

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 17 NOVEMBER 2015
IN THE TOWN COUNCILOFFICE AT 7.00 PM

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

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

F/101/15 Apologies for absence

An apology was received from Cllr Fox who was on annual leave.

F/102/15 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/103/15 Minutes of the previous meetings

NOTED that the minutes of the meeting dated 13 October 2015 were **AGREED** as a true record. Proposed by Cllr Evans and seconded by Cllr Kemp.

RECOMMENDED to be **ADOPTED** by Council.

F/104/15 Matters arising not already on this Agenda

In F/100/15 - **ACTION:** Add approval of £100 for the TENs to the next meeting – **NOTED** that the TEN's is in fact a Licence for the event.

F/105/15 Receipts

	01/10/2015	45.00	Xmas Event
	28/10/2015	45.00	Xmas Event
	29/10/2015	79,950.00	Playparks Loan
	30/10/2015	100.00	Hampers Common Hire
Anon Donation Rosemary Gds	30/10/2015	2,000.00	
	30/10/2015	19.00	Allotment Rents
	30/10/2015	20.00	Allotment Rents
	30/10/2015	40.00	Allotment Rents
	30/10/2015	15.00	Allotment Rents
	30/10/2015	20.00	Allotment Rents
	30/10/2015	15.00	Allotment Rents
	30/10/2015	17.00	Allotment Rents
	30/10/2015	40.00	Allotment Rents
	30/10/2015	7.00	Allotment Rents

30/10/2015	10.00	Allotment Rents
30/10/2015	26.00	Allotment Rents
30/10/2015	15.00	Allotment Rents
30/10/2015	16.00	Allotment Rents
30/10/2015	50.00	Allotment Rents
30/10/2015	30.00	Allotment Rents
30/10/2015	20.00	Allotment Rents
30/10/2005	25.00	Allotment Rents
30/10/2015	20.00	Allotment Rents
30/10/2015	10.50	Allotment Rents
30/10/2015	1.98	Interest
05/11/2015	17.00	Allotment Rents
05/11/2015	17.00	Allotment Rents
05/11/2015	17.00	Allotment Rents
05/11/2015	33.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	20.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	20.50	Allotment Rents
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	25.00	Xmas Event
05/11/2015	25.00	Xmas Event
05/11/2015	90.00	Xmas Event
05/11/2015	50.00	Xmas Event
05/11/2015	50.00	Xmas Event
05/11/2015	50.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	45.00	Xmas Event
05/11/2015	50.00	Xmas Event
05/11/2015	30.00	Allotment Rents
05/11/2015	11.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	20.00	Allotment Rents
05/11/2015	40.00	Allotment Rents
05/11/2015	10.00	Allotment Rents
05/11/2015	15.00	Allotment Rents
05/11/2015	10.00	Allotment Rents

05/11/2015	10.00	Allotment Rents
05/11/2015	60.00	Allotment Rents
05/11/2015	10.00	Allotment Rents
05/11/2015	20.00	Allotment Rents

F/106/15 Invoices for approval

Nexus	708.00	Neighbourhood Planning	
Leconfield Estate	750.00	Allotments Lease and Water	
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	
CDC	5,000.00	CCTV	
Viking	428.86	Office Expenditure	
Southern Water	172.54	Allotments Lease and Water	
Oldrock	825.60	Contingency	Emergency Office Electrics Reimbursement for TENS
Tony Sneller	21.00	Xmas Event - General	
R Knifton	1,114.38	Clerk's Salary	
R Knifton	43.29	Expenses/Postage	Mileage for training
J Aguilar	549.84	Clerking	
J Aguilar	138.00	Clerking	Shortfall of wages
Post Office Ltd	526.61	Clerk's Salary	Tax and NI
K.Bridle	796.77	Hanging Baskets - Watering	
Michael Peet	29.34	Expenses/Postage	Mileage for training

NOTED that Cllr Pawsey had requested a breakdown of fees from Nexus as their quote had been £34k. The Neighbourhood Planning SG must keep an eye on additional costs as it had been **NOTED** that invoices for items such as mileage, additional meetings and additional documents had been received which had been excluded from the original quotation..

NOTED that Cllr Kemp would be submitting an expenses form for items purchased on behalf of the Christmas Event.

Proposed by Cllr Kemp and Seconded by Cllr Peet.

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

F/107/15 Grants

The draft Policy and Application form had been circulated by the Clerk to Council.

ACTION: Cllr Pawsey to amend the documents for consideration at full Council on the 19th of November.

ACTION: The Clerk to circulate the repayment schedule for the PWLB.

F/108/15 Budget Review

The proposed 2016/17 budget was discussed and provisionally approved as below.

INCOME	2015/16 Budget	Actual to 30 Oct	Full year Forecast	2016/17 Budget	Budget increase
Precept	81,800	81,800	81,800	105,100	28.5%
Support Grant	4,051	4,051	4,051	4,051	0.0%

Hampers Common Hire	200	100	200	200	0.0%
Interest	20	11	20	20	0.0%
Hampers Common equipment		3,300	0	0	
Petworth Pages to PBA		-620	0	0	
Allotment Rents	2,600	1,751	2,500	2,500	-3.8%
Xmas Event	2,500	230	2,500	2,500	0.0%

Increase in proposed Precept of £23k (28%)
arises mainly from:

Full time clerking	£8k
Full year loan repayments	£4k
Street lighting refurbishment	£10k
Bus shelter	£3k
Sign posts	£1k
Traffic consultancy/works	£3k

offset by
reductions
on:

Rosemary Gardens mtce	£1k
Insurance	£2k
Neighbourhood Plan	£2k
Traffic consultant/works	£3k
War memorial	£2k

