

MINUTES OF A MEETING OF PETWORTH TOWN COUNCIL
HELD ON THURSDAY 27 NOVEMBER 2014
IN THE TOWN COUNCIL OFFICE AT 7.30 PM

Cllrs Present: Mr Chris Kemp (Chairman)

Mr John Robbins

Mr Alan Copus

Mrs Carole Goldthorp

Mr David Burden

Mr Richard Chandler

Mr Tony Sneller

Mr Rawden Rogerson

Mr Neville Fox

Mrs Maggie South

Mrs Juliet Fynes

Mr Roger Hanauer

Ms Joan Devine

In Attendance: Town Clerk, Mrs Rebecca Knifton

West Sussex County Cllr Mrs Duncton

Jenny Mouland: Member of the press

Apologies: Chichester District Cllr Mrs Lintill

Dr Rosa Pawsey

52/14 Representations by the public

County Cllr Janet Duncton wished to make a representation as a Parishioner and member of the public. She spoke of the recent article in the Midhurst and Petworth Observer which had highlighted the lack of Governance and Council procedures that had been in place under the previous Council. This had been discovered during the recent Internal Audit. She wished to ask whether PTC had given a right of reply.

The Chairman confirmed that there was a right of reply and that no-one had approached him or the Council. He further stated that the whole procedure had been through 'due process' and that SSALC and the Council's legal advisors had been on hand every step of the way.

Cllr Sneller asked whether the right had been given before the Audit had been undertaken and that the minutes should state that he voted against the Audit. **NOTED** that Cllr Sneller had been absent from the extraordinary Finance and General Purposes meeting on the 19th of August when the Audit had been resolved to be undertaken with immediate effect, but that minute 51/14 of the Full Council meeting held on the 16th of October when the Audit had been completed, should have stated that Cllr Sneller was against the Audit.

The Clerk asked the Chairman if she could address Council. Cllr Sneller informed the Clerk it was inappropriate for her to speak. The Clerk informed Cllr Sneller that he was not the Chairman. The Chairman informed Cllr Sneller that the Clerk was entitled to speak.

She explained for those Members who had not been involved in assisting in the office to find the missing information, that there had been such confusion born from poor record keeping and missing paperwork when she first started that she had contacted the previous Clerk on numerous occasions. It was **NOTED** and confirmed by the Chairman, that the requests for information from the new Clerk had been polite and courteous throughout but that the responses from the previous Clerk had been abrupt and had only given limited information. It was **NOTED** that Cllr Fox had offered, and had subsequently been appointed by Council to contact the previous Clerk in August when concerns had first been raised as to the need for an Audit due to missing documents. The previous Clerk had been made aware of the Audit by Cllr Fox at this point. She also mentioned that there had been, and still are documents and annual returns found in the Petworth office for the previous Clerk's other Council. The Clerk explained that due to these concerns, the Town Council had needed help from the regional Association of Local Councils to make sense of what little records had been kept over the past decade and that the Council had passed a resolution to get this assistance, and an Audit was the first step.

Cllr Chandler wished it to be recorded that the previous Clerk has a right to be represented.

Cllr Sneller wished it recorded that he believed that the briefing to the Auditor had been too harsh. He further stated that an overreaction had been undertaken by authorising the Audit and that the Council had not taken into account the 'untold damage' it would cause to those named in it.

The Chairman explained that there had been so many unanswered questions from simple requests made to the previous Clerk that the sole purpose of the Audit was to achieve a base from which a line could be drawn and enable the Council to move forward.

Cllr South wished it minuted that she appreciates all that County Cllr Duncton and Cllr Sneller had said and that she joined the Council to focus on the future, not the past. She went on to say that dwelling on historic issues is not healthy and that the Town Council should learn from mistakes that had been made and move on.

Cllr Fox raised his concerns regarding displaying and sending out the minutes as an appendix to the agenda before they are ratified and that he will be seeking advice as to whether this should be done.

The Chairman explained to Cllr Fox that the previous minutes are always circulated with the agenda but are always seen in draft form by the Chairman and Vice Chairman prior to sending out.

There was a representation by member of the public, Lisa Cole, regarding Hampers Green.

She had initially written to the previous Clerk, expressing her concerns that Hampers Green and its residents were 'The forgotten part of Petworth'.

