



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 FINANCE AND GENERAL PURPOSES MEETING.

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 15th MAY 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 Rosa Pawsey
Cllr Michael Peet
Melanie Kite – Clerk

F/54/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded those present of the fire exit and mobile phones.

F/55/18 APOLOGIES FOR ABSENCE

Cllr R. Evans, Cllr N. Fox, Cllr S. Meakin

F/56/18 DECLARATIONS OF INTEREST

The Cllr A. Copus, Cllr C. Kemp and Clerk declared a particular interest in having submitted an expense claim form

F/57/18 MINUTES OF THE PREVIOUS MEETING

The Minutes were amended to record that Cllr R. Pawsey had also signed the electronic payments.

The Minutes of the meeting held on 17th April 2018 were approved.

Proposed Cllr Copus, seconded Cllr Kemp, unanimously approved.

F/58/18 MATTERS ARISING FROM THE MINUTES

- BT Phone Box – Cllr Peet confirmed that all repairs are now done.
- Petworth Park Sports CIC – the club has now taken possession of the equipment.

- Nexus – The grant money has been received. An additional £750 is required to cover the cost of work for the referendum.
- Church clock – the service has been done and the report has been received. The Clerk was asked to query why the service says that the pendulum regulator is not being used.
- Station road bank – This has been seeded and planted with wild flowers by volunteers and the gardening club.
- Silent Soldiers – The Town Council will sponsor two silent soldiers. To be approved at full Council.

F/59/18 PUBLIC PARTICIPATION SESSION

No members of the public were present.

F/60/18 ELECTRONIC PAYMENTS

Cllr Kemp and Cllr Copus initialled April bank statement transactions as correct against the suppliers' invoices.

F/61/18 APRIL 2018 ACCOUNTS – Appendix 1

There was little to update the members on, April being the first month of the year. Reserves on the grove lane wall allotment needs to be looked at.

F/62/18 BANK RECONCILIATION AS AT END MARCH 2018 – Appendix 2

The bank statement reconciled as agreed and signed by Cllr Copus.

F/63/18 INVOICES FOR APPROVAL – Appendix 3

It was agreed to set up a direct debit for monthly payment to Vantage Publishing. Came and Company – The broker provided 3 quotes for the insurance renewal. The best quotation from additionally offered a 5% discount on a 3yr contract. This was discussed and agreed that this was a good offer and should be accepted. The insurance company had underwritten the cover for PTC over the previous years. Proposed Cllr Copus, seconded Cllr Kemp, all agreed. The Clerk to Gift the sports machinery to the Petworth Park Sports CIC.

The committee approved invoices for payment. Proposed Cllr Copus, seconded Cllr Peet, all agreed.

F/64/18 RECEIPTS – Appendix 4

These were noted.

F/65/18 PAYMENTS FOR PETWORTH PAGES

Motion: to give authority to the RFO and Chairman of FGP to pay Royal Mail.
Resolution: It was agreed that a direct debit should be set up.
Proposed Cllr Copus, seconded Cllr Kemp al agreed.

F/66/18 PETWORTH FESTIVAL GRANT APPLICATION

Recommend to Full Council to grant £250

F/67/18 ANNUAL RETURN AND INTERNAL AUDIT

The Clerk explained that AGAR Statement 1 & 2 and supporting forms and evidence would be sent to the external auditor before the internal audit has been done; internal audit is not due until mid-June.
Cllr Copus went through the questions on Statement 1 & 2 as a preview before them being presented at Full Council.

F/68/18

It was noted that NatWest will be closing on 19th June.

Meeting Closed at 9:08pm

Signed: _____

Dated: _____

Chairman