



Petworth Town Council

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9 July 2015

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 14 JULY 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 16 June 2015.

APPENDIX A

4. Matters arising not already on this Agenda

To include HMRC – the previous Clerk's tax.

5. Standing Orders

To agree two new clauses for adoption. To be sent under separate cover.

6. Receipts

To be presented at the meeting.

7. Invoices for approval

Leconfield Estates	50.69	Allotments Lease and Water	
Austens	342.91	Hanging Baskets - Maintenance	
Nexus	4,002.00	N Plan	
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	
Viking	287.81	Office Expenditure	
Playsafe	458.40	Hampers Common Maintenance	
		Office Rent & Service	
SSE	268.23	Charges	Electricity

Zurich	2,530.98	Insurance	
CDC	1,173.14	General Maintenance	Litter Bin Emptying
SSALC	60.00	Training	
Khameleon	30.00	General Maintenance	Bus Shelter Cleaning
Hoseshop	378.00	Hanging Baskets - Maintenance	

8. Play Parks

To formalise the Tender Committee, consider grant availability and agree the PWLB loan.

9. Bus Shelters

To consider options for repair and purchase.

10. Defib

11. May Accounts

To note the monthly report presented by the Finance Consultant.

12. 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
TUESDAY 16 JUNE 2015

IN THE TOWN COUNCILOFFICE AT 7.00 PM

Cllrs Present:	Mr Hugo Petersens (Chairman)	Cllrs Absent: Mr Neville Fox
	Mr Chris Kemp	
	Mrs Juliet Fynes	
	Mr Rob Evans	
	Dr Rosa Pawsey	
	Mr Michael Peet	
	Mr Tony Sneller	

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

F/49/15 Apologies for absence
Apologies were received from Cllrs Fox and Spriggs.

F/50/15 Declarations of interest
Cllr Sneller declared a Pecuniary interest in agenda item 7:

Tony Sneller	7.99	Bollard Cap Box
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There were no further declarations of Pecuniary, non-Pecuniary or Personal interests in relation to any other 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/51/15 Minutes of the previous meetings

The minutes of the meeting dated 28 May 2015 were **AGREED** as a true record.

Proposed by Cllr Kerp and seconded by Cllr Pawsey.

RECOMMENDED to be **RESOLVED** by Council.

F/52/15 Matters arising not already on this Agenda

- HMRC – previous Clerk’s underpayment of Income Tax. **ACTION:** The Clerk to chase HMRC in making their recovery directly from the previous Clerk.
- Allotments – **NOTED** that the Clerk reported that there had been a water leak at Station Road Allotments which needed to be fixed as a matter of urgency. A local plumber had been sourced and in accordance with PTC’s Financial Regulations, authority to action the work was requested by the Clerk.
Cllr Sneller proposed actioning the works. Seconded by Cllr Petersens. **AGREED**.
RECOMMENDED for approval by Council.

The Clerk also reported that there were ongoing issues with access to water as there has never been an adequate amount of standpipes.

AGREED that the Clerk will instruct the plumber to quote for the associated works.

AGREED that the quote will be brought back to the next meeting of the Committee.

F/53/15 Staffing Committee

The Committee discussed the setting up of a Staffing Committee and its Members.

Cllr Kemp explained that PTC had never had a proper process in place and that this needed to be remedied. Cllr Kemp went on to explain that members should include the Chairman and Vice Chairman of the Council. **NOTED** that Cllrs South and Pawsey had already been working together in creating an appraisal document and will therefore become members.

Cllr Pawsey proposed that the Staffing Committee should be a Working Group and should therefore be referred to as the Staffing Group.

Cllr Sneller reminded Cllr Kemp that he had expressed an interest in being a member of the Group. Cllr Kemp reminded Cllr Sneller that his various outbursts and breaches of the Code of Conduct at the previous Open Spaces meeting had not been his first and that it would be inappropriate for him to be a member. He made reference to the Open Spaces meeting held in February.

Cllr Sneller stated that he wanted a voice with regards to staffing matters. Cllr Kemp reminded Cllr Sneller that the process had been drafted into the contracts of both members of staff.

The following members of the Staffing Group were proposed by Cllr Evans and seconded by Cllr Petersens: Cllrs Pawsey, South, Kemp and Hanauer. **NOTED** that when appraising the Neighbourhood Plan Clerk or any other members of staff, the Clerk as Proper Officer will also become a member.

AGREED

RECOMMENDED for approval by Council.

NOTED that Cllr Sneller abstained from voting.

