



Petworth Town Council

Melanie Kite
Petworth Town Clerk
clerk@petworth-tc.gov.uk

The Old Bakery,
Golden Square,
Petworth,
West Sussex,
GU28 0AP
T: 01798 344883

FINANCE AND GENERAL PURPOSES

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE NEXT MEETING ON THE 13th MARCH 2018.

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 13th FEBRUARY 2018 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

Present: Cllr Alan Copus (Chairman)
Cllr Chris Kemp
Cllr Steve Meakin
Cllr Rosa Pawsey
Cllr Michael Peet (arrived late)
Melanie Kite – Clerk

F/14/18 CHAIRMAN'S ANNOUNCEMENTS
The Chairman reminded those present of the fire exit and mobile phones.

F/15/18 APOLOGIES FOR ABSENCE
Cllr Rob Evans, Cllr N. Fox

F/16/18 DECLARATIONS OF INTEREST
The Clerk declared having an invoice for payment.

Cllr M. Peet arrived at 7:08pm

F/17/18 MINUTES OF THE PREVIOUS MEETING
The Minutes of the meeting held on 16th January 2018 were approved.
Proposed Cllr Kemp, seconded Cllr Pawsey, unanimously approved.

F/18/18 MATTERS ARISING FROM THE MINUTES

Having received all payments from Norbury Park Farm, the case has now been closed.

VAT: A claim is still to be submitted.

Petworth Sports Association have asked to pay their invoice for the rent of the sports ground in half yearly or quarterly stages. A decision was taken to accept half yearly payments for 2018/19 but as the 2017/18 year is nearly at a close this should be paid in total immediately.

Compensation for damage to slide: The Clerk confirmed that this is ongoing with correspondence going back and forth to Leconfield Estate management office. The Clerk is currently waiting for their response to her last letter.

Skip for Station Road allotments – this will be an agenda item for the Open Spaces meeting on 21st February.

F/19/18 PUBLIC PARTICIPATION SESSION

No members of the public were present.

F/20/18 ELECTRONIC PAYMENTS

Cllr Kemp and Cllr Pawsey initialled January bank statement transactions as correct against the suppliers' invoices.

F/21/18 JANUARY 2018 ACCOUNTS – Appendix 1

Cllr Copus gave an overall explanation on payments and income schedule. An analysis of the Christmas Event was discussed. Overall the event made a small loss.

F/22/18 BANK RECONCILIATION AS AT END JANUARY 2018 – Appendix 2

The bank statement reconciled. It was agreed and signed by Cllr Pawsey.

F/23/18 INVOICES FOR APPROVAL – Appendix 3

The Clerk will ask the Leconfield Estate office to add the name of the allotment to the invoice. The committee agreed to recommend the invoices to Council for payment.

F/24/18 RECEIPTS – Appendix 4

F/25/18 MATTERS TO BE DISCUSSED AT THE CHAIRMAN'S DISCRETION

There were no further matters to be discussed.

Meeting Closed at 8:25pm

Signed: _____

Dated: _____

Chairman