



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

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

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 16th JANUARY 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/01/18 CHAIRMAN'S ANNOUNCEMENTS

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

F/02/18 APOLOGIES FOR ABSENCE

Cllr Rob Evans, Cllr N. Fox

F/03/18 DECLARATIONS OF INTEREST

The Clerk declared having an invoice for payment.

F/04/18 MINUTES OF THE PREVIOUS MEETING

Amendment to Item F/125/17 - Horsham Road Cemetery

Amended to read – The money has been received from CDC as their contribution for the maintenance of the four cemeteries.

The Minutes of the meeting held on 12th December 2017 were approved after the amendment made.

Proposed Cllr Copus, seconded Cllr Meakin, unanimously approved.

F/05/18

MATTERS ARISING FROM THE MINUTES

Payment from the Farmers Market stallholder, Norbury Park Farm, was received on 3rd January 2018. Cllr Copus will check with the debt collection agency to confirm the process for cancelling the court appearance.

VAT: Cllr Copus informed the committee that he had sorted out the discrepancy in the VAT figure. There had been a number of invoices where VAT had not been claimed for over the past 2 years and none in March of 2017.

A VAT claim will now be submitted.

The Clerk confirmed that an invoice had been sent to the Petworth Sports Association for the lease of the land.

The Clerk confirmed that a letter had been sent to the Leconfield Estate management office regarding the claim for the damage to the play slide and seat in Hampers Common playground. A reply had been received challenging the claim. The Clerk will continue to pursue this issue.

F/06/18

PUBLIC PARTICIPATION SESSION

No members of the public were present.

F/07/18

DRAFT BUDGET 2018/2019 (Appendix 1)

The Heads of Terms for the lease on the car park had not been received as hoped.

The final draft of the budget was agreed. The Precept will increase by 4.8%, an annual increase of 6p per week for a Band D property. This will be presented for approval at the next Full Council meeting.

F/08/18

ELECTRONIC PAYMENTS

Cllr Meakin and Cllr Kemp initialled December bank statement transactions as correct against the suppliers' invoices.

07:45pm Cllr M. Peet arrived.

F/09/18

DECEMBER 2017 ACCOUNTS

Cllr Copus gave an overall explanation on payments and income schedule.

INCOME	Annual Budget	Actual to date
Precept	112,800	112,800
Support Grant	3,345	3,345
Hampers Common Hire	300	550
Cemeteries		6,500
Interest	15	5
Allotment Rents	2,400	774
Xmas Event	2,500	2,822
Farmers Market	5,000	6,411
Watershed grant	3,498	3,498
Bus shelter	3,729	3,729
Totals	126,360	140,435

EXPENDITURE

**Annual
Budget** **Actual cash
to date**

Outside		Annual Budget	Actual cash to date
Grounds maintenance			
Rosemary Gardens		3000	2,210
Hampers Common		5000	3,480
Jubilee Walk			120

PTC

Finance and General Purposes

12th December 2017

Cemeteries	1000	18,030
Other areas		4,070
Rosemary Gardens Maintenance	800	0
Hampers Common Maintenance	1,500	409
Hampers Common Lease	350	0
Safety checks	576	1,181
Waste & Dog Bins	1,200	1,446
Hanging Baskets - Maintenance	800	674
Hanging Baskets - Watering	2,000	1,452
Garden Watering		0
Planters	200	0
CCTV	5,000	5,000
Street Lighting	1,800	1,293
Church clock	250	0
General Maintenance	2,000	562
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	25,476	39,927
Allotments Lease	1,500	1,500
Allotments Water	250	211
Allotments Maintenance	750	0
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	2,500	1,711
Xmas Event - General	1,300	1,968
Xmas Event - Tree pit	500	0
Xmas Event - Lighting	500	122
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	2,300	2,090
Farmers Market	4,000	3,274
Admin		
Bank Charges		20
Office Rent & Service Charges	6,700	5,789
Clerk's Salary	31,000	6,362
Clerk's pension from 1/2/2017 @ 3%	756	0
Office temp	1,000	8,756
HR Consultancy	1,200	821
Insurance	1,500	1,337
SALC/SLCC Subscriptions/Contracts	900	868
Audit Fee	1,000	1,040
Annual meetings	150	305
Office Expenditure	900	826
Expenses/Postage	120	146
Repayment of £80k loan for playgrounds	8,900	8,960
Local Election	2,000	0
Training	1,000	168
Web Site	200	30

