



# Petworth Town Council

Town Clerk: Mrs Rebecca Knifton ACILEX  
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9 December 2015

Dear Cllr

**I HEREBY GIVE NOTICE** that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 15 DECEMBER 2015** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7pm**.

Yours sincerely

*Becca*

Mrs Rebecca Knifton ACILEX  
TOWN CLERK

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## 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 meetings  
To approve and sign the minutes of the previous meeting. **APPENDIX A**
  4. Matters arising not already on this Agenda
  5. Receipts  
To be made available as a room document.
  6. Invoices for approval  
To be sent under separate cover.  
Please note that there may be additional payments to approve at the meeting.
  7. Grants  
Policy and Application Form (already circulated) to be discussed for recommendation.
  8. Budget Review  
Proposed Budget to be presented at the meeting for recommendation to Council.
  9. November Accounts  
To note the monthly report presented by the Finance Consultant and to approve the bank reconciliation.
  10. An opportunity for members to raise matters not already on this agenda
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## PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON  
TUESDAY 17 NOVEMBER 2015  
IN THE TOWN COUNCILOFFICE AT 7.00 PM

**Cllrs Present:** Mr Hugo Petersens (Chairman)      **Cllrs Absent:** Mr Neville Fox  
Dr Rosa Pawsey  
Mr Chris Kemp  
Mr Rob Evans  
Mr Tony Sneller  
Mr Michael Peet  
Mr David Burden  
Miss Sam Spriggs

**In attendance:** Town Clerk, Mrs Rebecca Knifton  
Mr Alan Copus (Finance Consultant)

F/101/15      Apologies for absence

An apology was received from Cllr Fox who was on annual leave.

F/102/15      Declarations of interest

There were no declarations of Pecuniary, non-Pecuniary or Personal 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**.

F/103/15      Minutes of the previous meetings

**NOTED** that the minutes of the meeting dated 13 October 2015 were **AGREED** as a true record. Proposed by Cllr Evans and seconded by Cllr Kemp.  
**RECOMMENDED** to be **ADOPTED** by Council.

F/104/15      Matters arising not already on this Agenda

In F/100/15 - **ACTION:** Add approval of £100 for the TENs to the next meeting – **NOTED** that the TEN's is in fact a Licence for the event.

F/105/15      Receipts

	01/10/2015	45.00	Xmas Event
	28/10/2015	45.00	Xmas Event
	29/10/2015	79,950.00	Playparks Loan
	30/10/2015	100.00	Hampers Common Hire
Anon Donation Rosemary Gds	30/10/2015	2,000.00	
	30/10/2015	19.00	Allotment Rents
	30/10/2015	20.00	Allotment Rents
	30/10/2015	40.00	Allotment Rents
	30/10/2015	15.00	Allotment Rents
	30/10/2015	20.00	Allotment Rents

30/10/2015	15.00	Allotment Rents
30/10/2015	17.00	Allotment Rents
30/10/2015	40.00	Allotment Rents
30/10/2015	7.00	Allotment Rents
30/10/2015	10.00	Allotment Rents
30/10/2015	26.00	Allotment Rents
30/10/2015	15.00	Allotment Rents
30/10/2015	16.00	Allotment Rents
30/10/2015	50.00	Allotment Rents
30/10/2015	30.00	Allotment Rents
30/10/2015	20.00	Allotment Rents
30/10/2005	25.00	Allotment Rents
30/10/2015	20.00	Allotment Rents
30/10/2015	10.50	Allotment Rents
30/10/2015	1.98	Interest
05/11/2015	17.00	Allotment Rents
05/11/2015	17.00	Allotment Rents
05/11/2015	17.00	Allotment Rents
05/11/2015	33.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	20.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	20.50	Allotment Rents
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	25.00	Xmas Event
05/11/2015	25.00	Xmas Event
05/11/2015	90.00	Xmas Event
05/11/2015	50.00	Xmas Event
05/11/2015	50.00	Xmas Event
05/11/2015	50.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	50.00	Xmas Event
05/11/2015	30.00	Allotment Rents
05/11/2015	11.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	20.00	Allotment Rents
05/11/2015	40.00	Allotment Rents

