



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 19<sup>th</sup> JUNE 2018 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

### MINUTES

**Present:** Cllr Alan Copus (Chairman)  
Cllr N. Fox  
Cllr Chris Kemp  
Cllr Rosa Pawsey  
Melanie Kite – Clerk

**69/18 CHAIRMAN'S ANNOUNCEMENTS**

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

**70/18 APOLOGIES FOR ABSENCE**

Cllr R. Evans, Cllr M. Peet

**71/18 DECLARATIONS OF INTEREST**

Cllr C. Kemp and Clerk declared a particular interest in having submitted an expense claim form

**72/18 TO APPOINT A VICE CHAIRMAN**

As not all members were present a vice chair will be voted for at the next meeting in July. Cllr Copus is unable to attend the next meeting; a motion will be put forward for an acting chair for the meeting.

**73/18 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 15<sup>th</sup> May 2018 were approved.  
Proposed Cllr Copus, seconded Cllr Kemp, unanimously approved.

**74/18 MATTERS ARISING FROM THE MINUTES**

- Petworth Park Sports - The remaining 5% of the grant money from the Football Foundation has been received.  
The Clerk has it in hand to gift the machinery to the sports club.
- BT Phone box – Quotations are still being sought for the internal equipment.

- Nexus – The grant money will cover the additional costs for work carried out by the consultants for the referendum.
- Church clock – the Clerk informed the members that Public Clocks had said that the pendulum regulator was not fitted when they carried out the service. As this had been mended some years back Cllr Copus will locate the invoice from the company who mended it.
- Vantage – a direct debit has not been set-up. A standing order will be done instead.

**75/18 PUBLIC PARTICIPATION SESSION**  
No members of the public were present.

**76/18 ELECTRONIC PAYMENTS**  
Cllr Kemp and Cllr Copus initialled May bank statement transactions as correct against the suppliers' invoices.

**77/18 MAY 2018 ACCOUNTS**  
The Clerk is now using the RBS Alpha finance software. April and May accounts are reconciled. The clerk gave an overview, showing the 2 Cashbooks, bank reconciliations and budget statements. In-depth analysis of the financial accounts can now be seen. It was agreed that a budget statement will be printed as an appendix to the agenda for every meeting.

**78/18 BANK RECONCILIATION AS AT END MAY 2018**  
The bank statements reconciled as agreed and signed by Cllr Copus.

**79/18 INVOICES FOR APPROVAL**  
The Clerk requested that Business Stream invoice not be approved as she wishes to query the total and there are still questions unanswered.  
Printing of Petworth Pages will go out to tender at the end of the year.  
The committee approved invoices for payment.  
Proposed Cllr Copus, seconded Cllr Kemp, all agreed.  
The Clerk was given approval to pay A. Baldwin for his work at the Farmers Market at the end of the month as he is no longer being paid on Farmers market day.  
Proposed Cllr Copus, seconded Cllr Pawsey, all agreed.

**80/18 RECEIPTS**  
These were noted.

**81/18 INTERNAL AUDIT**  
The report had been received that morning and will be discussed at the next meeting

Meeting Closed at 9:13pm

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

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

Chairman