Comms/IT	800	519
Office Water	110	47
	<u>58,236</u>	<u>35,993</u>
Misc		
Grants Awarded	4,000	2,000
Repayment of £10k loan for skatepark	1,221	0
Skatepark	500	0
Watershed work		3,498
Traffic consultant recommended works	2,500	4,580
War Memorial	0	0
Street light refurbishment	3,200	0
Bus shelter	2,500	6,047
Jubilee walk	500	0
Chairman's allowance	250	100
Petworth Pages contribution	1,140	855
Jubilee Walk Info Boards, Gates etc	3,500	0
Grove Lane allotment wall	4,500	0
Cemetery seat	500	188
Office redecoration	500	0
Neighbourhood Plan	7,000	12,728
Petworth Sports		1,945
Unallocated budget/contingency	2,000	1,476
	<u>33,811</u>	<u>33,417</u>
Totals	<u>126,323</u>	<u>116,411</u>

F/10/18 BANK RECONCILIATION AS AT END DECEMBER 2017

BALANCE SHEET				
Reserve at 1 April 2017 - general	27,336		Nat West balances at	31/12/2017
Reserve at 1 April 2017 - for allotments	1,369		Current Account	6,085.10
Reserve at 1 April 2017 - for FM	3,122		Deposit Account	37,115.99
Reserve at 1 April 2017 - for Playparks	-5,923			
Reserve at 1 April 2017 - for Bus shelter	3,000			
Less: Recoverable VAT 2015/16	669			
Less: Recoverable VAT 2016/17	-1,011			
Less: Recoverable VAT 2107/18	-9,385			
Plus: income	140,435			
Less: expenditure	-116,411			
Balance at 31/12/2017	43,201.09			43,201.09

F/11/18 INVOICES FOR APPROVAL

Leconfield Estate	323.22
Fiona Kemp	19.95
Steeple	144.00
Harsha	50.00
Flude	276.00
Harsha	75.00
HJS Land services	690.00
Vantage Publishing	78.00
Leconfield Hall	794.00
Austens Homeware	3.38
Bexley Printers	271.00
Euphorbia Gdn Design	225.00
Judith Gardener	208.14
Melanie Kite	137.26
CDC	50.00
Julie Aguilar	285.00

The invoices due for payment were reviewed and agreed to be recommended to Council for Payment.

F/12/18 RECEIPTS

Dinkyccino	45.00
Wildwood	35.00
Tullens	35.00
Best Kebab	60.00
Collection	104.53
Hall money	42.46
Picnic Hamper	105.00
Silver Moon	45.00
Pure Delights	15.00
Noble and Stace	35.00
Tesla	90.00
Selsey Willows	35.00
MUD Foods	35.00
Farmers Mkt	150.00
Wildwood	35.00
Interest	1.47

F/13/18 MATTERS TO BE DISCUSSED AT THE CHAIRMAN'S DISCRETION

Cllr Peet had received a request from the Gardeners Club asking if the Council could provide a skip in order for all the Station Road allotment holders to clear all the rubbish from the allotment site.

It was agreed that this would be a good idea and Cllr Peet would liaise with the Gardening Club and arrange for a skip to be delivered.

The Clerk has arranged for herself and Cllr Copus to have a demonstration of the proposed new accountancy package from Rialtas. Subsequent to this they will make a decision as to whether it is suitable for the Council.

Meeting Closed at 8:35pm

Signed: _____

Dated: _____

Chairman