



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 18th SEPTEMBER 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

Cllr Scallon attended for Agenda item 12 (Traffic Signage Expenditure)

As no Clerk was available Cllr Copus took notes of the meeting

109/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones should be turned off. He pointed out the fire escape route.

110/18 APOLOGIES FOR ABSENCE

Cllr R. Evans, Cllr R. Pawsey

111/18 DECLARATIONS OF INTEREST

There were none declared

112/18 VICE-CHAIRMAN

The vote for a vice-chair will be carried forward to the next meeting.

113/18 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 21st August 2018 were approved subject to the following 3 changes:

99/18 delete 'F' insert 'Fox'

103/18 last sentence, delete 'half' insert 'third'

105/18 after 'All invoices were approved for paying' insert ',see attached list'

Proposed Cllr Fox, seconded Cllr Kemp, all agreed.

- 114/18 MATTERS ARISING FROM THE MINUTES**
Cllrs Copus and Fox reported that, together with Cllr Scallon, they had had a very useful meeting with Sylvia Beaufoy Youth Centre representatives who now better understood Council's policy on making grants.
- In order to progress a formal evaluation of the Clerk's job, Cllr Copus undertook to contact Trevor Leggo of SSALC to obtain guidance.
- The expenditure breakdown provided by Flude was reviewed. The Clerk was asked to find out from them when they believed the external windows to have last been cleaned.
- 115/18 PUBLIC PARTICIPATION SESSION**
No members of the public were present.
- 116/18 ELECTRONIC PAYMENTS**
Cllr Kemp and Cllr Fox agreed the August bank statement of payment transactions as correct against the suppliers' invoices.
- 117/18 AUGUST 2018 ACCOUNTS**
Noted that amendments to cost codings and budget lines on the system had been made. Postings on some lines were queried and Cllr Copus will discuss these with the Clerk. Noted the Clerk is still in the process of querying the Station Road allotment water charges and will request that OS agree to take monthly readings for all allotment sites. Overall, at the five month stage spending is slightly under budget. The accounts are in a satisfactory state.
- 118/18 BANK RECONCILIATION AS AT END AUGUST 2018**
The bank statements reconciled as agreed and signed by Cllr Kemp.
- 119/18 INVOICES FOR APPROVAL**
All invoices were approved for paying, see attached list
Proposed Cllr Copus, seconded Cllr Peet, all agreed.
- 120/18 TRAFFIC SIGNAGE EXPENDITURE**
Cllr Scallon presented the amended Car Park signage proposals which had been agreed by the Traffic Working Group. He was asked to present these to the Petworth Vision group for their support. It was agreed to spend an initial £150 on consultancy/design work and a further £1013 on production and installation of the new signs Proposed by Cllr Kemp, seconded by Cllr Fox, all in favour.
Further agreed to spend £250 on consultancy/design work for HGV signage. Proposed Cllr Copus, seconded Cllr Kemp, all in favour
- 121/18 FARMER'S MARKET RECEIPTS**
The position at 7th September was reviewed and it was noted that 2 stallholders are in arrears.
- 122/18 TO APPROVE THE PURCHASE OF:**
Grit bins – Cllr Copus presented the recommendations from OS Committee for the acquisition of 3 bins (2 x 400l and 1 x 800l) for the Hampers Green area and 1 x 400l bin near to the Station Road bus shelter. Agreed to spend £916 for these bins subject to WSCC Highways approving the locations which Cllr Copus will request. Proposed Cllr Copus, seconded Cllr Peet, all in favour
- Window in Midhurst Road bus shelter – Agreed the £534.90 for the clear, anti-graffiti panel in the Midhurst Road bus shelter. Proposed Cllr Copus, seconded Cllr Peet, all in favour

123/18

GRANT APPLICATION

The application from 4Sight Vision was REJECTED on the grounds that it sought assistance with home visits which are operational rather than capital costs (as claimed) and which fall outside Council's grants policy

Meeting Closed at 9:04pm

Signed: _____

Dated: _____

Chairman