05/11/2015	10.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	10.00	Allotment Rents
05/11/2015	10.00	Allotment Rents
05/11/2015	60.00	Allotment Rents
05/11/2015	10.00	Allotment Rents
05/11/2015	20.00	Allotment Rents

F/106/15 Invoices for approval

Nexus	708.00	Neighbourhood Planning	
Leconfield Estate	750.00	Allotments Lease and Water	
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	
CDC	5,000.00	CCTV	
Viking	428.86	Office Expenditure	
Southern Water	172.54	Allotments Lease and Water	
Oldrock	825.60	Contingency	Emergency Office Electrics Reimbursement for TENs
Tony Sneller	21.00	Xmas Event - General	
R Knifton	1,114.38	Clerk's Salary	
R Knifton	43.29	Expenses/Postage	Mileage for training
J Aguilar	549.84	Clerking	
J Aguilar	138.00	Clerking	Shortfall of wages
Post Office Ltd	526.61	Clerk's Salary	Tax and NI
K.Bridle	796.77	Hanging Baskets - Watering	
Michael Peet	29.34	Expenses/Postage	Mileage for training

**NOTED** that Cllr Pawsey had requested a breakdown of fees from Nexus as their quote had been £34k and yet Nexus have been charging PTC for additional extras such as mileage, additional meetings and additional documents etc.

**NOTED** that Cllr Kemp would be submitting an expenses form for items purchased on behalf of the Christmas Event.

Proposed by Cllr Kemp and Seconded by Cllr Peet.

**AGREED** that the above payments be **RECOMMENDED** for approval by Council.

F/107/15 Grants

The draft Policy and Application form had been circulated by the Clerk to Council.

**ACTION:** Cllr Pawsey to amend the documents for consideration at full Council on the 19<sup>th</sup> of November.

**ACTION:** The Clerk to circulate the repayment schedule for the PWLB.

F/108/15 Budget Review

The proposed 2016/17 budget was discussed and provisionally approved as below.

<b>INCOME</b>	<b>2015/16 Budget</b>	<b>Actual to 30 Oct</b>	<b>Full year Forecast</b>	<b>2016/17 Budget</b>	<b>Budget increase</b>
	81,800	81,800	81,800	105,100	28.5%

Precept					
Support Grant	4,051	4,051	4,051	4,051	0.0%
Hampers Common Hire	200	100	200	200	0.0%
Interest	20	11	20	20	0.0%
Hampers Common equipment		3,300	0	0	
Petworth Pages to PBA		-620	0	0	
Allotment Rents	2,600	1,751	2,500	2,500	-3.8%
Xmas Event	2,500	230	2,500	2,500	0.0%

Increase in proposed Precept of £23k (28%)  
arises mainly from:

Full time clerking	£8k
Full year loan repayments	£4k
Street lighting refurbishment	£10k
Bus shelter	£3k
Sign posts	£1k
Traffic consultancy/works	£3k

offset by  
reductions  
on:

Rosemary Gardens mtce	£1k
Insurance	£2k
Neighbourhood Plan	£2k
Traffic consultant/works	£3k
War memorial	£2k

