

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 13 OCTOBER 2015
IN THE TOWN COUNCILOFFICE AT 7.00 PM

Cllrs Present: Mr Chris Kemp (Acting Chairman) **Cllrs Absent:**
Dr Rosa Pawsey Miss Sam Spriggs
Mr Rob Evans Mr Neville Fox
Mr Tony Sneller Mr Hugo Petersens
Mr Michael Peet
Mr David Burden

In attendance: Town Clerk, Mrs Rebecca Knifton
Mr Alan Copus (Finance Consultant)

F/91/15 Apologies for absence
Cllrs Fox, Petersens and Spriggs.

F/92/15 Declarations of interest
There were no declarations of Pecuniary, non-Pecuniary or Personal interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.

F/93/15 Minutes of the previous meetings
NOTED that the minutes of the meeting dated 15 September 2015 were **AGREED** as a true record.
Proposed by Cllr Kemp and seconded by Cllr Pawsey.
RECOMMENDED to be **ADOPTED** by Council.

F/94/15 Matters arising not already on this Agenda
In F/87/15 – **NOTED** that the PWLB loan is being processed.
In F/88/15 – The matter is deferred until a grant can be sourced. **NOTED** that Cllr Hanauer is sourcing quotes.

F/95/15 Receipts

13/08/2015	60.00	Allotment Rents	
21/08/2015	360.50	Allotment Rents	
28/08/2015	1.02	Interest	
31/08/2015	70.22	Allotment Rents	Excess postage reimbursed
15/09/2015	20.00	Allotment Rents	
15/09/2015	134.40	Planters	Reimbursement
15/09/2015	42,925.00	Precept	
15/09/2015	2,000.00	Rosemary Gardens Maintenance	Donation

F/96/15 Invoices for approval

Naldrett	497.50	Rosemary Gdns/Hampers Com Contract
Leconfield Estate	97.54	Allotments Lease and Water
SSALC	144.00	Training
CDC	1,560.00	Office Rent & Service Charges
Khameleon	30.00	General Maintenance
SSE	260.05	Street Lighting
K.Bridle	636.00	Hanging Baskets - Watering
PKF Littlejohn	360.00	Audit Fee

Peter J Consultants	673.58	Audit Fee	
Leconfield Estate	750.00	Allotments Lease and Water	
CDC	390.00	Contingency	Lamp Post Signs
SSALC	315.00	Training	
Chris Kemp	29.34	Training	Expenses
Post Office Ltd	526.41	Clerk's Salary	Tax & NI
Julie Aguilar	138.00	Clerking shortfall in wages	NP

Proposed by Cllr Kemp and Seconded by Cllr Peet.

AGREED that the above payments be **RECOMMENDED** for approval by Council.

F/97/15 Grants

ACTION: The Grant Policy and Application Form to be circulated and will form part of the next agenda.

AGREED that the signing off of the New Homes Bonus paperwork be **RECOMMENDED** to Council.

Proposed by Cllr Evans and seconded by Cllr Sneller.

F/98/15 Budget Review

The current year's budget was discussed and it was **AGREED** that members will consider the figures and revert back to the next meeting with recommendations.

INCOME	2015/6 Budget
Precept	81,800
Support Grant	4,051
Hampers	
Common Hire	200
Photocopying	0
Interest	20
Xmas Event	2,500
Allotment	
Rents	2,600
Petworth	
Pages Adverts	0
Totals	91,171

EXPENDITURE	2015/6 budget
Open Spaces	
Rosemary Gdns/Hampers	
Com Contract	6,000
Rosemary Gardens	
Maintenance	1,500
Hampers Common	
Maintenance	1,200
Hampers Common Lease	300
Xmas Event - General	1,300
Xmax Event - Lighting	1,000

