



Petworth Town Council

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11 June 2015

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 16 JUNE 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 28 May 2015

APPENDIX A

4. Matters arising not already on this Agenda

To include:

- HMRC – previous Clerk's underpayment of Income Tax.
- Allotments.

5. Staffing Committee

To agree the setting up of a Staffing Committee and its Members.

6. Receipts

To be presented at the meeting.

7. Invoices for approval

Austens	6.95	Hanging Baskets - Maintenance
SSALC	180.00	New Cllr Training
WSALC	806.95	SALC/SLCC Subscriptions/Contracts
Wilmers	20.00	Xmas Event - Lighting
Hampers Community Centre	72.00	N Plan – Rental for Public Consultation
Hampers Community Centre	36.00	Rental for Annual Parish Meeting

Hennings	103.18	Refreshments for Annual Parish Meeting
Hennings	39.20	Refreshments for Annual Parish Meeting
Tony Sneller	7.99	Bollard Cap Box
J Aguilar	549.84	N Plan Clerk's Salary
R Knifton	1,114.38	Clerk's Salary
Post Office (HMRC)	664.61	Tax and NI

8. May Accounts

To note the monthly report presented by the Finance Consultant.

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

APPENDIX A

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
THURSDAY 28 MAY 2015
IN THE TOWN COUNCILOFFICE AT 7.00 PM

Cllrs Present: Mr Michael Peet
Mr Chris Kemp
Mrs Juliet Fynes
Mr Neville Fox
Dr Rosa Pawsey (late)

Cllrs Absent: Mr Tony Sneller
Mr Hugo Petersens
Mr Rob Evans
Mrs Sam Spriggs

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

For the purposes of this meeting, Cllr Peet nominated Cllr Kemp as acting Chairman. Seconded by Cllr Fynes. **Carried.**

F/37/15 Election of Chairman

Cllr Kemp wished to nominate Cllr Petersens as Chairman. Cllr Fynes seconded the motion. **RESOLVED.** Cllr Petersens is elected as Chairman of the Committee.

F/38/15 Election of Vice Chairman

Cllr Kemp Cllr Kemp wished to nominate Cllr Pawsey as Vice Chairman. Cllr Fynes seconded the motion. **RESOLVED.** Cllr Pawsey is elected as Vice Chairman of the Committee.

F/39/15 Co-option

Cllr Kemp proposed that Mr Alan Copus be co-opted onto the Committee as Finance Consultant. Cllr Fox requested that a scope document should be drafted to avoid any confusion as to Mr Copus' role. Cllr Kemp confirmed that Mr Copus would be co-opted to advise and will not have voting rights.

AGREED

ACTION: Mr Copus, Cllr Petersens and the Clerk to meet and go through the accounting system.

Proposed by Cllr Fynes and seconded by Cllr Kemp.
RESOLVED that Mr Copus is co-opted as Finance Consultant.

F/40/15 Apologies for absence
Apologies were received from Cllrs Petersens, Evans, Sneller and Spriggs.

F/41/15 Declarations of interest
There were no 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**.

F/42/15 Minutes of the previous meetings
The minutes of the meeting dated 14 April 2015 were **AGREED** as a true record.
Proposed by Cllr Fynes and seconded by Cllr Fox.
RECOMMENDED to be **RESOLVED** by Council.

F/43/15 Matters arising not already on this Agenda
To include:

- A G Langham – **NOTED** that PTC have not received any further correspondence from this company. **ACTION** to remove from further agendas.
- Austens Invoices – **RESOLVED. ACTION** to remove from further agendas.

F/44/15 Staffing Committee
Cllr Kemp spoke of the need to agree the setting up of a Staffing Committee and its Members. He explained that Cllrs South and Pawsey had already worked together to produce an appraisal pro-forma. Members of the Committee should include the Chairman and the Vice Chairman of the Council as well as Cllrs Pawsey and South.
Cllr Kemp proposed the aforementioned. Cllr Peet seconded the motion.
Cllr Fynes then asked about Cllr Sneller who had expressed a wish to join the Committee. A short discussion took place whereby Cllr Fynes stated that she would abstain from voting on the Committee and its members.
Cllr Kemp **AGREED** that the item could be deferred to the next meeting.

