

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 19 AUGUST 2014
IN THE TOWN COUNCILOFFICE AT 7.00 PM

- Noted that all members of Council had been invited to attend.

Cllrs Present:	Mr Alan Copus (Chairman)	Mr Neville Fox	Cllrs Absent:
	Mr Chris Kemp	Mrs Elizabeth Hodgkins	Mrs Carole Goldthorp
	Mrs Juliet Fynes	Dr Rosa Pawsey	Mr Tony Sneller
	Mr Rawden Rogerson	Mrs Maggie South	
	Mr Richard Chandler	Mr David Burden	
	Mr John Robbins		

In attendance: Town Clerk, Mrs Rebecca Knifton

F/22/14 Apologies for absence

Apologies received from Cllrs Carole Goldthorp and Tony Sneller.

The Chairman wished to move the order of the agenda to commence with the agenda item below.

F/23/14 EXCLUSION of THE PUBLIC

In accordance with the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public has been excluded from the meeting by reason of the confidential nature of the business to be transacted. Information relating to the financial and/or business affairs of any particular person (including the authority holding that information).

It was discussed and noted by members that there had been a lack of record keeping and general information held within the office. The new Clerk had requested essential information relating to finance, allotments and general correspondence from the previous Clerk and to date, only limited information has been produced.

AGREED that all missing documents should be retained in the office.

ACTION: Cllr Neville Fox agreed to contact the previous Clerk and gather any available information as a matter of urgency.

RESOLVED to immediate ACTION: The Clerk to instruct the SSALC auditors to undertake a full internal audit. Date to be confirmed.

The Clerk to report back to the Committee at the next meeting on 16 September 2014.

F/24/14 Declarations of interest

None

F/25/14 Minutes of the previous meeting

The minutes of the meeting held on 15 July were agreed as being a true record.

Proposed by Cllr Kemp and seconded by Cllr Pawsey.

RESOLVED

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

F/26/14 Matters Arising

F/16/14: Insurance: Noted that PTC are now able to record the condition of the Council's assets.

NOTED that there is a dangerous lamp post that needs repair.

ACTION: Clerk to check the insurance policy.

ACTION: Council Chairman to deal with the heritage lamp posts and to instruct SSE for a quotation for a condition report and associated works.

Proposed by Cllr Copus and seconded by Cllr Fox.

RESOLVED

F/16/14(e):

ACTION: Clerk to proceed with legal action for unpaid advert in the Petworth Pages.

Proposed by Cllr Fynes and seconded by Cllr Hodgkins.

RESOLVED

F/27/14 Current Financial Situation

A presentation was given by Cllr Copus. It was **NOTED** that the Grant for the WW1 War Memorial had been received for £2,940 but the figure does not cover the proposed works.

It was **AGREED** that the committee will look to the Council's reserves and that Cllr Kemp will contact the stonemasons to ask for a method statement. It was further **AGREED** that Cllr Fynes will deal with future actions to be undertaken for the Memorial.

F/28/14 Invoices for approval

Expenditure approval:

The Leconfield Estates	43.63
Austins Home Hardware	1.79
R Knifton	1,083.85
HMRC	505.39
Naldrett	995.00

Proposed by Cllr Fox and seconded by Cllr Copus.

RESOLVED that the above payments be agreed and paid.

F/29/14 Accounts 1st July – 31st July

The bank reconciliation and the previous months report on payments were **NOTED** by the Committee and all were in agreement.

Proposed by Cllr Kemp and seconded by Cllr Hodgkins.

RESOLVED

F/30/14 War Memorial

As previously discussed in minute F/27/14

F/31/14 Allotments

A full discussion on allotments had taken place under minute F/23/14. The matter is ongoing and a full audit will be undertaken by the Clerk and Cllr Robbins.

Meeting closed – 9.12pm

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