It was **NOTED** that the current Clerk had followed up on this historic correspondence and had been liaising with Ms Cole since the summer.

Ms Cole explained that the Estate houses at least 12 young families and around 15 young teenagers. The Hampers Green community were disappointed with the lack of playground facilities in their area.

Ms Cole had undertaken a survey and received more than ten responses. The key issues were as follows: there are large amounts of rubbish around the existing play park due to lack of bins. The equipment is old, limited and dated and requests for new equipment had been highlighted. Suggestions of a zip wire and goal posts had been forwarded to the Open Spaces Committee.

Cllr Chandler explained that the Common used to have a bin but it had been removed as PTC would have had to employ CDC to empty it. Cllr Sneller confirmed that the Open Spaces Committee was in the process of obtaining quotes to install new bins and for emptying.

Cllr Robbins informed Members that himself and Cllr Devine had undertaken a site visit and the results of this will be brought back to the Open Spaces Committee.

53/14 Apologies for absence

Apologies received from Cllr Pawsey and District Cllr Lintill.

54/14 Declarations of interest

There were no declarations of Pecuniary and non-Pecuniary interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.

55/14 District and County Councillors

The Clerk read the following report received from District Cllr Lintill.

"Local Plan progressing - 2 inspection days left where housing numbers will be revisited following the piece of work done by officers to review our evidence. Nos now proposed 435 per annum over the plan period. It

is suspected that the developers will say it is still not enough. Our communities would not agree.

Free park and ride will operate up to Christmas

Novium museum now has free entry and is offering Christmas activities including letters from Santa!

New anti-social behaviour legislation is now in, a guide is to be produced and I will let you have a copy when I receive it.

Council offices closed over Xmas period but emergency number available - see website.

Janet is to be council's director on the Petworth vision group.

Please wish the council a merry Christmas from me and I hope the lights switch on goes well."

Cllr Duncton reported. She reiterated that CDC are at the inspection process of their Local Plan and that SDNPA are aiming to have theirs completed by 2017. The pressure is that there is a housing shortage.

Cllr Duncton confirmed that she will be arranging for a West Sussex Fire & Rescue representative to attend the Council meeting in January.

Gatwick – the papers are out. Cllr Duncton has undertaken a tour of the site and the local infrastructure. WSCC support the proposals in principal. A decision will be made in the New Year.

Credit Union. More details can be obtained through Cllr Duncton.

Children in Care. WSCC are looking at ways to help. County are providing extra money for the children to have a few days away.

56/14 Chairman's Report and other Announcements on matters requested

- Phone line and Broadband. **NOTED** that the Clerk has contacted BT. They have requested that a MAC Code is sought from Time Talk to change over to BT. To date, Time Talk have not responded as the Town Council phone and broadband service had been set up as a residential account in the name of the previous Clerk. **AGREED** that if Time Talk do not supply the MAC Code, a brand new line will be considered.
- Facebook. The Clerk spoke of the advantages of social media and the importance of engaging a wider audience. Cllr Goldthorp expressed a view that Facebook was a 'bragging' platform and did not support its setting up.
Proposed by Cllr South and seconded by Cllr Rogerson that the facility should be implemented in order to involve the younger generation of Parishioners.
11 in favour and 2 against.
RESOLVED
- Wish List/5 Year Plan. **NOTED** that Cllr South will support the Clerk in preparing the notes from the meeting with SSALC Chief Executive.
ACTION: Cllr South to collect the notes from the Clerk in order to compile.

- Appointing an Internal Auditor. The Council considered the quotes from the list of Auditors supplied by SSALC. It was **NOTED** that only two quotes had been able to be sourced. It was further **NOTED** that an independent Auditor had not previously been appointed and the need to undertake a 6 monthly audit to ensure that matters were on track was essential.

Proposed by Cllr Copus and seconded by Cllr Robbins that Peter Frost be appointed as the Council's Internal Auditor. The Internal Auditor to be reviewed annually.

