

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 9 DECEMBER 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
Mr Rawden Rogerson Dr Rosa Pawsey
Mr David Burden

Apologies: None

In attendance: Town Clerk, Mrs Rebecca Knifton

F/61/14 Apologies for absence
None

F62/14 Declarations of Interest
None

F/63/14 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/64/14 Matters Arising
AGREED that minute F/59/14 be deferred until early 2015.

F/65/14 Receipts
Noted

F/66/14 Invoices for approval

Austens	62.58	General Maintenance	Flowers and Baskets
C G Kemp	23.93	Xmas Event	Reimbursement for Christmas Event
Guildford Sound and Light	12.50	Xmas Event	Snow Fluid
HMRC (Post Office Ltd)	505.39	Clerk's Salary	December Tax and NI
R Knifton	1,083.85	Clerk's Salary	December Salary
Naldrett	497.50	Rosemary Gardens Maintenance	Maintenance
Johnston Publishing	78.00	Xmas Event	Advertising

ACTION: The Chairman to inform Austens not to issue products on the PTC account without producing the account card.

ACTION: The payment below to be investigated.

A G Langham & Sons **247.20 Office Expenditure - Fludes**

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

F/67/14 Accounts November
Noted

F/68/14 Draft Budget

The following amended draft budget was discussed and was agreed in principal. To put forward to Council on the 11th of December 2014.

Proposed by Cllr Kemp and seconded by Cllr Pawsey. **AGREED**

EXPENDITURE		2014/5 Budget	Total to 30 Nov	Full year forecast	2015/6 budget
Open Spaces	Rosemary Gdns/Hampers Com Contract	5,970	2,985	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	201	2,000	1,500
	Xmax Event - Lighting	0	0	0	1,000
	Hanging Baskets - Maintenance	1,500	1,800	2,100	1,000
	Hanging Baskets - Watering	0	0	0	1,500
	Planters	100	41	41	100
	General Maintenance	750	528	750	2,500
		13,320	6,693	12,567	16,600
Admin	Office Rent & Service Charges	6,700	2,713	5,062	6,700
	Clerk's Salary	10,000	9,498	15,855	20,000
	Additional Clerk's hours				5,000
	Assistant Clerk's Salary	3,600	2,360	2,360	0
	Insurance	1,800	1,964	1,964	3,500
	SALC/SLCC				
	Subscriptions/Contracts	950	841	900	1,100
	Audit Fee	600	1,428	1,700	1,000
	Office Expenditure	500	1,121	1,400	1,000
	Expenses/Postage	400	52	100	400
	Photocopier	200	63	100	0
	Telephone	350	324	420	500
	Office Water	150	104	150	150
		25,250	20,468	30,011	39,350
Misc	Grants Awarded	4,000	2,384	2,384	4,000
	CCTV	5,000	0	5,000	5,000
	Street Lighting	1,750	1,453	1,750	2,400
	Neighbourhood Planning	2,000	0		20,000
	Farmer's Market	500	0		0
	Web Site	300	0	45	300
	Church clock	3,500	976	1,236	200
	Local Election				2,000
	Loan repayment				6,000
	Skate park				10,000

War Memorial				2,000
Dog Warden/Dog Bins				500
Training				2,500
Contingency	2,000	2,850	3,550	2,500
	19,050	7,663	13,965	57,400
Allotments Lease and Water	1,500	1,097	2,000	1,500
Allotments Maintenance	500	0	100	500
	2,000	1,097	2,100	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	38,031	62,923	119,630

INCOME	2014/5 Budget	Total to 30 Nov	Full year forecast	2015/6 Budget
Precept	57,218	57,218	57,218	111,000
Hampers Common Hire	200	200	200	100
Photocopying	60	13	13	0
Interest	20	14	20	20
Xmas Event		1,045	1,500	1,500
Allotment Rents	2,500	1,422	2,500	2,600
Petworth Pages Adverts	4,500	1,900	4,500	4,500
Totals	64,498	61,811	65,951	119,720

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 Forecast Invoices paid for NP	-20,000
Income forecast	65,951
Prior year VAT refund	4,858
Less: Expenditure forecast	-62,923
Less: Recoverable VAT forecast	-5,000
Balance forecast at 31 March 2015	22,298

F/69/14 An opportunity for members to raise matters not already on this agenda

Cllr Pawsey raised subject of grants for the Neighbourhood Plan. There had been some difficulties obtaining documentation on what had been received to date and it was **NOTED** that Cllr Pawsey had been able to obtain electronic copies from the previous Chairman of the Finance Committee. This had been required in order to complete the grant audit as requested by Locality.

It was further **NOTED** that Locality are due to release a further tranche of grants in April 2015. Applications will be received as of the beginning of January 2015.

Meeting closed – 8.50pm

Signed.....
Chairman

Dated.....