

# PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON  
TUESDAY 15 JULY 2014  
IN THE TOWN COUNCILOFFICE AT 7.00 PM

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

In attendance: Town Clerk, Mrs Rebecca Knifton

F/13/14 Apologies for absence

None

F/14/14 Declarations of interest

None

F/15/14 Minutes of the previous meeting

The minutes of the meeting held on 17 June were discussed. With one amendment to F/5/14, line 6, whereby 'Egremont Estate' should read 'Leconfield Estate', the minutes were Proposed as being a true record of the meeting by Cllr Pawsey and Seconded by Cllr Kemp.

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

F/16/14 Matters Arising

(a) **Minute: F/8/14** – Insurance: **NOTED** that the asset register and health and safety register were combined.

Cllr Kemp highlighted the Christmas lights and a full costing of these will be undertaken to ensure that they are insured correctly.

The need for a walk around the Parish to ascertain the Council's assets was discussed. It was **NOTED** that PTC have a legal obligation to look after and maintain all the Council's assets.

**AGREED** that Cllrs Kemp, Copus, Pawsey, Hodgkins and Rogerson, along with the Clerk will undertake a full audit of the Council's assets on foot on Tuesday 22 July at 7pm.

(b) **Minute: F/7/14** – Cheque signing process: The draft procedure for quotes and contracts was discussed and it was **NOTED** that the flow chart produced had been drafted using the latest Standing Orders.

**AGREED** that emergency payments of £100 or less can be approved by the Clerk under delegated authority.

**AGREED** that payments of contracted works of less than £500 that have previously been approved in the budget need not go to Council and the F&GPC can approve.

**AGREED** that the Clerk will endeavour to obtain 3 quotes for work of between £100 and £500 that haven't previously been approved. The quotes will be referred to the F&GPC for approval.

**AGREED** that payments of more than £500 will be referred to the F&GPC before being taken to Council and the Clerk will obtain 3 quotes for inspection.

(c) Kameleon – **NOTED** that due to the Clerk's workload the matter has been deferred until September.

(d) Outset – **NOTED** that due to the Clerk's workload the matter has been deferred until September.

(e) Stonemasons – **NOTED** that a final demand letter had been written to the Stonemasons. **NOTED** that legal action will be initiated if PTC receives no response within 7 days.

F/17/14 Current Financial Situation

Cllr Copus presented the figures on the previously circulated spreadsheet.  
The figures were NOTED.

F/18/14 Grants

The WW1 Memorial Exhibition grant was discussed.

**AGREED** that a recommendation to Council for approval of a grant of £264 be made.

It comprises of £260 to be made payable directly to Blackdown Press and £4 to be made payable to Mr Nigel Flynn directly. The invoices were approved.

Proposed by Cllr Copus and Seconded by Cllr Kemp.

**RESOLVED** that the recommendation is approved by the F&GPC.

The grant request from the Church for £300 was discussed. It had been **AGREED** that PTC will support the application. The payment has already been made.

F/19/14 Invoices for approval

Expenditure approval was discussed and **AGREED**.

Proposed by Cllr Kemp and Seconded by Cllr Rogerson.

**RESOLVED** that the cheques be agreed and signed.

F/20/14 Accounts 1<sup>st</sup> June – 30<sup>th</sup> June

The monthly report was presented by Cllr Copus.

**NOTED** that a Chairman’s Allowance should be incorporated into next year’s budget.

**AGREED** that June’s accounts are approved.

F/21/14 To consider other items at the Chairman’s discretion

War Memorial – Matter ongoing. The grant is due to be received.

**ACTION:** Contact Barry Walsh.

Meeting closed – 8.05pm

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