RESOLVED

- Loan for Rosemary Gardens and Hampers Common. **NOTED** that at the five year plan meeting with SSALC's Chief Executive, advice had been given regarding applying for a Public Work's Loan Board loan. Cllr Copus confirmed that PTC will have to budget up to £25k, spread out over the next 5 years to pay it back. It was further **NOTED** that the proposed works will be double this amount but that CDC and WSCC are able to match-fund the costs.
- Results of meeting with Street Lighting Contractors. **NOTED** that Kevin Moss from WSCC had been unable to attend the meeting with the Chairman due to a broken down car but that a rescheduled meeting was due to take place the following Thursday at midday. The Chairman explained that the quotes for the historic lamp posts had still not been supplied by SSE.
- Quick Fix Fund update. **NOTED** that the Clerk had applied for the grant which has now been signed off by Cllr Duncton. The grant has been approved and the works are due to be completed in the next few weeks as assigned to WSCC's contractors.
- Operation Watershed. **NOTED** that Cllr Chandler has supplied the Clerk with quotes. The Clerk has received the forms from WSCC and is in the process of completing. Cllr Duncton offered for the Clerk to send her the completed forms prior to sending back to WSCC so that she can sign them off to speed up the process.
- Skatepark update. The Chairman asked Cllr Sneller for an update. Cllr Sneller informed Council that he had no comment.
The Chairman then asked Cllr Hanauer if he had anything to report. Cllr Hanauer informed Council that he and Cllr Devine had visited the Youth Club and had been very impressed. It had been clear from the visit that the Youth Club's main concerns re the siting at the Sylvia Beaufoy were due to anti-social behaviour. Cllr Hanauer explained that the Clerk had contacted one of her ex Waverley Borough Councillors who had been involved with the skatepark in Haslemere who had informed her that there had been no incidences of anti-social behaviour. He went on to say that he proceeded to contact a further 8 Councils and they too have had no cases of anti-social behaviour. He requested that PTC 'arms itself' with this information.

Cllr Hanauer spoke of how important it is to involve the youth from inception. He explained that he had met with two young skaters at the Youth Club who were keen on assisting and putting together a design. Cllr South agreed that PTC should be working in partnership with the Youth Club and its members.

Cllr Sneller stated that he was upset with Cllr Hanauer for making enquiries without his prior consent as it had been agreed that he would be leading the project. Cllr Hanauer explained that he had been disappointed that Cllr Sneller had been involved with the project for some time and little had been followed through. He further mentioned that since joining the project, he had given his views and ideas for how he could assist in moving things forward to Cllr Sneller, but these had not been acknowledged and subsequent communication had been poor.

The Chairman confirmed that there is urgency in moving things forward with the project.

- To approve and sign the Clerk's contract. **NOTED** that the Chairman and the Vice Chairman had assisted in drafting the Clerk's contract at the end of June 2014 when she accepted the permanent role. It was further **NOTED** that the Finance and General Purposes Committee had addressed the contract in July but that due to extenuating matters since that time, the contract had yet to be confirmed. Cllr Sneller informed the Chairman that he had not been consulted on the contract. He was informed that the contract had been supplied by SSALC and reminded him that he was not a Member of the Finance and General Purposes Committee.

Cllr Sneller requested a meeting with the Chairman to discuss the Clerk and her contract.

ACTION: The Chairman to arrange a meeting.

- Chairman's update on issues not included on this agenda.
 - Community Garden – the Chairman has invited Kate to apply for a grant;
 - Get Mapping – The Clerk is due to commence training;
 - Youth Council – The Chairman proposed the idea of PTC setting up a Youth Council.

ACTION: Cllrs South and Hanauer to assist. Cllr South to make enquiries with WSCC.

57/14 To confirm the minutes of the Council meeting held on Wednesday the 15th of October (**APPENDIX A**) and Thursday the 16th of October (**APPENDIX B**) 2014

Cllr Fynes wished to amend paragraph 27 from the 15/10/2014 extraordinary meeting. The first sentence should state that 'Cllr Fynes wished to explain this paragraph'.

Cllr Sneller proposed and Cllr South seconded. **RESOLVED**

The Minutes of the 15th of October were proposed by Cllr Robbins and seconded by Cllr Sneller. **RESOLVED**

The Minutes of the 16th of October were proposed by Cllr Rogerson and seconded by Cllr Robbins. **RESOLVED**

58/14 Matters Arising from previous minutes not already on this agenda

To include:

- (a) Defibrillator. **NOTED** that Elizabeth Hodgkins will produce the Plans for the Leconfield Hall.

