



# Petworth Town Council

Melanie Kite  
Clerk to Town Council  
[clerk@petworth-tc.gov.uk](mailto: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 18<sup>th</sup> DECEMBER 2018 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 M. Peet  
Melanie Kite, Clerk

County Councillor Janet Duncton, and 2 members of the public were present.

**157/18 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.

The Meeting to be held on 3<sup>rd</sup> January 2019 to approve the Budget 2019/20 has been cancelled.

**158/18 APOLOGIES FOR ABSENCE**

Cllr R. Evans, Cllr R. Pawsey

**159/18 DECLARATIONS OF INTEREST**

Declarations from Cllr Copus, Cllr Kemp, Cllr Peet and the Clerk were received having submitted expense claim forms.

**160/18 PRESENTATIONS FROM:  
PETWORTH PARK SPORTS, ALEX REES and SYLVIA BEAUFOY YOUTH CENTRE, TOM COMPTON**

This item was moved to later in the evening as the speaker from Sylvia Beaufoy Youth Club was not able to attend until 7:45pm.

**161/18 MINUTES OF THE PREVIOUS MEETING**

Amendments were made to  
Item 155/18 – It was resolved to agree spending of £1784.67 plus VAT on the new notice board.

Item 156/18 – it was unanimously agreed to pay £20.00 for Face Book advertising.  
Following these amendments, the Minutes of the meeting held on 20<sup>th</sup> November 2018 were approved  
Proposed Cllr Kemp, seconded Cllr Fox, unanimously agreed.

**162/18                    MATTERS ARISING FROM THE MINUTES**

Grit bins – Cllr Copus confirmed that the order for 4 bins had been placed and are awaiting delivery. Consent from CDC to place 3 on its land had been received.

Cleaner – a lady had been interviewed but required being paid in cash. The members decided that this was not acceptable.

Sales Ledger – the Clerk informed the committee that she is continuing to look for a standalone software package that did not include ledgers.

Premises Licence – The Clerk confirmed that this had been received and will cover for events over the next year. An Event Management Plan will be required to be submitted before any new event is held. Cllr Scallon is currently doing one for the Farmer’s Market.

Office Lease on the Old Bakery – Cllr Copus suggested that a working party should be established to look into the various building options suitable for the Council Office. The lease on the Old Bakery expires in 2020.

Flude – As requested, the Clerk had again asked Flude for the specific time in the morning the windows are cleaned; no answer had been received.

Farmer’s Market advertising on Face Book – Harsha Desai is now producing data on the hits and activity each month for the Farmer’s market page. This will be monitored and assessed to see if it is financially useful.

**163/18                    PUBLIC PARTICIPATION SESSION**

No members of the public were present.

Due to timing, with two presentations, the agenda was modified.

Item 8. Electronic payments, Item 9. November accounts, Item 12. Farmer’s Market receipts, Item 13. Budget 2019/20 were not considered.

**164/18                    INVOICES FOR APPROVAL**

The VAT only invoice from HJS Landscapes was not approved. The committee agreed that separate VAT invoices for each month should be requested. The Clerk was asked to confirm with HMRC on how far back the Town Council is able to reclaim VAT.

All other invoices were approved for paying.

Proposed Cllr Copus, seconded Cllr Fox, all agreed.

Adjournment of the meeting.

**165/18                    PRESENTATIONS**

**165/18/1                SLYVIA BEAUFOY YOUTH CLUB**

Tom Compton gave a presentation to support the grant application of £2,750 for starting an after-school homework club for secondary school pupils in the Petworth parish.

Questions were taken from councillors which mainly centred on what research had been done to support an out of school club and its usage going forward. Cllr Copus asked whether it would be better to start with a smaller number of computers to see how well the idea was accepted.

It was resolved that the presenters would return to the committee with greater supporting evidence that the club was required and further justification of the capital outlay. The grant application would be looked at again at a later date.

**165/18/2                PETWORTH PARK SPORTS CLUB (VIDEO PRESENTATION)**

The committee were shown a video presentation from Alex Rees to support the request for £5,000 per annum for grounds maintenance of the Petworth Park Sports Club. A written document had already been circulated to all councillors

Alex Rees was not available to take questions.

Cllr Fox mentioned that at the time of arranging the lease it had not been discussed that further funding might be asked for. He suggested that it should be made clear that should the council agree to fund the maintenance that this should only be for a limited length of time or until the club was self-financing.

Cllr Copus thought that the town council should only support the maintenance of those areas that were used by the general public and not the areas that were used by the football and cricket clubs.

It was resolved to:

- support the club to £2,500 from next year's budget;
- that a document be drawn up which clearly stated what the money is intended for and with given set parameters to control the expenditure; and
- it would be reviewed annually.

Meeting reconvened.

**166/18 BANK RECONCILIATION**

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

**167/18 MAINTENANCE OF CCTV**

The Clerk was asked to get a full breakdown of what is included within the service cost. This will be discussed again when the information had been received.

**168/18 GRANT APPLICATIONS**

**168/18/1 Sylvia Beaufoy** – see Minute 165/18/1.

**168/18/2 Home Start** - The Finance committee considered the application.

Resolution - The committee agreed not to recommend to award a grant due the request being for ongoing expenditure and not a specific project.

**169/18 DATE OF NEXT MEETING**

This was noted.

Meeting Closed at 10:10pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Chairman