



Petworth Town Council

Town Clerk: Mrs Rebecca Knifton ACILEx
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11 February 2015

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 17 FEBRUARY 2015** 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 meetings

a) To approve and sign the minute of the meeting date 9th of December 2014

APPENDIX A

b) To approve and sign the minute of the meeting date 6th January 2015

APPENDIX B

4. Matters Arising

To include:

- A G Langham and the Austens Invoices

5. Direct Debits and Standing Orders

To approve setting up direct debits for the website and the laptop guarantee and a standing order for the Clerk's salary.

6. Grant Request and S106

To consider the recent grant request from the Samaritans and the further s106 request from the Over 60's Day Centre.

7. Receipts

Eldridge	05/02/2015	40	Allotment Rents
Scammel	05/02/2015	40	Allotment Rents
St Oswalds Surgery	05/02/2015	240	Pet Pgs Adverts
Walker	05/02/2015	7	Allotment Rents

8. Invoices for approval

Post Office Ltd (HMRC)	505.39	Clerk's Salary	Tax and NI - Feb
Mrs R Knifton	16.17	Expenses/Postage	Expenses and phone calls
Mrs R Knifton	1083.85	Clerk's Salary	Salary - Feb
Viking	14.84	Office Expenditure	Jotta Pads - Inv: 19599
CDC	128.88	Insurance	Building Blanket Insurance
Viking	106.14	Office Expenditure	New Phone for Office + Ink
Khameleon	30	Bus shelter	Bus Shelter Cleaning
Abraxus Lighting	1468.8	Xmas Event	New Christmas tree lights
Southern Water	55.28	Allotments Lease and Water	Water for Station Road
The Leconfield Estate	19.61	Allotments Lease and Water Rosemary Gdns/Hampers	Water for Leconfield Leased Allotments
Naldrett	995	Com Contract	Contract Maintenance
Austens	20.24	General Maintenance	Labels and Cabel Ties
Physio Control UK	1292.4	Contingency	De-fib Cabinets
John Robbins	22.88	Allotments Maintenance	Allotment Labels
Mr R Welch	150	Xmas Event	PA System

- To approve the reimbursement to Cllr Pawsey for the website.

9. Accounts January

To note the monthly report presented by the Chairman and to discuss the current financial situation.

10. An opportunity for members to raise matters not already on this agenda

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 9 DECEMBER 2014
IN THE TOWN COUNCILOFFICE AT 7.00 PM

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

Apologies: None

In attendance: Town Clerk, Mrs Rebecca Knifton

F/61/14 Apologies for absence
None

F62/14 Declarations of Interest
None

F/63/14 Minutes of the previous meeting
The minutes of the previous meetings were agreed as being a true record.
Proposed by Cllr Kemp and seconded by Cllr Copus.

RESOLVED

RECOMMENDED that the minutes of the previous meetings are approved by Council and are signed by the Chairman.

F/64/14 Matters Arising
AGREED that minute F/59/14 be deferred until early 2015.

F/65/14 Receipts
Noted

F/66/14 Invoices for approval

Austens	62.58	General Maintenance	Flowers and Baskets
C G Kemp	23.93	Xmas Event	Reimbursement for Christmas Event
Guildford Sound and Light	12.50	Xmas Event	Snow Fluid
HMRC (Post Office Ltd)	505.39	Clerk's Salary	December Tax and NI
R Knifton	1,083.85	Clerk's Salary	December Salary
Naldrett	497.50	Rosemary Gardens Maintenance	Maintenance
Johnston Publishing	78.00	Xmas Event	Advertising

ACTION: The Chairman to inform Austens not to issue products on the PTC account without producing the account card.

ACTION: The payment below to be investigated.

A G Langham & Sons **247.20 Office Expenditure - Fludes**

Proposed by Cllr Kemp and seconded by Cllr Copus.

AGREED to be **RECOMMENDED** to Council.

F/67/14 Accounts November

Noted

F/68/14 Draft Budget

The following amended draft budget was discussed and was agreed in principal. To put forward to Council on the 11th of December 2014.

