



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

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 17th APRIL 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/39/18 CHAIRMAN'S ANNOUNCEMENTS

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

F/40/18 APOLOGIES FOR ABSENCE

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

F/41/18 DECLARATIONS OF INTEREST

The Clerk declared a particular interest in having submitted an expense claim form

F/42/18 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 13th March 2018 were approved.
Proposed Cllr Copus, seconded Cllr Kemp, unanimously approved.

F/43/18 MATTERS ARISING FROM THE MINUTES

The Clerk confirmed that the VAT claim had been received.

Compensation for damage to slide: The Clerk and Chairman of Council had a meeting with the Estate Office on Monday 26th March. The Estate do not accept responsibility but are happy to contribute £1,000 towards the cost.

PTC to check the terms of the lease to confirm or not that as lease holders the town council is responsible for the trees on the land.

The Estate said that there will be a rental increase for the allotment sites and that this will be backdated.

PTC to look at the terms of the lease on the point of back dating an increment.

BT Phone Box – the sandblasting has been completed and is now with Cllr Peet for some additional repairs.

Petworth Festival Grant – A sum will be agreed at the next meeting in May.

Petworth Park Sports CIC, purchase of machinery – The Clerk will proceed with the purchase order form for the machinery.

F/44/18 PUBLIC PARTICIPATION SESSION

No members of the public were present.

F/45/18 ELECTRONIC PAYMENTS

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

7:40PM Cllr M. Peet arrives.

F/46/18 MARCH 2018 ACCOUNTS – Appendix 1

The year-end accounts were explained in detail by Cllr Copus. At the close of the year, 2017/2018, the town council's accounts showed a surplus of £15,000. The main budget variances were on savings: staffing costs due to not having a Clerk for 6 months of the year, higher income from the Farmer's market, less than budgeted for expenditure on the skate park, general maintenance, information boards and there were no local elections. Offsetting this there was higher expenditure on grounds maintenance and the Neighbourhood Plan.

Accruals and prepayments were noted.

F/47/18 BANK RECONCILIATION AS AT END FEBRUARY 2018 – Appendix 2

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

F/48/18 INVOICES FOR APPROVAL – Appendix 3

The committee agreed to recommend the invoices to Council for payment.

F/49/18 RECEIPTS – Appendix 4

F/50/18 NEIGHBOURHOOD PLAN

An additional £750 for payment to Nexus will be required for their work undertaken following the consultation on the H8 site. Full Council will be asked to approve this at the next meeting.

Banners and flyers advertising the referendum will be posted to all residents in Petworth. A grant has been applied for to cover these costs.

The referendum date has been set and will be conducted and paid for by CDC.

F51/18 GRANT APPLICATION – PETWORTH COMMUNITY GARDENS

The grant application form and supporting documents were considered. A recommendation to approve a grant for £450.00 will be presented at full Council.

F52/18 TERMS OF REFERENCE

Revised Terms of Reference for the Finance and General Purposes Committee was discussed. The revised Terms of Reference states it having full delegated statutory powers and functions as a Standing Committee. This was approved and will be presented at full Council for adoption.

F53/18

MATTERS TO BE DISCUSSED AT THE CHAIRMAN'S DISCRETION

St. Mary's church clock - The Clerk was asked to chase for the service report on the church clock which was carried out in early April.

Petworth In Bloom - The Clerk will speak to Henry for a quotation on seeding the middle section of 'Fred's bank', Station Road.

Silent Soldiers – Clerk to check and confirm whether approval was sought for 1 or 2 Silent Soldiers.

Meeting Closed at 9:10pm

Signed: _____

Dated: _____

Chairman