
	Mr Rawden Rogerson	Mrs Maggie South	
	Mr Richard Chandler	Mr David Burden	
	Mr John Robbins		

In attendance: Town Clerk, Mrs Rebecca Knifton

F/22/14 Apologies for absence
Apologies received from Cllrs Carole Goldthorp and Tony Sneller.

The Chairman wished to move the order of the agenda to commence with the agenda item below.

F/23/14 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).

It was discussed and noted by members that there had been a lack of record keeping and general information held within the office. The new Clerk had requested essential information relating to finance, allotments and general correspondence from the previous Clerk and to date, only limited information has been produced.

AGREED that all missing documents should be retained in the office.

ACTION: Cllr Neville Fox agreed to contact and liaise with the previous Clerk to gather all missing information for audit as a matter of urgency.

RESOLVED to immediate ACTION: The Clerk to instruct the SSALC auditors to undertake a full internal audit. Date to be confirmed. The Clerk to report back to the Committee at the next meeting on 16 September 2014.

F/24/14 Declarations of interest
None

F/25/14 Minutes of the previous meeting
The minutes of the meeting held on 15 July were agreed as being a true record.
Proposed by Cllr Kemp and seconded by Cllr Pawsey.

RESOLVED

RECOMMENDED that the minutes of the previous meeting are approved by Council.

F/26/14 Matters Arising

F/16/14: Insurance: Noted that PTC are now able to record the condition of the Council's assets.

NOTED that there is a dangerous lamp post that needs repair.

ACTION: Clerk to check the insurance policy.

ACTION: Council Chairman to deal with the heritage lamp posts and to instruct SSE for a quotation for a condition report and associated works.

Proposed by Cllr Copus and seconded by Cllr Fox.

RESOLVED

F/16/14(e):

ACTION: Clerk to proceed with legal action for unpaid advert in the Petworth Pages.

Proposed by Cllr Fynes and seconded by Cllr Hodgkins.

RESOLVED

F/27/14 Current Financial Situation

A presentation was given by Cllr Copus. It was **NOTED** that the Grant for the WW1 War Memorial had been received for £2,940 but the figure does not cover the proposed works.

It was **AGREED** that the committee will look to the Council's reserves and that Cllr Kemp will contact the stonemasons to ask for a method statement. It was further **AGREED** that Cllr Fynes will deal with future actions to be undertaken for the Memorial.

F/28/14 Invoices for approval

Expenditure approval:

The Leconfield Estates	43.63
Austins Home Hardware	1.79
R Knifton	1,083.85
HMRC	505.39
Naldrett	995.00

Proposed by Cllr Fox and seconded by Cllr Copus.

RESOLVED that the above payments be agreed and paid.

F/29/14 Accounts 1st July – 31st July

The bank reconciliation and the previous months report on payments were **NOTED** by the Committee and all were in agreement.

Proposed by Cllr Kemp and seconded by Cllr Hodgkins.

RESOLVED

F/30/14 War Memorial

As previously discussed in minute F/27/14

F/31/14 Allotments

A full discussion on allotments had taken place under minute F/23/14. The matter is ongoing and a full audit will be undertaken by the Clerk and Cllr Robbins.

Meeting closed – 9.12pm

Signed.....

Chairman

Dated.....