



Petworth Town Council

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9 April 2015

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 14 APRIL 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

To approve and sign the minutes of the meeting dated 17 March 2015

APPENDIX A

4. Matters arising not already on this Agenda

To include:

- A G Langham
- Austens Invoices

5. Grant Request

To consider the recent grant requests.

6. Receipts

Gianetti	20.00	Allotment Rents
Chandler Farming Ltd	1,300	Donation towards Hampers Common Play Park

7. Invoices for approval

Leconfield	22.72	Hampers Green
Leconfield	750.00	Allotment Rental
Southern Water	48.48	Office Water

R Knifton

Expenses

Post Office Ltd (HMRC)
R Knifton
J Aguilar

Clerk's Salary
Clerk's Salary
Neighbourhood Plan Clerk's Salary

8. End of year Accounts

To note the monthly report presented by the Chairman and to agree the end of year accounts.

9. Standing Orders

To consider the amended Standing Orders as previously circulated.

10. HMRC

To consider the demand.

11. 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 17 MARCH 2015 IN THE TOWN COUNCIL OFFICE AT 7 PM

Cllrs Present: Mr Alan Copus (Chairman) Mr Neville Fox
Mr Chris Kemp Mr Rawden Rogerson
Dr Rosa Pawsey

In Attendance: David Burden

Cllr Rogerson was elected to stand in for the Clerk.

F/17/15 Apologies for absence.

Mrs Juliet Fynes- ill.

Mrs Rebecca Knifton (Clerk) - ill.

F/18/15 Declarations of interest.

None.

F/19/15 Minutes of previous meeting- 17 February 2015.

Requested amendments to be made:

F/14/15

Typo- Martin Dallyn.

Page 5 Para 1

Amend to say 'There then followed much conversation regarding the following payment to the PBA in respect of the receipt of advance payments for Petworth Pages Advertisements.'

Para 2

Amend to say 'It was **NOTED** that several payments had been mislaid in the first half of 2014.

Para 3 sentence 2

Amend to say 'Cllr Fynes would then issue a receipt slip if requested and hand the paperwork and cheque back to the previous Clerk for her to pay in.'

Para 4

Amend to say '**NOTED** that there is still a missing payment of £120.

Para 5

It was **RECOMMENDED** that due to this error, the Council will write off the £120 and make the payment of £980 to the PBA.

Para 6 sentence 2

Amend to say' It was **NOTED** that Cllr Pawsey set this up in her name, as she was informed that the Council could not set up Direct Debits.

PROPOSED Alan Copus **SECONDED** Chris Kemp subject to the above amendments.

RECOMMENDED that the minutes of the previous meeting are approved subject to the above amendments.

F/20/15 Matters Arising

AG Langham	Carried Forward
Austins Invoices	Statement now received to end of January
Stonemasons	Payment now received
HMRC	Awaiting clarification of entire issue from HMRC & their intention
Annual Return	Internal Audit date booked

Action points From Previous Minutes

F/10/15

Updated Christmas Lights figure added to Insurance Policy

F/12/15

Grant Request from Samaritans- Carried Forward

S106- Carried Forward

F/14/15

Southern Water Action Point- Cllr Robbins to check meter- Carried Forward

Leconfield Estate Water bill amount- Clerk to check- Carried Forward

Shona Turner at CDC- Contacted and responded

Website Hosting- Address amended and direct debit set up.

F/21/15 Grant Request

Victim Support grant request. **ACTION**- Clerk to write to explain that request has arrived at the end of the financial year, but that PTC will consider their application in the next financial year.

F/22/15 Receipts

Trevi Inns	12/03/2015	160 Petworth Pages Adverts
Remnant	12/03/2015	16.75 Allotment Rents
Crocombe	12/03/2015	20 Allotment Rents

NOTED

F/23/15 Invoices for Approval

12/03/15 Austens- Query amount

PBA	980.00	Petworth Pages Printing/Expenses
Austens	5.18	Xmas Event
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract
Austens	25.14	Office Expenditure
Naldrett	200.00	General Maintenance

KCS	28.03	Photocopier	
G Chandler	1,584.00	Hampers Common Maintenance	
Glasdon	774.00	Contingency	
R Knifton	13.72	Expenses/Postage	
Post Office Ltd (HMRC)	505.39	Clerk's Salary	
R Knifton	1,083.85	Clerk's Salary	
Rosa Pawsey	71.86	Web Site	Web Hosting

PROPOSED Alan Copus **SECONDED** Rosa Pawsey subject to Austins query above.

Cllr Pawsey provided a copy of her bank statement showing the Website Hosting Payment for reimbursement clarification as requested.

F/24/15 Accounts January

Balance out by £21- to be investigated during Full Year Forecast Balancing

NOTED

F/25/15 Standing Orders

Standing Orders- New Model proposal discussed. To be presented at the next Finance Meeting.

F/26/15- Other Matters not included on Agenda

None

Meeting closed – 9.05pm

Signed.....
Chairman

Dated.....