F/54/15

Receipts

Chandlers	21/05/2015	40.00	Allotment Rents
Wadey	21/05/2015	66.00	Allotment Rents
Worthington	21/05/2015	10.00	Allotment Rents
Templeton	21/05/2015	20.00	Allotment Rents
Hill	21/05/2015	20.00	Allotment Rents
Attard	21/05/2015	40.00	Allotment Rents
Lambert	21/05/2015	15.00	Allotment Rents
Talman	21/05/2015	20.00	Allotment Rents
Duffield	21/05/2015	15.00	Allotment Rents
Remnant	21/05/2015	17.00	Allotment Rents
Pawsey	21/05/2015	15.00	Allotment Rents
Carrington	21/05/2015	15.00	Allotment Rents
Longley	21/05/2015	17.00	Allotment Rents
Bowden	21/05/2015	40.00	Allotment Rents
Tee	21/05/2015	80.00	Allotment Rents
Francis	21/05/2015	20.00	Allotment Rents
Flynn	21/05/2015	40.00	Allotment Rents
Murray	21/05/2015	40.00	Allotment Rents
Mudie	21/05/2015	15.00	Allotment Rents
Crocombe	21/05/2015	20.00	Allotment Rents
Kavagnah	21/05/2015	17.00	Allotment Rents
Tomer	21/05/2015	10.00	Allotment Rents
Amos	21/05/2015	40.00	Allotment Rents
Stephen	21/05/2015	10.00	Allotment Rents
Phillip Allen	21/05/2015	240.00	Petworth Pages to PBA
Steele	21/05/2015	30.00	Allotment Rents
Connington	21/05/2015	15.00	Allotment Rents
Allen	21/05/2015	17.00	Allotment Rents
Payne	21/05/2015	45.00	Allotment Rents
Thomas	21/05/2015	15.00	Allotment Rents
Moore	21/05/2015	34.00	Allotment Rents
Community Development Grant	05/05/2015	700.00	N Plan
Interest	29/05/2015	1.86	Interest

F/55/15

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

An additional payment for the purchase of the Defib in the amount of £1,010 was proposed by Cllr Sneller and seconded by Cllr Kemp to form the list of payments.

Proposed by Cllr Pawsey and Seconded by Cllr Evans.

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

F/56/15 May Accounts

Members **NOTED** the monthly report presented by the Finance Consultant as follows:

INCOME

	Annual Budget	Actual to date	Accruals b/f
Precept	81,800	40,901.10	0
Support Grant	4,051	2,025.00	0
Hampers Common Hire	200	0.00	0
Interest	20	3.16	0
		0.00	0
Xmas Event	2,500	0.00	0
Hampers Common equipment		1,300.00	0
Petworth Pages to PBA		-620.00	620
Allotment Rents	2,600	818.00	-793
Totals	91,171	44,427.26	-173

EXPENDITURE

	Annual Budget	Actual to date	May	Accruals b/f
Open Spaces				
Rosemary Gdns/Hampers Com Contract	6,000.00	995	0	-498
Rosemary Gardens Maintenance	1,500.00	0	0	0
Hampers Common Maintenance	1,200.00	0	0	0
Hampers Common Lease	300.00	0	0	231
Xmas Event - General	1,300.00	0	0	340
Xmax Event - Lighting	1,000.00	0	0	0
Hanging Baskets - Maintenance	800.00	0	0	0
Hanging Baskets - Watering	1,500.00	0	0	0
Planters	100.00	0	0	0
General Maintenance	2,000.00	230	0	-54
	15,700.00	1,225	0	19
Admin				
Office Rent & Service Charges	6,700.00	1,300	0	537
Clerk's Salary	20,000.00	2,751	1,115	0

Additional Clerk's hours	3,000.00	0	0	0
Insurance	3,300.00	0	0	327
SALC/SLCC Subscriptions/Contracts	1,100.00	0	0	0
Audit Fee	1,000.00	0	0	0
Office Expenditure	1,000.00	23	0	-40
Expenses/Postage	400.00	37	2	0
Comms/IT	500.00	132	84	35
Office Water	150.00	48	0	-52
	37,150.00	4,292	1,201	807
Misc				
Grants Awarded	3,000.00	1,550	1,550	0
CCTV	5,000.00	0	0	3,750
Street Lighting	2,400.00	258	0	-975
Neighbourhood Planning	1,765.00	0	0	0
Web Site	300.00	0	0	0
Church clock	200.00	118	0	-166
Local Election	2,000.00	0	0	0
Repayment of £50k loan for playgrounds	6,000.00	0	0	0
Repayment of £10k loan for skatepark	1,000.00	0	0	0
Traffic & roads consultant	7,500.00	0	0	0
War Memorial	2,000.00	0	0	0
Dog Bins	500.00	0	0	0
Training	2,000.00	0	0	0
Contingency	2,000.00	110	0	-75
	35,665.00	2,037	1,550	2,534
Allotments Lease and Water	2,000.00	773	0	604
Allotments Maintenance	500.00	0	0	0
	2,500.00	773	0	604
	91,015.00	8,327	2,751	3,964

BALANCE SHEET AND BANK RECONCILIATION

Reserve at 1 April 2015 - not allocated	4,742.07
Reserve at 1 April 2015 - N'hood Plan	30,533.25
Reserve at 1 April 2015 - Allotments	1,407.94
Income to date	44,427.26
Less: Expenditure to date	-8,326.56
Less: Recoverable VAT	-6,353.72
Less: Neighbourhood Plan	-1,294.12
Plus: Neighbourhood Plan Grant	700.00
S106 receipt	
S106 spend	-1,048.82
Balance at 31/05/2015	<u>64,787.30</u>

	Balances	
	at	31 May 2015
Nat West Current Account		6374.67
Nat West Deposit Account		58412.62
		<u>64,787.29</u>

F/57/15 An opportunity for members to raise matters not already on this agenda
None

Meeting closed – 8.15pm