

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 6 JANUARY 2015 IN THE TOWN COUNCIL OFFICE AT 7.30 PM

(** Note that the meeting commenced at 7.53pm)

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

In attendance: Town Clerk, Mrs Rebecca Knifton

F/1/15 Apologies for absence

None

F/2/15 Declarations of Interest

None

F/3/15 Invoices for approval

06/01/2015	Leconfield	300.50
06/01/2015	CDC	1,560.00
06/01/2015	Southern Water	102.86
06/01/2015	Bexley Printers	148.00
06/01/2015	k Bridle	150.00
06/01/2015	CDC	5,000.00
06/01/2015	Flude	1,138.80
06/01/2015	Kemp Property Projects Ltd	192.50
06/01/2015	SSE	265.62
06/01/2015	Nexus	2,872.50
06/01/2015	HMRC (Post Office Ltd)	505.39
06/01/2015	R Knifton	1,083.85
06/01/2015	Hamilton Cole - s106	1,258.58

Proposed by Cllr Kemp and seconded by Cllr Fox.

AGREED to be **RECOMMENDED** to Council.

Cllr Fynes requested a leave of absence due to illness which was duly granted.

F/4/15 Accounts December

Noted.

F/5/15 Draft Budget

The final draft budget was discussed as follows: Proposed by Cllr Fox and seconded by Cllr Copus.

AGREED to be **RECOMMENDED** to Council.

EXPENDITURE		2014/5	Total to	Full year	2015/6
		Budget	30 Nov	forecast	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	1,300
	Xmax Event - Lighting	0	0	0	1,000
	Hanging Baskets - Maintenance	1,500	1,800	2,100	800
	Hanging Baskets - Watering	0	0	0	1,500
	Planters	100	41	41	100
	General Maintenance	750	528	750	2,000
		<u>13,320</u>	<u>6,693</u>	<u>12,567</u>	<u>15,700</u>
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				3,000
	Assistant Clerk's Salary	3,600	2,360	2,360	0
	Insurance	1,800	1,964	1,964	3,300
	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
	Comms/IT	350	324	420	500
	Office Water	150	104	150	150
		<u>25,250</u>	<u>20,468</u>	<u>30,011</u>	<u>37,150</u>
Misc	Grants Awarded	4,000	2,384	2,384	3,000
	CCTV	5,000	0	5,000	5,000
	Street Lighting	1,750	1,453	1,750	2,400
	Neighbourhood Planning	2,000	5,225	10,785	1,765
	NP transfer from Reserves		-5,225	-10,785	
	Farmer's Market	500	0		0
	Web Site	300	0	45	300
	Church clock	3,500	976	1,236	200
	Local Election				2,000
	Repayment of £50k loan for playgrounds				6,000
	Repayment of £10k loan for skatepark				1,000
	Traffic & roads consultant				7,500
	War Memorial				2,000
	Dog Bins				500
	Training				2,000
	Contingency	2,000	2,850	3,550	2,000
		<u>19,050</u>	<u>7,663</u>	<u>13,965</u>	<u>35,665</u>
	Allotments Lease and Water	1,500	1,097	2,000	2,000
	Allotments Maintenance	500	0	100	500
		<u>2,000</u>	<u>1,097</u>	<u>2,100</u>	<u>2,500</u>

Petworth Pages Printing/Expenses	3,800	1,870	1,870	0
Petworth Pages Distribution	480	240	240	0
	4,280	2,110	2,110	0
	63,900	38,031	60,753	91,015

Neighbourhood Plan Summary

Costs:	Nexus	34,667
	clerking	4,800
	stationery	440
	printing	1,600
	website upgrade	300
	traffic & roads consultant	2,500
	postage/envelopes	1,940
	hall hire	1,518
	Total estimated cost	47,765
Funding	grants received	-13,300
	additional grant pre 31/3/15	-700
	additional grant during 2015/16	-7,000
	reserve set aside at 1/4/14	-23,000
	Total funds	-44,000
	Net funding required	3,765
	Budgetted in 2014/15	-2,000
	Net funds required during 2015/6	1,765

INCOME	2014/5 Budget	Total to 30 Nov	Full year forecas t	2015/6 Budget
Precept	52,543	52,543	52,543	81,800
Support Grant	4,675	4,675	4,675	4,051
Hampers Common Hire	200	200	200	200
Photocopying	60	13	13	0
Interest	20	14	20	20
Xmas Event		1,045	1,850	2,500

Precept/Support Grant increase of 50% for Stage 1 of our 5 Year Plan provides for:

Children - Rosemary Gardens equipment make-over
 Children - Hampers Green equipment re-provision
 Youth - Skatepark
 Community - Neighbourhood Plan
 Community - Traffic planning consultancy
 Community - Cleaner town

Allotment Rents	2,500	1,422	2,500	2,600
Petworth Pages Adverts	4,500	1,900	1,000	0
Totals	64,498	61,811	62,801	91,171

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 Reserve transfer to Expenditure	-5,225
Less forecast Reserves transfer	-5,560
Forecast extra NP grant	700
Income forecast	62,801
Prior year VAT refund	4,858
	-
Less: Expenditure forecast	60,753
Less: Recoverable VAT forecast	-5,000
Reserve forecast at 31 March 2015	<u>31,233</u>
2015/6 income budget	91,171
	-
Less 2015/6 expenditure budget	91,015
Additional NP grant	7,000
	-
Less budgeted Reserves transfer	33,215
Reserve budgetted at 31 March 2016	<u>5,174</u>

F/6/15 Precept

RECOMMENDATION of approval of the precept to be agreed by Council as stated in the revised budget.

Meeting closed – 9.15pm

Signed.....
 Chairman

Dated.....