



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 19th MARCH 2019 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

Present: Cllr A. Copus (Chairman), Cllr R. Evans, Cllr C. Kemp, Cllr R. Pawsey, Melanie Kite, Clerk

No members of the public were present

28/19 CHAIRMAN'S ANNOUNCEMENTS

Cllr Copus requested that mobile phones should be turned off. He pointed out the fire escape route and that the meeting is being recorded.

Petworth In Bloom – It was agreed that a working group should be formally established which will report to Open Spaces. Terms of Reference will be written.

A letter had been received from The Leconfield Estate regarding ownership of land at Hampers Common, subject of which the fallen oak tree stood. The letter informed the Council that the land north of the ditch had been sold to Petworth Rural Council in 1938 and therefore the oak tree had not been The Estates responsibility.

The current ownership of this piece of land will be researched by the Clerk.

29/19 APOLOGIES FOR ABSENCE

Apologies had been received from Cllr N. Fox, Cllr M. Peet

30/19 DECLARATIONS OF INTEREST

Cllr Kemp and the Clerk declared a particular interest in that invoices had been submitted.

31/19 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on February 19th were approved and signed by the chairman as a true and accurate record of the meeting.

Proposed Cllr Copus, seconded Cllr Kemp, unanimously agreed.

32/19 MATTERS ARISING FROM THE MINUTES

The Clerk informed the members that she and Cllr Peet had had a meeting with Giraffe about redesigning the website. The company had subsequently provided a quotation. The Clerk is

also speaking to other companies such as E-Mango and NetWise, both of whom specialise in local council websites. This is ongoing.

Cllr Copus asked about the Terms of Reference for the Tourism working party. It had been agreed that the working group would meet a few times and report their ideas to Council before the Terms of Reference were set.

33/19 PUBLIC PARTICIPATION SESSION

No members of the public were present

34/19 FEBRUARY 2019 ACCOUNTS

Cllr Copus made the following points: at the eleven-month stage the accounts are looking healthy and by year-end there should be a small surplus to go into general reserves. For the first year the Christmas Event is in profit.

35/19 BANK RECONCILIATION AS AT END FEBRUARY 2019

The current account and reserve account bank statements were reconciled as agreed, and initialled back to the original bank statement by Cllr Copus.

36/19 INVOICES FOR APPROVAL - list attached

Having considered the invoices Cllr Pawsey proposed that these should be approved, seconded Cllr Evans all in agreement.

37/19 ELECTRONIC PAYMENTS

Due to time constraints these were not checked and signed. To be done at a later date.

38/19 GRANTS

Petworth Gardeners' Club applied for a grant of £400 to cover general administrative costs such as advertising, tickets, the hire of the Leconfield Hall for the Secret Gardens event in June.

The committee agreed to award a grant of £350.00

Petfringe applied for £800 to cover the costs of its Free Fringe Open Air Cinema showing in Rosemary Gardens on Friday 28 June 2019.

The committee agreed to award a grant of £800.00

Petworth Festival applied for an open amount and was awarded £250.00. This is to cover costs of the annual Petworth Festival.

These will be submitted to Full Council for approval on Thursday.

39/19 FARMER'S MARKET

There are no long-term debtors and three outstanding payments for March.

Costs for new signage for the market had been distributed with the agenda.

6 x Lamp post signs - 3mm foamex - £381 or correx, drilled - £317

1 x Car park banner - £39

1 x Railing banner, 18 designs - £698

5 x Roadside banner - £205

Total - £1,323 or £1,259

Due to this quote being above the £1,000 level another quote will be sought.

Following the receipt of this later quotation the committee agreed that the cheapest should be accepted.

40/19 TOWN TRAFFIC PLAN

The following quotations from Wilbar Associates had been circulated with the Agenda.

Quote 1 - Supply and erect 1 'Not suitable' sign at the Kingspit Lane

A283 junction and 2 number 30mph yellow backed speed limit signs in Angle Street - £669.75 + VAT

Quote 2 - Carry out initial investigation into safety Issues at entrance to Petworth Cottage Nursing Home, potential for 20mph limit / zone within the town centre, traffic calming on North Street and reviewing the existing lorry route signs not covered in Phase 1 - £340.00 + VAT

Investigation work including 2 site visits £35 per hour plus mileage + VAT

Quote 3 - Undertake 5 speed surveys within the town centre, at locations to be identified and agreed within Quote 2 - £500 + VAT

The committee members agreed that these quotes were acceptable and following Cllr Copus' proposal to approve the finance, seconded Cllr Evans expenditure was unanimously approved.

41/19

ACTION LIST

KashFlow, the Clerk explained her research behind proposing KashFlow. This accounts package is also used by the PBA. It was agreed that the Clerk could purchase KashFlow and that it would be reviewed at the end of the 1 year subscription period.

A cleaner had been interviewed and it was agreed that she should be offered the job to work for 1 hour per week. She will be on a 3 month probation period.

42/19

DATE OF NEXT MEETING

Tuesday 16th April 2019 was noted as the next committee meeting date.

Meeting closed 9:32pm

Signed: _____

Dated: _____

Chairman