



Petworth Town Council

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

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

FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 15th JANUARY 2019 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

Present: Cllr A. Copus (Chairman)
Cllr N. Fox
Cllr C. Kemp
Cllr R. Pawsey
Melanie Kite, Clerk

1 member of the public was present

1/19 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off. He pointed out the fire escape route and that the meeting is being recorded.
Item 7 – Public participation will be brought forward.

2/19 APOLOGIES FOR ABSENCE

Cllr R. Evans, Cllr M. Peet

3/19 DECLARATIONS OF INTEREST

Declarations from Cllr Kemp on behalf of Mrs Fiona Kemp and the Clerk were received having submitted expense claim forms.

4/19 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Mrs Janet Duncton again requested for the town council to consider financially supporting both the Sylvia Beaufoy Youth Club and the Petworth Community Gardens, as two extremely local worthwhile causes, on an annual basis.

It was agreed that this request would be considered.

Meeting reconvened

5/19 MINUTES OF THE PREVIOUS MEETING

Item 165/18/2 - Cllr Copus did not agree that he had made the comment. His name was changed to Cllr Fox.

Following this amendment, the Minutes were approved and signed as a true and accurate record.

Proposed Cllr Copus, seconded Cllr Kemp, unanimously agreed.

6/19 MATTERS ARISING FROM THE MINUTES

Grit bins – Cllr Copus confirmed that the bins had been delivered and that the grit was due for delivery in the immediate future.

Premises Licence – The Event Safety Management Plan (ESMP) for the Farmer’s Market will be submitted to CDC Licensing when completed. The Premises Licence had been received.

Petworth Park Sports – Terms and Conditions relating to the grounds maintenance financial support will be drawn up by the Clerk.

Budget – Following further discussions on specific budget lines a few adjustments were made. On the proposal of Cllr Copus, seconded Cllr Kemp, all agreed, to recommend the Budget, as attached to Full Council to approve.

7/19 ACTION LIST

CCTV – the Clerk had received a reply from CDC on what is involved in the monitoring of the CCTV cameras in Petworth. The committee felt that this did not fully explain what service was received and asked the Clerk to get further clarification on ‘monitoring’ and other subjects.

8/19 VAT ON ADVERTISING INCOME

Cllr Copus presented his report on why VAT should not be charged on invoices for advertising in Petworth Pages. (Report attached).

The RFO’s interpretation of the law was that VAT should be added, (note attached) She had consulted two VAT specialists on council finances who also agreed.

It was resolved that Cllr Copus would write to HMRC to get its clarification on this matter on the presumption that advertising competition exists in Petworth.

9:12pm Cllr Fox leaves the meeting

9/19 INVOICES FOR APPROVAL (Attached)

The invoices were considered. Following the Clerk being asked to check one from The Leconfield Hall, and Wilbar Associates, the invoices were approved for paying.

Proposed Cllr Copus, seconded Cllr Kemp, all agreed.

10/19 BANK RECONCILIATION

Having agreed the figures Cllr Copus signed the December bank reconciliation statement with the bank statement.

9:28pm Cllr Pawsey leaves the meeting. The meeting is non-quorate

Meeting closed 9:28pm

Signed: _____

Dated: _____

Chairman