



Petworth Town Council

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10 September 2015

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 15 SEPTEMBER 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 13 August 2015. APPENDIX A
4. Matters arising not already on this Agenda
To include Compliance Documents and remaining £800 to Nexus.
5. Receipts
To be presented at the meeting.
6. Invoices for approval
To be presented at the meeting.
7. PWLB
To approve the application.
8. Bus Shelters
To consider grant options for purchase.
9. July 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

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 13 AUGUST 2015
IN THE TOWN COUNCI OFFICE AT 7.00 PM

Cllrs Present: Mr Hugo Petersens (Chairman)
Mr Chris Kemp
Miss Sam Spriggs
Dr Rosa Pawsey
Mr Neville Fox
Mr Michael Peet
Mr Rob Evans

Cllrs Absent:
Mr Tony Sneller

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

F/70/15 Apologies for absence

NOTED that Cllr Sneller had expressed an interest in standing down from the Committee.

F/71/15 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/72/15 Minutes of the previous meetings

NOTED that the minutes of the meeting dated 14 July 2015 were **AGREED** as a true record.

Proposed by Cllr Evans and seconded by Cllr Peet.

RECOMMENDED to be **ADOPTED** by Council.

F/73/15 Matters arising not already on this Agenda

Grants: **NOTED** that there were two Grant Applications received from the Sylvia Beaufoy and the Community Minibus Association.

AGREED that the Sylvia Beaufoy will receive £900 and the Community Minibus Association will receive £400. This is in line with the Budget.

Proposed by Cllr Kemp and seconded by Cllr Evans.

RECOMMENDED to be **APPROVED** by Council.

AGREED that the two amendments to the Standing Orders should be adopted.

Proposed by Cllr Kemp and seconded by Cllr Petersens.

RECOMMENDED to be **ADOPTED** by Council.

The remaining £800 to Nexus was **AGREED** to be paid as the consultation document had now been received.

Proposed by Cllr Pawsey and seconded by Cllr Petersens.

RECOMMENDED to be **APPROVED** by Council.

F/74/15 Defib

NOTED that in minute F/67/15, Cllr Sneller was tasked with investigating the overspend of £750.

NOTED that in Council minute 60/15, by removing the cost of the signs, the total overspend would be £116.57.

Cllr Pawsey proposed that the cost of the signs should be drafted into next year's budget.

F/75/15	<u>Receipts</u>			
Biggs	24/07/2015	20.00	Allotment Rents	
Spriggs	24/07/2015	33.50	Allotment Rents	
Morrish	24/07/2015	40.00	Allotment Rents	
Longley	24/07/2015	8.00	Allotment Rents	
Mound	24/07/2015	20.00	Allotment Rents	
Cooper	24/07/2015	17.00	Allotment Rents	
Lillywhite	24/07/2015	38.89	Allotment Rents	
Rodick	24/07/2015	40.00	Allotment Rents	
South	24/07/2015	15.00	Allotment Rents	
Longley	24/07/2015	8.00	Allotment Rents	
Ireland	24/07/2015	20.00	Allotment Rents	
Steinitz	24/07/2015	15.00	Allotment Rents	
Parr	24/07/2015	50.00	Allotment Rents	
Gill	24/07/2015	62.00	Allotment Rents	
Interest	31/07/2015	1.38	Interest	

ACTION: The Clerk to update the allotment database for presentation at full Council.

ACTION: The Clerk to call back Phil Wadey regarding the quote for the new standpipes.

F/76/15 Invoices for approval

Naldrett	597.50	Rosemary Gdns/Hampers Com Contract	
Bexley Printers Ltd	80.00	N Plan	Leaflets
CDC	1,560.00	Office Rent & Service Charges	
Barnsfold Nurseries Ltd	134.40	Hanging Baskets - Maintenance	
Leconfield Hall	200.00	200.00 N Plan	Public Consultation
Julie Aguilar	699.20	699.20 N Plan	Tax Rebate
Tax and NI	526.41	526.41 Clerk's Salary	

Proposed by Cllr Kemp and Seconded by Cllr Evans.

