



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 20th NOVEMBER 2018 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 N. Fox
Cllr C. Kemp
Cllr R. Pawsey
Cllr M. Peet

141/18 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.

Item 15 will be brought forward to be discussed earlier in the meeting.

It was noted that the date of this Finance meeting clashed with the Charter Fayre.

Approval for the grit boxes to be placed on WSCC highways ground has not yet been received.

Cllr Copus and Cllr Kemp had had a meeting with Trevor Leggo, SSALC, regarding seeking advice on aspects of the Clerk's job. This had been recommended on the internal auditor's report. An email with questions from Trevor Leggo to the Clerk needs to be responded to.

Two points were raised:

– to hire a cleaner for the office. A wage of up to £15 per week was agreed. This will be actioned with immediate effect.

-To purchase a sales ledger package - The Clerk had spoken to RBS Rialtas regarding the allotment software package for generating all the invoices. This would not be suitable as it produces an advice note and not a full invoice. Other packages such as 'Cashbook' and 'Quick books' had been looked at although these are full bookkeeping packages. The clerk will continue to research into this.

- 142/18 APOLOGIES FOR ABSENCE**
None.
- 143/18 DECLARATIONS OF INTEREST**
Declarations from Cllr Copus and Cllr Kemp were received due to having submitted expense claim forms.
- 144/18 MINUTES OF THE PREVIOUS MEETING**
The Minutes of the meeting held on 23rd October 2018 were approved
Proposed Cllr Kemp, seconded Cllr Fox, all agreed.
- 145/18 MATTERS ARISING FROM THE MINUTES**
Premises Licence – Cllr Kemp updated the members saying that CDC Licensing would not authorise the Licence in time for the Christmas Event. Temporary Event Licences will have to be applied for, for each of the stalls selling alcohol. The Clerk will get onto this straightaway.
- The Lease on the Town Council office was confirmed as expiring in April 2020.
- The Clerk having spoken to Flude and confirmed that the windows are cleaned on 1st Monday of each month before people start work. Cllr Kemp asked that the Clerk enquire what time in the morning ‘is early’.
- The Clerk had checked with Harsha about the figures she uses for Petworth Pages. The Clerk confirmed that in her analysis she does not factor in editorial and administrative costs.
- 146/18 PUBLIC PARTICIPATION SESSION**
No members of the public were present.
- 147/18 ELECTRONIC PAYMENTS**
Cllr Kemp and Cllr Fox agreed the October bank statement of payment transactions as correct against the suppliers’ invoices.
- 148/18 OCTOBER 2018 ACCOUNTS**
It was noted that amendments to cost centres and budget lines on the system had been made. Cllr Peet raised the question of paying for the CCTV as, in his opinion, the town council was not getting value for money. Cllr Kemp and Cllr Copus agreed. The clerk was asked to check the agreement to ascertain what the council’s position is.
Income from allotments is down on the budget due to a number being vacant.
Income on the Christmas Event is showing to be slightly under budget. However, there is still money to come in.
Cllr Kemp queried if paying for someone to organise the Farmer’s Market indoor hall market is worth it. Cllr Peet argued that having stall holders in the hall it brings footfall to the charity café. He will speak to Ms Desai to ask her to give the council a report on how many ‘hits’ the Farmer’s Market gets Face Book, how much marketing is required to get indoor stall holders and for itemised invoicing.
At the seven-month stage expenditure is marginally ahead of budget though overall the accounts are in a satisfactory state.
- 149/18 BANK RECONCILIATION AS AT END OCTOBER 2018**
The bank statement was agreed and initialled as correct by Cllr Kemp and Cllr Copus.
- 150/18 INVOICES FOR APPROVAL**
The invoices were checked and payment was approved by Cllr Copus.
Proposed Cllr Copus, seconded Cllr Peet, all agreed.
- 151/18 FARMER’S MARKET RECEIPTS**
The spreadsheet did not show payments up to end October.

152/18

PETWORTH PARK SPORTS

The sports club had submitted a document requesting the Town Council fund £5,070 on an annual basis for its ground maintenance. Cllr Peet, as a trustee of the club, gave a summary of the report and why they need financial help.

Cllr Pawsey said that it sounds very positive, however, she wanted to know what facilities there are for girls and women. She was informed that there is junior mixed cricket, but the request for funding is for maintenance of areas other than the pitches. These other areas are for the use and pleasure of all Petworth residents.

Cllr Pawsey also thought that if this is agreed, it would be prudent to have a detailed document drawn up which would specify the use of this money and have it as a one-year agreement.

Cllr Copus raised a number of queries. As this would be a running cost and the town council does not have the liability, funding it requires careful consideration. The Town Council leases the ground to the sports club therefore, it has no obligation for maintenance.

Cllr Fox queried how the figure of 338 hours of mowing was arrived at as set out in the Memorandum. The Clerk will enquire with other Clerks to try to get a comparison figure.

It was proposed that Alex Rees is invited to attend the next meeting in December to give a presentation to the committee.

9:21pm Cllr Pawsey left the meeting

153/18

BUDGET 2019/20 – SECOND DRAFT

At this early stage in the proceedings of calling-in the planning application on the Rotherlea development (or whether it goes to appeal or a judicial review) the council is unable to say what the financial consequences will be.

A separate meeting will be held on 26th November to discuss the Budget.

154/18

PAYMENT OF URGENT INVOICES

On occasions when an invoice is required to be paid before the Finance meeting it was agreed that the Chair of finance together with the RFO should have authority to pay the creditor. The Financial Regulations will be updated to document this.

Proposed Cllr Kemp, seconded Cllr Evans all agreed.

155/18

NEW TOWN COUNCIL NOTICE BOARD

It was resolved to agree spending of £1784.67 plus VAT on the new board as had been discussed and approved in Open Spaces.

Proposed Cllr Copus, seconded Cllr Peet, all agreed.

156/18

XMAS EVENT FACE BOOK ADVERTISING

Following a proposal by Cllr Copus, seconded by Cllr Kemp it was unanimously agreed to pay £20.00 for Face Book advertising.

Meeting Closed at 9:45pm

Signed: _____

Dated: _____

Chairman