F/45/15 Receipts
Nothing to present at this time.

F/46/15 Invoices for approval

Viking	395.05	N Plan	stationery
Viking	84.37	Office Expenditure	stationery
Bexley Printers	566.00	N Plan	A5 booklets
Leconfield Hall	25.00	General Maintenance	Bus shelter licence
Austens	11.98	General Maintenance	Cable ties
Leconfield Estates	10.00	Allotments Lease and Water	16 March to 31 March
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	April month
Nexus	2,626.50	N Plan	April work
Wicksteed	45.00	Rosemary Gardens Maintenance	Annual inspection
Wicksteed	45.00	Hampers Common Maintenance	Annual inspection
SSALC	17.00	Office Expenditure	Quarterly review
CDC	1,173.14	Dog Bins	Emptying

Steeple	258.00	N Plan	Banners
R Knifton	1,114.58	Clerk's Salary	
Post Office (HMRC)	664.41	Tax and NI x 2	
J Aguilar	549.84	Additional Clerk's hours	

ACTION: The Clerk to investigate the payment for the dog bins. This payment to be discussed at the next meeting.

NOTED that there were a couple of additional payments:

Isle of Wight geek - Website back up - £120
 Post Office - Paper - £11.98
 WSCC - Street Lighting Maintenance - £852

All of the above payments were proposed en mass by Cllr Fox and seconded by Cllr Fynes.

RESOLVED

RECOMMENDED that these be approved by Council.

ACTION: RFO and Finance Consultant to get the accruals processed.

Cllr Pawsey Arrived.

F/47/15 April Accounts

The monthly report was presented by the Finance Consultant. Year to date in month 1:

INCOME

	Annual Budget	Actual 30 April
Precept	81,800	42,926
Support Grant	4,051	0
Hampers Common Hire	200	0
Interest	20	1
Xmas Event	2,500	0
Hampers Common equipment		1,300
Petworth Pages to PBA		-860

EXPENDITURE

	Annual Budget	Actual 30 April
Open Spaces		
Rosemary Gdns/Hampers Com Contract	6,000	995
Rosemary Gardens Maintenance	1,500	0
Hampers Common Maintenance	1,200	0
Hampers Common Lease	300	0
Xmas Event - General	1,300	0

Xmax Event - Lighting	1,000	0
Hanging Baskets - Maintenance	800	0
Hanging Baskets - Watering	1,500	0
Planters	100	0
General Maintenance	2,000	230
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	15,700	1,225

Admin

Office Rent & Service Charges	6,700	1,300
Clerk's Salary	20,000	1,637
Additional Clerk's hours	3,000	0
Insurance	3,300	0
SALC/SLCC		
Subscriptions/Contracts	1,100	0
Audit Fee	1,000	0
Office Expenditure	1,000	23
Expenses/Postage	400	35
Comms/IT	500	48
Office Water	150	48
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	37,150	3,092

Misc

Grants Awarded	3,000	0
CCTV	5,000	0
Street Lighting	2,400	258
Neighbourhood Planning	1,765	0
Web Site	300	0
Church clock	200	118
Local Election	2,000	0
Repayment of £50k loan for playgrounds	6,000	0
Repayment of £10k loan for skatepark	1,000	0
Traffic & roads consultant	7,500	0
War Memorial	2,000	0
Dog Bins	500	0
Training	2,000	0
Contingency	2,000	110
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	35,665	487

Allotments Lease and Water	2,000	773
Allotments Maintenance	500	0
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	2,500	773

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	91,015	5,576
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BALANCE SHEET AND BANK RECONCILIATION

Reserve at 1 April 2015 - not allocated	4,742
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Reserve at 1 April 2015 - N'hood Plan		30,533
Reserve at 1 April 2015 - Allotments		1,408
Income to date		43,387
Less: Expenditure to date		-5,576
Less: Recoverable VAT		-6,354
Less: Neighbourhood Plan		-744
S106 receipt		
S106 spend		-1,049
Balance at	30 April	<u><u>66,347.84</u></u>

F/48/15 An opportunity for members to raise matters not already on this agenda
None

Meeting closed – 7.45pm