



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 17th JULY 2018 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

Present: Cllr N. Fox
Cllr Chris Kemp
Cllr Rosa Pawsey
Melanie Kite – Clerk

- 82/18 APPOINTMENT OF CHAIR FOR MEETING**
Cllr Pawsey proposed Cllr Kemp, Cllr Fox was in agreement
Cllr Kemp Chaired the meeting.
- 83/18 CHAIRMAN'S ANNOUNCEMENTS**
The Chairman reminded those present of the fire exit and mobile phones.
- 84/18 APOLOGIES FOR ABSENCE**
Cllr A. Copus, Cllr R. Evans, Cllr M. Peet
- 85/18 DECLARATIONS OF INTEREST**
Clerk declared a particular interest in having submitted an expense claim form
- 86/18 MINUTES OF THE PREVIOUS MEETING**
The Minutes of the meeting held on 19th June 2018 were approved.
Proposed Cllr Kemp, seconded Cllr Pawsey, Cllr fox in favour.
- 87/18 MATTERS ARISING FROM THE MINUTES**
The appointment of a Vice-chairman will be voted on at the next meeting.
- 88/18 PUBLIC PARTICIPATION SESSION**
No members of the public were present.
- 89/18 ELECTRONIC PAYMENTS**
Cllr Kemp and Cllr Fox initialled June bank statement transactions as correct against the suppliers' invoices.

90/18

JUNE 2018 ACCOUNTS

The Clerk/RFO gave an update on the accounts which show a slight over-spend at this first quarter stage.

Some anomalies were highlighted –

- Council activities / sundries is showing a huge overspend against budget.
- The grant received for the neighbourhood Plan needs to be moved to another nominal code
- Gateway planting is showing an under-spend against Plants and planters is showing a large over-spend. This will be corrected with the In Bloom expenditure being transferred to ‘Gateway planting’.

91/18

BANK RECONCILIATION AS AT END JUNE 2018

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

92/18

INVOICES FOR APPROVAL

The Clerk pointed out that a direct debit had not been taken on 25th June as stated on the invoice from CDC.

All invoices were approved for paying.

Proposed Cllr Fox, seconded Cllr Kemp, Cllr Pawsey in favour.

93/18

RECEIPTS

These were noted.

94/18

GRANT APPLICATION – PETWORTH YOUTH ASSOCIATION

It was decided that there was not enough information supporting the application with no clear evidence that the club is being used to its full potential. Cllr Fox suggested that they should submit a business plan or give some evidence as to future plans.

Whilst the members are fully supportive of the Youth Centre it will be recommended to Full Council not to approve the grant until further information has been received. Cllr Fox offered to set up a meeting with the organisers.

Meeting Closed at 8:40pm

Signed: _____

Dated: _____

Chairman