

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 25 NOVEMBER 2014
IN THE TOWN COUNCILOFFICE AT 7.00 PM

Cllrs Present: Mr Alan Copus (Finance Chairman) Mr Neville Fox
Mr Chris Kemp Mrs Juliet Fynes

Apologies: Cllrs Pawsey and Rogerson

In attendance: Town Clerk, Mrs Rebecca Knifton

F/49/14 Apologies for absence
Cllr Pawsey who was away in France and Cllr Rogerson who undertaking work commitments.

F50/14 Declarations of Interest
None

F/51/14 Minutes of the previous meeting
The minutes of the previous meetings were agreed as being a true record.
Proposed by Cllr Kemp and seconded by Cllr Copus.

RESOLVED

RECOMMENDED that the minutes of the previous meetings are approved by Council and are signed by the Chairman.

F/52/14 Matters Arising
The following list of action points as raised by the Internal Audit were discussed:

Report Paragraph	Action required	Suggested lead Responsibility	Status as at 20 November 2014
5	Consider storing historic financial papers in the office	Clerk	Completed
6	Arrange for all signed copies of Council Minutes and supporting papers to be held in the office	Clerk	Completed
9	Obtain copies of the GALC guidance	Clerk	Completed
9	Read and understand the GALC guidance	Each councillor	Cllrs To ACTION
11	Check whether the 2013/4 Annual Return is with the external auditors	Clerk	Completed
11	Establish proper internal audit going forward	Alan Copus	Completed
11	Update Asset Register	Rawden Rogerson	Completed
12	Ensure that all payroll related payments are fully supported and the RTI system is used correctly	Clerk/F&GP Committee	Completed
13	Review insurance cover	F&GP Committee	Being undertaken
19	Review VAT treatment of Petworth Pages income	Alan Copus	The matter being undertaken by Cllr Fynes alongside the F&GP Committee. ACTION: Cllr Fynes to remain as editor and to produce accounts and paperwork for the current and previous financial year to handover to the PBA.
20	Establish a cycle of 6 monthly VAT claims	Clerk	The matter being undertaken

			by the F&GP Committee.
21	Unused/spoilt cheques to be cancelled and retained	Clerk	NOTED: ANY PREVIOUS YEAR'S MISSING CHEQUES TO BE NOTED. ALL FUTURE SPOILT CHEQUES TO BE WITHHELD.
22	Initial each invoice and cheque stub	Cheque signatories	Completed
23	Establish rules for transferring funds between accounts	Alan Copus	To be incorporated into the Financial Regulations
24	Establish records to support each income receipt	Clerk	Completed
25	Update Allotment records	Clerk & John Robbins	Completed
27	Reconsider delivery arrangements for Petworth Pages	Juliet Fynes	ACTION: To be completed by Cllr Fynes and the PBA
31 & 33	Ensure VAT is only reclaimed on expenditure proper to PTC	Clerk	Completed – Currently annually. To be undertaken every 6 months going forward.
32	Any proposed payments in advance to be approved at full Council	Clerk	Incorporate into Financial Regulations
36	Review financial relationship with the PBA	Chris Kemp	AGREED: Paperwork with the Chairman
37	Council to confirm powers to make Grants	Clerk	Completed – Draft process sent out by the Clerk. Yet to be adopted.
41	Update Standing Orders and Financial Regulations for F&GP and Council agreement	Rosa Pawsey/Alan Copus	Being undertaken
41	Update bank signatories	Alan Copus	Completed
41	Undertake monthly bank reconciliations and present to F&GP	Clerk	Completed
42	Consider outsourcing the payroll	F&GP Committee	Completed - Not necessary as only one employee and use of RTI system provides accurate tax & NI calculation
42	Consider moving towards full Income & Expenditure reporting	Alan Copus/F&GP Committee	Being progressively introduced. Will be fully compliant by year end.

F/53/14
Noted

Receipts

F/54/14

Invoices for approval

R Knifton	1,083.85	Clerk's Salary	November
HMRC	505.39	Clerk's Salary	November Tax and NI
		Petworth Pages	
West Sussex Print Ltd	899.00	Printing/Expenses	Winter Edition PP
KCS	33.44	Photocopier	Hire of Copier
Austens	154.54	Office Expenditure	

		Rosemary Gdns/Hampers Com	
Naldrett	497.50	Contract	October
Alan Copus	207.95	Xmas Event	Reimbursement for Baubles
		Allotments Lease	
Southern Water	102.86	and Water	Water for St Rd Allotments
Royal British Legion	17.00	Office Expenditure	Wreath for Remembrance Sunday
		Allotments Lease	
The Leconfield Estate	54.44	and Water	Water Charged by the Estate
Chris Kemp	17.80	Xmas Event	Cable Ties for Xmas Lighting
KCS	4.38	Photocopier	Photocopying
Austens	27.69	Office Expenditure	Office Supplies
		General	
Khameleon	30.00	Maintenance	Bus Shelter Cleaning
G Chandler & Son	79.50	Xmas Event	Cherry picker cost for Xmas Lights
Public Clocks Ltd	142.14	Church clock	Maintenance of the Clock
Petworth Town Band	150.00	Xmas Event	For performance
SSALC	120.00	Contingency	Cllrs Training
SSALC	720.00	Contingency	Cllrs Training
Richard Ince	10.00	Xmas Event	Reimbursement for stall
Johnston Publishing	240.00	Xmas Event	Advert for Christmas Event

Proposed by Cllr Kemp and seconded by Cllr Copus.
AGREED to be **RECOMMENDED** to Council.

