

# PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON  
TUESDAY 14 OCTOBER 2014  
IN THE TOWN COUNCILOFFICE AT 7.00 PM

**Cllrs Present:** Mr Alan Copus (Finance Chairman) Mr Neville Fox  
Mr Chris Kemp Dr Rosa Pawsey  
Mrs Juliet Fynes Mr Rawden Rogerson

**In attendance:** Town Clerk, Mrs Rebecca Knifton

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F/40/14 Apologies for absence  
None

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F/41/14 Declarations of Interest  
None

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F/42/14 Minutes of the previous meeting

The minutes of the meeting held on 16 September were agreed as being a true record with an additional amendment as requested by Cllr Fox to F/34/14 (relating to the previous minute, F/23/14) - "Cllr Neville Fox agreed to contact the previous Clerk and gather all missing 'available' information upon her return from holiday"

Proposed by Cllr Kemp and seconded by Cllr Copus.

**RESOLVED**

**RECOMMENDED** that the minutes of the previous meeting are approved by Council.

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Cllr Copus wished to vary the order of the agenda to start with item 8.

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F/43/14 Financial Regulations and Terms of Reference

**NOTED** that the following changes be made to the Terms of Reference document as follows in red:

**FINANCE & GENERAL PURPOSES COMMITTEE**  
**TERMS OF REFERENCE**

Objectives

1. To ensure sound and open governance of financial matters and actions taken in the name of the Town Council by both the Town Clerk's office and by authorised committees & councillors.
2. To ensure no actions are taken by either Councillors or Employees outside of the appropriate authority mandated by decisions of the Full Council.
3. The role of the Finance & General Purposes Committee is ~~not as a management committee or policy setting committee but is specifically~~ that of an oversight, budget setting, advisory, monitoring and assurance committee in respect of the control of financial matters, commitments, value for money and actions taken by the Town Council, its Committees, Councillors and the Town Clerk.

Membership

4. The membership of the committee is to be set at the Annual Town Council Meeting in May of each year, or at a Full Council during the course of the year, if necessary.

5. Membership of the **Finance & General Purposes Committee** should be ~~no more than~~ 6 in number ~~and should include specifically plus~~ the Chairman of the Council **as ex-officio** and **ideally** any Councillors who are at the time authorised by the Full Council to sign cheques or other payment orders on behalf of the Town Council.

6. It would also be desirable for membership of the **Finance & General Purposes Committee** to include only those Councillors who have relevant experience to deal with the aims and objectives of the **Finance & General Purposes Committee** and fulfil the detailed role defined below.

#### Meetings

7. Meetings should be monthly ~~to include August and December whereby Full Council does not meet,~~ and at other times if deemed necessary by Full Council.

#### Detailed Role

8. Overall monitoring of financial matters and use of reserves against the approved budget for the Council.

9. Initial consideration of the Final Accounts and Annual Return, advising the Full Council on their contents.

10. Review the Committee and Working Group budgets imposed on the Town Clerk and make recommendations to the Full Council if any concerns arise.

11. To make recommendations to the Full Council to encourage and facilitate the development of all Councillors' individual knowledge, experience and capability across the full spectrum of Town Council responsibilities.

12. To consider matters of compliance within the Code of Conduct.

13. To ensure that an appropriate level of Internal Audit is conducted.

14. In conjunction with the Clerk, to ensure that sufficient Internal Control is present in Town Council procedures, to provide Councillors with adequate assurance to enable the appropriate statements to be made.

15. The **Finance & General Purposes Committee** should also take the lead in reviewing the Town Council's Standing Orders & Financial Regulations.

16. The **Finance & General Purposes Committee** should review the Town Council's Committee structure and make recommendations to the Full Council for appropriate changes.

17. The **Finance & General Purposes Committee** should take the lead in reviewing the other policies of the Town Council, making recommendations for their adoption, and monitoring their compliance.

18. Subject to the restrictions made necessary under data protection and confidentiality controls, the **Finance & General Purposes Committee** should be able to ask for any required information.

### Scheme of Delegation

19. The Full Council delegates the above roles to the **Finance & General Purposes Committee** on the basis that the resultant work is being undertaken for the Town Council as a whole.

20. The **Finance & General Purposes Committee** is to advise the Full Council on the necessary steps required to ensure the continuing probity and legality of its actions.

Proposed by Cllr Kemp and seconded by Cllr Pawsey.