Proposed by Cllr Kemp and seconded by Cllr Pawsey. **AGREED**

EXPENDITURE		2014/5 Budget	Total to 30 Nov	Full year forecast	2015/6 budget
Open Spaces	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	1,500
	Xmax Event - Lighting	0	0	0	1,000
	Hanging Baskets - Maintenance	1,500	1,800	2,100	1,000
	Hanging Baskets - Watering	0	0	0	1,500
	Planters	100	41	41	100
	General Maintenance	750	528	750	2,500
		13,320	6,693	12,567	16,600
Admin	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				5,000
	Assistant Clerk's Salary	3,600	2,360	2,360	0
	Insurance SALC/SLCC	1,800	1,964	1,964	3,500
	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
	Telephone	350	324	420	500
	Office Water	150	104	150	150
		25,250	20,468	30,011	39,350
Misc	Grants Awarded	4,000	2,384	2,384	4,000
	CCTV	5,000	0	5,000	5,000
	Street Lighting	1,750	1,453	1,750	2,400
	Neighbourhood Planning	2,000	0		20,000
	Farmer's Market	500	0		0
	Web Site	300	0	45	300

Church clock	3,500	976	1,236	200
Local Election				2,000
Loan repayment				6,000
Skate park				10,000
War Memorial				2,000
Dog Warden/Dog Bins				500
Training				2,500
Contingency	2,000	2,850	3,550	2,500
	19,050	7,663	13,965	57,400
Allotments Lease and Water	1,500	1,097	2,000	1,500
Allotments Maintenance	500	0	100	500
	2,000	1,097	2,100	2,000
Petworth Pages Printing/Expenses	3,800	1,870	3,800	3,800
Petworth Pages Distribution	480	240	480	480
	4,280	2,110	4,280	4,280
	63,900	38,031	62,923	119,630

INCOME	2014/5 Budget	Total to 30 Nov	Full year forecast	2015/6 Budget
Precept	57,218	57,218	57,218	111,000
Hampers Common Hire	200	200	200	100
Photocopying	60	13	13	0
Interest	20	14	20	20
Xmas Event		1,045	1,500	1,500
Allotment Rents	2,500	1,422	2,500	2,600
Petworth Pages Adverts	4,500	1,900	4,500	4,500
Totals	64,498	61,811	65,951	119,720

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 Forecast Invoices paid for NP	-20,000
Income forecast	65,951
Prior year VAT refund	4,858

Less: Expenditure forecast	-62,923
Less: Recoverable VAT forecast	-5,000
Balance forecast at 31 March 2015	<u>22,298</u>

F/69/14 An opportunity for members to raise matters not already on this agenda

Cllr Pawsey raised subject of grants for the Neighbourhood Plan. There had been some difficulties obtaining documentation on what had been received to date and it was **NOTED** that Cllr Pawsey had been able to obtain electronic copies from the previous Chairman of the Finance Committee. This had been required in order to complete the grant audit as requested by Locality.

It was further **NOTED** that Locality are due to release a further tranche of grants in April 2015. Applications will be received as of the beginning of January 2015.

Meeting closed – 8.50pm

APPENDIX B

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 6 JANUARY 2015 IN THE TOWN COUNCIL OFFICE AT 7.30 PM

(** Note that the meeting commenced at 7.53pm)

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

In attendance: Town Clerk, Mrs Rebecca Knifton

F/1/15 Apologies for absence
None

F/2/15 Declarations of Interest
None

F/3/15 Invoices for approval

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.
AGREED to be **RECOMMENDED** to Council.

Cllr Fynes requested a leave of absence due to illness which was duly granted.

F/4/15 Accounts December
 Noted.

F/5/15 Draft Budget

The final draft budget was discussed as follows: Proposed by Cllr Fox and seconded by Cllr Copus.
AGREED to be **RECOMMENDED** to Council.

EXPENDITURE		2014/5 Budget	Total to 30 Nov	Full year forecast	2015/6 budget
Open Spaces	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
		13,320	6,693	12,567	15,700
Admin	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 SALC/SLCC	1,800	1,964	1,964	3,300
	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
		25,250	20,468	30,011	37,150
Misc	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
		19,050	7,663	13,965	35,665
	Allotments Lease and Water	1,500	1,097	2,000	2,000
	Allotments Maintenance	500	0	100	500
		2,000	1,097	2,100	2,500
	Petworth Pages				
	Printing/Expenses	3,800	1,870	1,870	0
	Petworth Pages Distribution	480	240	240	0
		4,280	2,110	2,110	0
		63,900	38,031	60,753	91,015

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	47,765
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
	Total funds	-44,000
	Net funding required	3,765
	Budgetted in 2014/15	-2,000
	Net funds required during 2015/6	<u>1,765</u>

INCOME	2014/5 Budget	Total to 30 Nov	Full year forecast	2015/6 Budget
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
Totals	64,498	61,811	62,801	91,171

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	91,015
Additional NP grant	7,000
	-
Less budgeted Reserves transfer	<u>33,215</u>
Reserve budgetted at 31 March 2016	<u><u>5,174</u></u>

F/6/15 Precept

RECOMMENDATION of approval of the precept to be agreed by Council as stated in the revised budget.

Meeting closed – 9.15pm