F/55/14 Accounts October
 Noted

F/56/14 Draft Budget

The draft budget was discussed and the following was agreed in principal. To be taken back to Council in December.

EXPENDITURE		2014/5 Budget	Total to 30 Sept	Full year forecast	2015/6 budget
Open Spaces	Rosemary Gdns/Hampers Com Contract	5,970	1,990	5,976	6,000
	Rosemary Gardens Maintenance	1,500	1,093	1,200	1,500
	Hampers Common Maintenance	1,200	45	200	1,200
	Hampers Common Lease	300	0	300	300
	Xmas Event - General	2,000	0	1,300	1,500
	Xmax Event - Lighting	0	0	0	1,000
	Hanging Baskets - Maintenance	1,500	0	1,800	1,500
	Hanging Baskets - Watering	0	0	0	1,000
	Planters	100	0	41	100
	General Maintenance	750	528	750	2,500
		13,320	3,656	11,567	16,600

Admin	Office Rent & Service Charges	6,700	1,413	5,062	6,700
	Clerk's Salary	10,000	6,319	15,855	20,000
	Assistant Clerk's Salary	3,600	2,360	2,360	0
	Insurance	1,800	1,964	1,964	2,500
	SALC/SLCC				
	Subscriptions/Contracts	950	841	900	1,100
	Audit Fee	600	300	1,700	1,000
	Office Expenditure	500	642	1,500	1,000
	Expenses/Postage	400	52	100	400
	Photocopier	200	63	100	0
	Telephone	350	210	420	500
	Office Water	150	47	100	150
		25,250	14,210	30,061	33,350
Misc	Grants Awarded	4,000	2,384	2,500	4,000
	CCTV	5,000	0	5,000	5,000
	Street Lighting	1,750	1,205	7,400	2,400
	Neighbourhood Planning	2,000	1,205		20,000
	Farmer's Market	500	0		0
	Web Site	300	0	300	300
	Church clock	3,500	976	1,200	200
	Local Election				2,000
	Loan repayment				6,000
	Skate park				10,000
	War Memorial	0			2,000
	Dog Warden/Dog Bins				500
	Contingency	2,000	2,850	3,000	7,000
		19,050	8,620	19,400	59,400
	Allotments Lease and Water	1,500	347	1,500	1,500
	Allotments Maintenance	500	0	100	500
		2,000	347	1,600	2,000
	Petworth Pages Printing/Expenses	3,800	1,870	3,800	3,800
	Petworth Pages Distribution	480	240	480	480
		4,280	2,110	4,280	4,280
		63,900	28,944	66,908	115,630

INCOME	2014/5 Budget	Total to 30 Sept	Full year forecast	2015/6 Budget
Precept	57,218	57,218	57,218	115,630
Hampers Common Hire	200	100	200	100
Photocopying	60	13	13	0
Interest	20	10	20	20

Xmas Event		455	1,300	1,500
Allotment Rents	2,500	1,204	2,500	2,600
Petworth Pages Adverts	4,500	1,820	4,500	4,500

Totals		64,498	60,819	65,751	124,350
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BALANCE SHEET

Reserve at 1 April 2014 - general	3,112
Reserve at 1 April 2014 - for NP	23,000
Reserve cash at 1 April 2014 - for NP	13,300
Less Invoices paid for NP	-5,225
Income forecast	65,751
Prior year VAT refund	4,858
Less: Expenditure forecast	-66,908
Less: Recoverable VAT forecast	-5,000
Balance forecast at 31 March 2015	<u><u>32,888</u></u>

F/57/14 Financial Regulations and Terms of Reference

RECOMMENDED for adoption to Council for the new Petworth Town Council Financial Regulations and the Terms of Reference.

Proposed by Cllr Kemp and seconded by Cllr Copus.

F/58/14 Asset Register

AGREED

ACTION: Clerk - **RECOMMENDED** to review every year.

F/59/14 Grants Policy & Application

ACTION: The Clerk to review with Cllr Pawsey. This item to be brought to Council.

F/60/14 An opportunity for members to raise matters not already on this agenda

None

Meeting closed – 9.45pm

Signed.....
Chairman

Dated.....