**RECOMMENDED** that the above pre-circulated Terms of Reference be put forward for adoption by Council on the 16<sup>th</sup> of October.

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**AGREED** that the draft Financial Regulations will be cross referenced with the Council's existing Standing Orders and Finance Process Documents by Cllr Pawsey. Cllr Pawsey to liaise with the Clerk to produce the standalone document.

**AGREED** that the draft document will be sent out to Members for comments prior to the meeting of Council in November to ensure its adoption on Thursday the 20<sup>th</sup> of November.

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Cllr Rogerson asked Cllr Copus for a leave of absence as it was his wedding anniversary which was duly given.

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### F/44/14      Matters Arising

F/16/14: Insurance: **NOTED** that the Clerk and the Chairman are meeting SSE on Thursday the 16<sup>th</sup> of October to discuss the dangerous lamp post that needs repair, the replacement schedule of the lamp posts and to request a condition report on those owned by PTC.

**NOTED:** That due to an unprecedented workload, the Clerk will continue to action the following matters arising:

- Stonemasons – Civil Action being processed.
- Outset – request for grant.
- Khameleon – change to cleaning schedule.

F/36/14: Invoices: **NOTED** that there had been £500 set aside in the budget for the Farmer's Market but it was unclear what this money is to be paid out for. Further investigation to be undertaken.

Website: **NOTED** that the annual rental of the server space is £45 with an additional fee of £130 per annum for back-up facilities.

**NOTED** that the annual running costs are therefore £175.

Clock: **ACTION:** The Clerk to request and condition report from the Clock Company. The Clerk to also request copy correspondence and contract as no such documents exist in the office.

Naldrett: **ACTION:** The Clerk to find out whether their fees are for the cutting season or for the whole year.

F/38/14: Mandate: **NOTED** that the paperwork has been sent in to NatWest.

**ACTION:** Cllr Copus to chase.

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F/39/14: Petworth Pages: **NOTED** that the PBA are emailing through their business plan to the Chairman. An update to be given at the next meeting of Council.

Asset Register: **NOTED** that Cllr Pawsey had found a hard copy of the 2012 Asset Register at her house. **ACTION:** Cllr Pawsey to amalgamate the newly compiled version and the 2012 version and revert to the Committee.

**NOTED** that financial values will have to be reconsidered.

**NOTED** that the murals are due to be valued.

F/45/14      Receipts

Gillespie	08/09/2014	120.00	Petworth Pages
Simmonds Saws	11/09/2014	120.00	Petworth Pages
Community Garden	11/09/2014	25.00	Xmas Event
McCrae	11/09/2014	25.00	Xmas Event
Ticehurst	19/09/2014	35.00	Xmas Event
Ridgway	19/09/2014	75.00	Petworth Pages
Leconfield	19/09/2014	80.00	Petworth Pages
Precept (CDC)	23/09/2014	28,608.00	2 <sup>nd</sup> half Precept
Int (NatWest)	30/09/2014	4.85	Interest

NOTED by the Committee.

F/46/14      Invoices for approval

R Knifton	1,083.85	Clerk's Salary	October
HMRC	505.39	Clerk's Salary	October Tax and NI
Naldrett	497.50	Rosemary/Hampers	September
PKF Littlejohn LLP	480.00	Audit Fee	External Audit
Alert Locksmiths	193.20	Office Expenditure	Door & window locks
The Leconfield Estate	750.00	Water	6 Month Rental
Southern Water	56.90	Office Water	April to Sept
SSE	260.05	Street Lighting	June to Sept
CDC	1,560.00	Office Rent & Service Charges	1/4 to Dec
M R Welch	134.00	Office Expenditure	Water Heater
R J Martin	727.50	Audit Fee	Internal Audit
Fiona Kemp	13.06	Office Expenditure	Tour of Britain Hosting
Fiona Kemp	38.98	Office Expenditure	Training
Austens	91.96	Office Expenditure	Kitchen and Picture Equipment
Jonathan Cann	180.00	Xmas Event	Children's Entertainer

The Committee examined the list of payments. Cllr Fox wished to examine the HMRC produced payslip and year to date summary for correctness. The Clerk explained that the information had come directly from HMRC. Further to Cllr Fox's examination, he agreed that the figures from the RTI system were correct.

Cllr Fox wished to query the payment to the Internal Auditor. Cllr Fox wished to state for the minutes that he had not seen the evidence from which the Audit Report had been produced and until this had been presented to him, he proposed that this payment should not be recommended to Council by the Committee.