<b>Totals</b>	<b>91,171</b>	<b>90,623</b>	<b>91,071</b>	<b>114,371</b>
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<b>EXPENDITURE</b>		<b>2015/ 2016</b>	<b>Actual to</b>	<b>Full year</b>	<b>2016/ 2017</b>
		<b>Budget</b>	<b>30 Oct</b>	<b>Forecast</b>	<b>Budget</b>
<b>Outside</b>	Rosemary Gdns/Hampers Com Contract	6,000	3,483	5,976	6,000
	Rosemary Gardens Maintenance	1,500	60	1,500	500
	Hampers Common Maintenance	1,200	482	1,200	500
	Hampers Common Lease	300	773	800	800
	Waste & Dog Bins	500	591	591	600
	Hanging Baskets - Maintenance	800	973	973	1,200
	Hanging Baskets - Watering	1,500	0	1,800	2,000
	Planters	100	376	376	200
	CCTV	5,000	0	5,000	5,000
	Street Lighting	2,400	1,224	1,800	1,800
	Church clock	200	118	250	250
	General Maintenance	2,000	1,023	1,500	2,000
		<u>21,500</u>	<u>6,051</u>	<u>21,766</u>	<u>20,850</u>
		Allotments Lease	1,000	50	500
	Allotments Water	1,000	192	500	500
	Allotments Maintenance	500	71	500	1,500
		<u>2,500</u>	<u>313</u>	<u>1,500</u>	<u>2,500</u>
	Xmas Event - General	1,300	-361	1,300	1,300
	Xmax Event - Lighting	1,000	16	1,000	1,000
		<u>2,300</u>	<u>-345</u>	<u>2,300</u>	<u>2,300</u>
<b>Admin</b>	Office Rent & Service Charges	6,700	4,849	6,700	6,700
	Clerk's Salary	20,000	11,458	19,643	31,000
	Additional Clerk's hours	3,000	0	0	0
	Insurance	3,300	2,531	2,531	1,500
	SALC/SLCC				
	Subscriptions/Contracts	1,100	807	807	900
	Audit Fee	1,000	0	1,000	1,000
	Annual meetings	100	71	71	100
	Office Expenditure	900	448	900	900
	Expenses/Postage	400	37	100	300
	Repayment of £80k loan for playgrounds	6,000	0	4,900	9,800
	Local Election	2,000	0	2,000	2,000
	Training	2,000	1,009	1,500	1,500
	Web Site	300	120	200	200
	Comms/IT	500	375	700	700
Office Water	150	104	104	110	
	<u>47,450</u>	<u>21,809</u>	<u>41,156</u>	<u>56,710</u>	

<b>Misc</b>	Grants Awarded	3,000	2,900	2,900	3,000
	Neighbourhood Planning	1,765	0	1,765	0
	Repayment of £10k loan for skatepark	1,000	0	500	1,221
	Traffic & roads consultant	7,500	0	7,500	0
	Traffic consultant recommended works				10,000
	War Memorial	2,000	0	2,000	0
	Street light refurbishment				10,000
	Bus shelter				3,000
	Jubilee walk				500
	Sign posts				1,000
	Queen's 90th birthday celebrations				100
	Chairman's allowance				500
	Petworth Pages net contribution				500
	Clerk's pension from 1/2/2017 @ 3%				126
	Unallocated budget/contingency	2,000	-1,619	2,400	2,000
		17,265	1,281	17,065	31,947
		<b>91,015</b>	<b>29,110</b>	<b>83,787</b>	<b>114,307</b>

### Neighbourhood Plan Summary

Approved	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 approved cost	47,765
	Estimated additional costs:		
		clerking 2105/16	2,000
		clerking 2016/17 Q1	1,700
	Total estimated cost to complete		51,465
Funding:	grants received	13,300	
	additional grant pre 31/3/15	700	
	additional grant during	7,000	

2015/16	
reserve set aside at 1/4/14	23,000
budget 2014/15	2,000
budget 2015/16	1,765
Total funding to 31/3/16	<u>47,765</u>

Funding changes:

2015/16 grant delayed	-7000
Locality grant for 2015/16	8000
SDNPA sustainability grant	6500
budget 2016/17	0

Total funding	<u><u>55,265</u></u>
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Surplus funding	3,800
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**BALANCE SHEET**

Reserve at 1 April 2015 - general	4,742
Reserve at 1 April 2015 - for allotments	1,408
Reserve at 1 April 2015 - for NP	30,533
NP grant during 2015/16	700
NP grants 2016/17	14,500
Budget 2015/16	1,765
Less forecast NP spend 2015 - 2017	-43,698

Income forecast 2015/16	91,071
Less: Expenditure forecast 2015/16	-83,787
Forecast Prior year VAT refund	6,188
Less: Recoverable VAT forecast	<u>-6,000</u>
Reserve forecast at 31 March 2016	<u><u>13,622</u></u>

2016/17 income budget	114,371
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Less 2016/17 expenditure budget	-
	<b>114,307</b>
Reserve budgeted at 31 March 2017	<u><b>13,686</b></u>

It was **AGREED** that members will consider the revised figures and revert back to the next meeting should they have any further recommendations.

