

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 16 SEPTEMBER 2014
IN THE TOWN COUNCILOFFICE AT 7.00 PM

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

Cllrs Absent:
Mr Rawden Rogerson
Mrs Elizabeth Hodgkins

In attendance: Town Clerk, Mrs Rebecca Knifton

F/32/14 Apologies for absence
Apologies received from Cllrs Rogerson and Hodgkins

F/33/14 Declarations of Interest
None

F/34/14 Minutes of the previous meeting
The minutes of the meeting held on 19 August were agreed as being a true record with a minor amendment to F/23/14 - "Cllr Neville Fox agreed to contact the previous Clerk and gather all missing information upon her return from holiday"

Proposed by Cllr Kemp and seconded by Cllr Pawsey.

RESOLVED

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

F/35/14 Matters Arising

F/16/14: Insurance: Noted that PTC are not yet able to record the condition of the Council's assets.

NOTED that there is a dangerous lamp post that needs repair and the Chairman has requested a condition report from SSE.

ACTION: Clerk to arrange a meeting with SSE.

NOTED: That due to an unprecedented workload, the Clerk will continue to action the following matters arising: Stonemasons, Outset, Khameleon.

F/16/14(e):

APPROVED: The Court fee for legal action towards the Stonemasons is agreed. The Clerk will claim this back as legal fees.

F/36/14 Invoices for approval

Nexus	5,820.00	4,850.00	Neighbourhood Planning
R Knifton	1,083.85	1,083.85	Clerk's Salary
HMRC	505.39	505.39	Clerk's Salary
Naldrett	497.50	497.50	Rosemary Gdns/Hampers Com Contract
Khameleon	30.00	30.00	General Maintenance
Nat West	35.00	35.00	General Maintenance
R Knifton	11.88	11.88	Office Expenditure
			Hanging
John Bridle	960.00	960.00	Baskets
R Welch	188.09	188.09	Office Expenditure
Steeple	18.00	15.00	Office Expenditure

NOTED: The following comments were made.
John Bridle - £1k will take the PTC over budget.
Farmer's Market - PTC were paying £500.
Website - Should be £45 per annum.

Clock – Should be £260 per annum.

ACTION: Clerk and Cllr Copus to re-address budget heading for the next financial year.

ACTION: Naldretts – query cutting season.

Proposed by Cllr Kemp and seconded by Cllr Pawsey.

RESOLVED that a **RECOMMENDATION** for these payments are approved by Council.

F/37/14 Accounts August

Total to 31 August	EXPENDITURE		Annual Budget	Total to 31 August
28,610	Open Spaces	Rosemary Gdns/Hampers Com Contract	5,970	1,990
100		Rosemary Gardens Maintenance	1,500	1,093
13		Hampers Common Maintenance	1,200	45
5		Hampers Common Lease	300	0
370		Xmas Event	2,000	0
		Hanging Baskets	1,500	840
		General Maintenance	750	498
		Town Plants	100	41
			13,320	4,507
	Admin	Office Rent & Service Charges	6,700	1,413
		Clerk's Salary	10,000	4,730
		Assistant Clerk's Salary	3,600	2,360
		Insurance	1,800	1,964
		SALC/SLCC Subscriptions/Contracts	950	841
		Audit Fee	600	300
		Office Expenditure	500	391
		Expenses/Postage	400	52
		Photocopier	200	63
		Telephone	350	210
		Office Water	150	47
			25,250	12,370
	Misc	Grants Awarded	4,000	2,380
		CCTV	5,000	0
		Street Lighting	1,750	1,205
		Neighbourhood Planning	2,000	375
		Farmer's Market	500	0
		Web Site	300	0
		Church clock	3,500	976
		Contingency	2,000	2,850
			19,050	7,786

1,204	Allotments Lease and Water	1,500	347
	Allotments Maintenance	500	0
		2,000	347
1,425	Petworth Pages Printing/Expenses	3,800	1,870
	Petworth Pages Distribution	480	240
		4,280	2,110
31,727		63,900	27,120
	Memo: Accrued expenditure		8,177
3,112		Bank	
		Balances at 31 August	
23,000	Nat West Current Account	2,767	
13,300	Nat West Deposit Account	43,862	
31,727			
4,858			
-27,120			
-2,248			
46,629		46,629	

NOTED and AGREED to be correct. To be ratified by Council.

F/38/14 Signatories

NOTED that the removal of the ex-Clerk and ex-Cllrs had already been resolved by Council, in conjunction with the Chairman and Clerk being added.

ACTION: The Chairman of Finance and the Clerk to deal.

F/39/14 To consider other items at the Chairman's discretion

NOTED that the next edition of Petworth Pages would be the last to be run by Cllr Fynes as the PBA were taking over the running of the newsletter. They will be distributing to 8,300 properties in the area.

ACTION: The Council to formally agree an agreement with the PBA.

ACTION: The second half precept payment has not been received and concerns were raised that it may have been paid into the old HSBC account.. The Clerk to investigate.

ACTION: Cllrs to feedback on the asset register so that it can be completed.

Meeting closed – 8.30pm

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