It was decided that further to the Auditor's presentation of the report to be heard on Wednesday the 15<sup>th</sup> of October, it should be up to the Council as a whole to decide whether the payment should be made.

Cllr Fox also stated that the hourly fee of £30 was very low for an Auditor. The Clerk explained that the fee was minimal because the independent Auditor had been sought and sent in by SSALC under emergency measures and that SSALC were supporting the Town Council.

Cllr Copus, in the interests of fairness, agreed that the payment should be taken to Council.

Cllr Fynes wished to seek clarity on why the Audit had been deemed necessary as she had always noted that the Councils finances had been competently undertaken and receipts had always been written into the paying in book. The Clerk presented Cllr Fynes with the paying in book which showed that all receipts paid in prior to the employment of the new Clerk had not been recorded appropriately.

Proposed by Cllr Fox and seconded by Cllr Copus.

A vote by way of a show of hands took place with 4 Cllrs voting in favour and Cllr Kemp abstaining.

**RESOLVED** that a **RECOMMENDATION** for the payment to the Auditor should not be decided until after the Audit Report meeting takes place on Wednesday the 15<sup>th</sup> of October with an **AGREEMENT** to decide its approval at Council on the 16<sup>th</sup> of October.

**NOTED** that the payment to Jonathan Cann is not to be paid until 7 days after the Christmas Event.

Proposed by Cllr Kemp and seconded by Cllr Pawsey.

**RESOLVED** that a **RECOMMENDATION** for all other payments be made to Council.

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F/47/14 <u>Accounts</u>		<b>Annual</b>	<b>Total</b>	<b>Budget</b>
<b>EXPENDITURE</b>		<b>Budget</b>	<b>to</b>	<b>% left</b>
			<b>30</b>	
			<b>Sept</b>	
<b>Open</b>	Rosemary Gdns/Hampers Com			
<b>Spaces</b>	Contract	5,970	1,990	67%
	Rosemary Gardens Maintenance	1,500	1,093	27%
	Hampers Common Maintenance	1,200	45	96%
	Hampers Common Lease	300	0	100%
	Xmas Event	2,000	0	100%
	Hanging Baskets	1,500	1,800	-20%
	General Maintenance	750	528	30%
	Town Plants	100	41	59%
		<b>13,320</b>	<b>5,497</b>	<b>59%</b>
<b>Admin</b>	Office Rent & Service Charges	6,700	1,413	79%
	Clerk's Salary	10,000	6,319	37%

	Assistant Clerk's Salary	3,600	2,360	34%
	Insurance	1,800	1,964	-9%
	SALC/SLCC			
	Subscriptions/Contracts	950	841	11%
	Audit Fee	600	300	50%
	Office Expenditure	500	642	-28%
	Expenses/Postage	400	52	87%
	Photocopier	200	63	69%
	Telephone	350	210	40%
	Office Water	150	47	69%
		<b>25,250</b>	<b>14,210</b>	44%
<b>Misc</b>	Grants Awarded	4,000	2,384	40%
	CCTV	5,000	0	100%
	Street Lighting	1,750	1,205	31%
	Neighbourhood Planning	2,000	2,000	0%
	Farmer's Market	500	0	100%
	Web Site	300	0	100%
	Church clock	3,500	976	72%
	Contingency	2,000	2,850	-43%
	Hanging basket brackets			
	Clerk's leaving Do			
	Bus shelter			
	Recruitment & training			
		<b>19,050</b>	<b>9,415</b>	51%
	Allotments Lease and Water	1,500	347	77%
	Allotments Maintenance	500	0	100%
		<b>2,000</b>	<b>347</b>	83%
	Petworth Pages Printing/Expenses	3,800	1,870	51%
	Petworth Pages Distribution	480	240	50%
		<b>4,280</b>	<b>2,110</b>	51%
		<b>63,900</b>	<b>31,580</b>	51%
	Bank			
	Balances at 30 Sept			
	Nat West Current Account	4,589		
	Nat West Deposit Account	62,475		
		<b>67,064</b>		

**NOTED and AGREED to be correct.** To be ratified by Council.

F/48/14      To consider other items at the Chairman's discretion  
**NOTED** that the printer contract will end in November.  
**ACTION:** The Clerk to investigate.

Meeting closed – 9.27pm

Chairman      Signed.....      Dated.....