F/109/15      October Accounts

The October accounts were **NOTED** as follows;

**EXPENDITURE**

	<b>Annual Budget</b>	<b>Actual to date</b>	<b>% Spent</b>	<b>Oct</b>
<b>Open Spaces</b>				
Rosemary Gdns/Hampers Com Contract	6,000	3,483	58%	0
Rosemary Gardens Maintenance	1,500	60	4%	0
Hampers Common Maintenance	1,200	482	40%	0
Hampers Common Lease	300	0	0%	0
Xmas Event - General	1,300	-361	-28%	0
Xmax Event - Lighting	1,000	16	2%	0
Hanging Baskets - Maintenance	800	973	122%	0
Hanging Baskets - Watering	1,500	0	0%	0
Planters	100	376	376%	-112
General Maintenance	2,000	1,023	51%	325
	<b>15,700</b>	<b>6,051</b>	<b>39%</b>	<b>213</b>
<b>Admin</b>				
Office Rent & Service Charges	6,700	4,849	72%	1,300
Clerk's Salary	20,000	11,458	57%	1,637
Additional Clerk's hours	3,000	0	0%	0
Insurance	3,300	2,531	77%	0
SALC/SLCC				
Subscriptions/Contracts	1,100	807	73%	0
Audit Fee	1,000	0	0%	0
Office Expenditure	1,000	519	52%	20
Expenses/Postage	400	37	9%	0
Comms/IT	500	375	75%	45
Office Water	150	104	69%	55
	<b>37,150</b>	<b>20,680</b>	<b>56%</b>	<b>3,057</b>

**Misc**

Grants Awarded	3,000	2,900	97%	1,350
CCTV	5,000	0	0%	0
Street Lighting	2,400	1,224	51%	0
Neighbourhood Planning	1,765	0	0%	0
Web Site	300	120	40%	0
Church clock	200	118	59%	0
Local Election	2,000	0	0%	0
Repayment of £50k loan for playgrounds	6,000	0	0%	0
Repayment of £10k loan for skatepark	1,000	0	0%	0
Traffic & roads consultant	7,500	0	0%	0
War Memorial	2,000	0	0%	0
Dog Bins	500	591	118%	0
Training	2,000	1,009	50%	459
Contingency	2,000	-1,619	-81%	0
	<b>35,665</b>	<b>4,343</b>	<b>12%</b>	<b>1,809</b>
Allotments Lease and Water	2,000	1,015	51%	98
Allotments Maintenance	500	71	14%	0
	<b>2,500</b>	<b>1,086</b>	<b>43%</b>	<b>98</b>
	<b>91,015</b>	<b>32,161</b>	<b>35%</b>	<b>5,176</b>

**Bank Reconciliation**

Reserve at 1 April 2015 - not allocated	4,742
Reserve at 1 April 2015 - N'hood Plan	30,533
Reserve at 1 April 2015 - Allotments	1,408
Income to date	90,624
Less: Expenditure to date	<b>-32,161</b>
Less: Recoverable VAT	<b>-9,205</b>
Less: Neighbourhood Plan	<b>-12,458</b>
Plus: Neighbourhood Plan Grant	700
S106 receipt	1,049
S106 spend	<b>-1,049</b>
PWLB loan	79,950

Balance at 30/10/2015 **154,132.38**

Nat West Current Account	94,128.41
Nat West Deposit Account	60,003.97
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	<b>154,132.38</b>
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Proposed by Cllr Peet and seconded by Cllr Spriggs.

**AGREED** that the Bank Reconciliation be **RECOMMENDED** for approval by Council.

Meeting closed – 9.20pm