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

F/77/15 Play Parks

AGREED that a PWLB loan of £70k should be obtained over a period of 10 years.

Proposed by Cllr Kemp and Seconded by Cllr Fox.

AGREED that the Clerk will contact the PWLB and ask whether there is an arranging fee and whether there would be a penalty for early repayment.

Authority to action the loan to be given to Cllr Petersens, Mr Alan Copus and the Clerk upon a favourable deal.

AGREED that the loan be **RECOMMENDED** for approval by Council.

F/78/15 Bus Shelters

NOTED that the Community Association could apply for a grant through the CLC.

ACTION: Cllr Fox to contact Janet Duncton to ask for her assistance in obtaining a bus stop for the school children on the Northchapel Road.

ACTION: to form part of the agenda for the next meeting.

F/79/15 July Accounts

INCOME

	Annual Budget	Actual to date	Accruals b/f
Precept	81,800	40,901	0
Support Grant	4,051	2,025	0
Hampers Common Hire	200	0	0
Interest	20	6	0
Xmas Event	2,500	0	0
Hampers Common equipment		1,300	0
Petworth Pages to PBA		620	620
Allotment Rents	2,600	1,205	-793
Totals	91,171	44,818	-173

EXPENDITURE

	Annual Budget	Actual to date	% Spent	July
Open Spaces				
Rosemary Gdns/Hampers Com Contract	6,000	1,493	25%	0
Rosemary Gardens Maintenance	1,500	0	0%	0
Hampers Common Maintenance	1,200	382	32%	382
Hampers Common Lease	300	0	0%	0
Xmas Event - General	1,300	0	0%	0
Xmax Event - Lighting	1,000	16	2%	16
Hanging Baskets - Maintenance	800	973	122%	321
Hanging Baskets - Watering	1,500	0	0%	0
Planters	100	0	0%	0
General Maintenance	2,000	311	16%	38
	15,700	3,174	20%	757
Admin				
Office Rent & Service Charges	6,700	1,300	19%	0
Clerk's Salary	20,000	6,548	33%	2,159
Additional Clerk's hours	3,000	0	0%	0
Insurance	3,300	2,531	77%	2,531
SALC/SLCC	1,100	807	73%	807

Subscriptions/Contracts				
Audit Fee	1,000	0	0%	0
Office Expenditure	1,000	387	39%	300
Expenses/Postage	400	37	9%	0
Comms/IT	500	229	46%	46
Office Water	150	48	32%	0
	<u>37,150</u>	<u>11,888</u>	<u>32%</u>	<u>5,844</u>
Misc				
Grants Awarded	3,000	1,550	52%	0
CCTV	5,000	0	0%	0
Street Lighting	2,400	1,224	51%	255
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	978	196%	978
Training	2,000	200	10%	0
Contingency	2,000	-1,619	-81%	-1,729
	<u>35,665</u>	<u>2,571</u>	<u>7%</u>	<u>-496</u>
Allotments Lease and Water	2,000	918	46%	135
Allotments Maintenance	500	0	0%	0
	<u>2,500</u>	<u>918</u>	<u>37%</u>	<u>135</u>
	<u>91,015</u>	<u>18,550</u>	<u>20%</u>	<u>6,239</u>

BALANCE SHEET AND 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	44,818
Less: Expenditure to date	-18,550
Less: Recoverable VAT	-7,600
Less: Neighbourhood Plan	-6,211
Plus: Neighbourhood Plan Grant	700
S106 receipt	
S106 spend	-1,049
Balance at	<u><u>48,791</u></u>
31/07/2015	

Nat West Current Account	15375.36
Nat West Deposit Account	<u>33415.86</u>
	<u>48,791.22</u>

F/80/15 An opportunity for members to raise matters not already on this agenda
None

Meeting closed – 9pm