This matter is ongoing.

NOTED that there will be 6 defibs in Petworth in total.

Proposed by the Chairman that the proposed siting of the defib at Hampers Green should be at the community centre and not the phonebox. Seconded by Cllr Devine.

RESOLVED

Proposed by Cllr Burden and seconded by Cllr Rogerson that £200 be set aside towards the costs of the defibrillator.

RESOLVED

(b) Tap on the Leconfield. **NOTED** that Elizabeth is dealing with the listed building consent. This matter is ongoing.

- (c) Councillor's opportunity to raise matters from the previous minutes not already on this agenda.

NONE

59/14 Financial Regulations and Terms of Reference

With a couple of minor amendments as proposed by Cllr Sneller in the appendix to the agenda, the Council agreed to adopt the Terms of Reference and Financial Regulations.

Terms of Reference. Proposed by Cllr Robbins and seconded by Cllr Rogerson. **RESOLVED**

Financial Regulations. Proposed by Cllr Copus and seconded by Cllr Robbins. **RESOLVED**

60/14 To receive Reports

(a) Finance and General Purposes Committee, to include approval of payments and signing of cheques.

The following was noted from the action points from the Audit.

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 WITHELD.
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.

Invoices for approval

R Knifton	1,083.85	Clerk's Salary	November
HMRC	505.39	Clerk's Salary Petworth Pages	November Tax and NI
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 Allotments Lease	Reimbursement for Baubles
Southern Water	102.86	and Water	Water for St Rd Allotments
Royal British Legion	17.00	Office Expenditure Allotments Lease	Wreath for Remembrance Sunday
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 General	Office Supplies
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

Payments proposed by Cllr Robbins and seconded by Cllr Fox

RESOLVED

(a1) Minutes of the meeting held on the 14th of October to be approved.
Proposed by Cllr Robbins and seconded by Cllr Kemp. **RESOLVED**

(a2) To consider the draft budget

The following to be added to the draft budget: benches as an additional heading. The budget below to be taken back to the Finance and Administration Committee for final examination in December:

EXPENDITURE		2014/5	Total to	Full	2015/6
		Budget	30 Sept	year	budget
				forecast	
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

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	32,888

(b) Traffic and Planning Committee. Cllr Fox wished to complain over the short notice of the meeting. He referred to a list he had compiled where it appeared that some applications had been overlooked. **AGREED** that the Clerk shall investigate further.

The previous minutes were Ratified.

(c) Neighbourhood Plan. **NOTED** that the questionnaires are close to completion and the first consultation is due to take place in early 2015. **NOTED** that the NP will have a stall at the Christmas Lights Event on the 6th of December.

(d) Open Spaces Committee. **NOTED** that the Chairman of the Committee had been late so Cllr Robbins had stood in as Chair.

The previous minutes were Ratified.

Cllr Robbins raised the ongoing issues at Grove Lane with the previous tenant of Plot 7. It was **NOTED** that he had been offered a smaller Plot as a good will gesture but that this Plot had also not been kept in good condition. It was **NOTED** that concerns had been raised for some time and that in recent months, a number of serious complaints from neighbouring Plotholders had been received.

It was proposed by Cllr Chandler and seconded by Cllr Devine that this tenant should be issued with Notice with immediate effect.

RESOLVED

(e) Petworth Business Association. **NOTED**

(f) Petworth Pages. **NOTED** that Cllr Fynes will remain as editor. All existing advert contracts will be honoured.

(g) Christmas Event. **AGREED** that Cllrs will assist with stewarding. Stewards will be needed from 6am. **NOTED** that Cllr Fox will not be at the event. **NOTED** that the tree will be put up on Saturday and 5 volunteers will be needed.

61/14 To consider other items at the Chairman's discretion

Cllr Copus produced paperwork for gritter machines and it was **NOTED** that these will cost £250. Cllr Chandler informed Members that PTC are yet to receive any grit from WSCC.

AGREED that this item will form part of the next agenda.

ACTION: The list of dates for 2015 meetings will form part of the next agenda.

Meeting closed – 10.28pm

Signed.....
Chairman