	Hanging Baskets - Maintenance	800
	Hanging Baskets - Watering	1,500
	Planters	100
	General Maintenance	2,000
		15,700
Admin	Office Rent & Service Charges	6,700
	Clerk's Salary	20,000
	Additional Clerk's hours	3,000
	Assistant Clerk's Salary	0
	Insurance	3,300
	SALC/SLCC	
	Subscriptions/Contracts	1,100
	Audit Fee	1,000
	Office Expenditure	1,000
	Expenses/Postage	400
	Photocopier	0
	Comms/IT	500
	Office Water	150
		37,150
Misc	Grants Awarded	3,000
	CCTV	5,000
	Street Lighting	2,400
	Neighbourhood Planning	1,765
	NP transfer from Reserves	
	Farmer's Market	0
	Web Site	300
	Church clock	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
		35,665
	Allotments Lease and Water	2,000
	Allotments Maintenance	500

	2,500
Petworth Pages	
Printing/Expenses	0
Petworth Pages	
Distribution	0
	0
	91,015

F/99/15

September Accounts

The Council's current expenditure was **NOTED**

EXPENDITURE

	Annual Budget	Actual to date	% Spent	Sept
Open Spaces				
Rosemary Gdns/Hampers Com Contract	6,000	3,483	58%	498
Rosemary Gardens Maintenance	1,500	60	4%	60
Hampers Common Maintenance	1,200	482	40%	0
Hampers Common Lease	300	0	0%	0
Xmas Event - General	1,300	-361	-28%	0
Xmax Event - Lighting	1,000	16	2%	0
Hanging Baskets - Maintenance	800	973	122%	0
Hanging Baskets - Watering	1,500	0	0%	0
Planters	100	488	488%	112
General Maintenance	2,000	698	35%	0
	15,700	5,838	37%	670
Admin				
Office Rent & Service Charges	6,700	3,549	53%	949
Clerk's Salary	20,000	9,821	49%	2,159
Additional Clerk's hours	3,000	0	0%	0
Insurance	3,300	2,531	77%	0
SALC/SLCC Subscriptions/Contracts	1,100	807	73%	0
Audit Fee	1,000	0	0%	0
Office Expenditure	1,000	499	50%	0
Expenses/Postage	400	37	9%	0
Comms/IT	500	330	66%	49
Office Water	150	48	32%	0
	37,150	17,623	47%	3,157
Misc				
Grants Awarded	3,000	1,550	52%	0
CCTV	5,000	0	0%	0
Street Lighting	2,400	1,224	51%	0
Neighbourhood Planning	1,765	0	0%	0
Web Site	300	120	40%	0
Church clock	200	118	59%	0

Local Election	2,000	0	0%	0
Repayment of £50k loan for playgrounds	6,000	0	0%	0
Repayment of £10k loan for skatepark	1,000	0	0%	0
Traffic & roads consultant	7,500	0	0%	0
War Memorial	2,000	0	0%	0
Dog Bins	500	591	118%	0
Training	2,000	550	28%	0
Contingency	2,000	-1,619	-81%	0
	<u>35,665</u>	<u>2,534</u>	<u>7%</u>	<u>0</u>
Allotments Lease and Water	2,000	918	46%	0
Allotments Maintenance	500	71	14%	1
	<u>2,500</u>	<u>989</u>	<u>40%</u>	<u>1</u>
	<u>91,015</u>	<u>26,985</u>	<u>30%</u>	<u>3,827</u>

BALANCE SHEET AND BANK RECONCILIATION

Reserve at 1 April 2015 - not allocated	4,742
Reserve at 1 April 2015 - N'hood Plan	30,533
Reserve at 1 April 2015 - Allotments	1,408
Income to date	88,016
Less: Expenditure to date	-26,985
Less: Recoverable VAT	-8,902
Less: Neighbourhood Plan	-11,767
Plus: Neighbourhood Plan Grant	700
S106 receipt	1,049
S106 spend	-1,049
Balance at 30/09/2015	<u>77,745.90</u>
Nat West Current Account	17,743.91
Nat West Deposit Account	<u>60,001.99</u>
	<u>77,745.90</u>

Bank Reconciliation proposed by Cllr Sneller and seconded by Cllr Kemp.
RECOMMENDED to be **RESOLVED** by Council.

F/100/15 An opportunity for members to raise matters not already on this agenda
ACTION: Add approval of £100 for the TENs to the next meeting.

Meeting closed – 8.50pm

Signed.....
Chairman

Dated.....