Totals	91,171	90,623	91,071	114,371
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EXPENDITURE		2015/ 2016 Budget	Actual to 30 Oct	Full year Forecast	2016/ 2017 Budget
Outside	Rosemary Gdns/Hampers Com Contract	6,000	3,483	5,976	6,000
	Rosemary Gardens Maintenance	1,500	60	1,500	500
	Hampers Common Maintenance	1,200	482	1,200	500
	Hampers Common Lease	300	773	800	800
	Waste & Dog Bins	500	591	591	600
	Hanging Baskets - Maintenance	800	973	973	1,200
	Hanging Baskets - Watering	1,500	0	1,800	2,000
	Planters	100	376	376	200
	CCTV	5,000	0	5,000	5,000
	Street Lighting	2,400	1,224	1,800	1,800
	Church clock	200	118	250	250
	General Maintenance	2,000	1,023	1,500	2,000
		21,500	6,051	21,766	20,850
	Allotments Lease	1,000	50	500	500
	Allotments Water	1,000	192	500	500
	Allotments Maintenance	500	71	500	1,500
	2,500	313	1,500	2,500	
Xmas Event - General	1,300	-361	1,300	1,300	
Xmax Event - Lighting	1,000	16	1,000	1,000	
	2,300	-345	2,300	2,300	
Admin	Office Rent & Service Charges	6,700	4,849	6,700	6,700
	Clerk's Salary	20,000	11,458	19,643	31,000
	Additional Clerk's hours	3,000	0	0	0
	Insurance	3,300	2,531	2,531	1,500
	SALC/SLCC				
	Subscriptions/Contracts	1,100	807	807	900
	Audit Fee	1,000	0	1,000	1,000
	Annual meetings	100	71	71	100
	Office Expenditure	900	448	900	900
	Expenses/Postage	400	37	100	300
	Repayment of £80k loan for playgrounds	6,000	0	4,900	9,800
	Local Election	2,000	0	2,000	2,000
	Training	2,000	1,009	1,500	1,500
	Web Site	300	120	200	200
	Comms/IT	500	375	700	700
Office Water	150	104	104	110	
	47,450	21,809	41,156	56,710	

Misc	Grants Awarded	3,000	2,900	2,900	3,000
	Neighbourhood Planning	1,765	0	1,765	0
	Repayment of £10k loan for skatepark	1,000	0	500	1,221
	Traffic & roads consultant	7,500	0	7,500	0
	Traffic consultant recommended works				10,000
	War Memorial	2,000	0	2,000	0
	Street light refurbishment				10,000
	Bus shelter				3,000
	Jubilee walk				500
	Sign posts				1,000
	Queen's 90th birthday celebrations				100
	Chairman's allowance				500
	Petworth Pages net contribution				500
	Clerk's pension from 1/2/2017 @ 3%				126
	Unallocated budget/contingency	2,000	-1,619	2,400	2,000
		17,265	1,281	17,065	31,947
		91,015	29,110	83,787	114,307

Neighbourhood Plan Summary

Approved	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 approved cost	47,765

Estimated additional costs:

		clerking 2105/16	2,000
		clerking 2016/17 Q1	1,700
Total estimated cost to complete			51,465

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

budget 2014/15	2,000
budget 2015/16	1,765
Total funding to 31/3/16	<u>47,765</u>
Funding changes:	
2015/16 grant delayed	-7000
Locality grant for 2015/16	8000
SDNPA sustainability grant	6500
budget 2016/17	0
Total funding	<u><u>55,265</u></u>
Surplus funding	3,800
BALANCE SHEET	
Reserve at 1 April 2015 - general	4,742
Reserve at 1 April 2015 - for allotments	1,408
Reserve at 1 April 2015 - for NP	30,533
NP grant during 2015/16	700
NP grants 2016/17	14,500
Budget 2015/16	1,765
Less forecast NP spend 2015 - 2017	-43,698
Income forecast 2015/16	91,071
Less: Expenditure forecast 2015/16	-83,787
Forecast Prior year VAT refund	6,188
Less: Recoverable VAT forecast	<u>-6,000</u>
Reserve forecast at 31 March 2016	<u><u>13,622</u></u>
2016/17 income budget	114,371

Less 2016/17 expenditure budget	-
	114,307
Reserve budgeted at 31 March 2017	<u>13,686</u>

It was **AGREED** that members will consider the revised figures and revert back to the next meeting should they have any further recommendations.

F/109/15 October Accounts

The October accounts were **NOTED** as follows;

EXPENDITURE

	Annual Budget	Actual to date	% Spent	Oct
Open Spaces				
Rosemary Gdns/Hampers Com Contract	6,000	3,483	58%	0
Rosemary Gardens Maintenance	1,500	60	4%	0
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	376	376%	-112
General Maintenance	2,000	1,023	51%	325
	15,700	6,051	39%	213
Admin				
Office Rent & Service Charges	6,700	4,849	72%	1,300
Clerk's Salary	20,000	11,458	57%	1,637
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	519	52%	20
Expenses/Postage	400	37	9%	0
Comms/IT	500	375	75%	45
Office Water	150	104	69%	55
	37,150	20,680	56%	3,057

Misc				
Grants Awarded	3,000	2,900	97%	1,350
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	1,009	50%	459
Contingency	2,000	-1,619	-81%	0
	35,665	4,343	12%	1,809
Allotments Lease and Water	2,000	1,015	51%	98
Allotments Maintenance	500	71	14%	0
	2,500	1,086	43%	98
	91,015	32,161	35%	5,176

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	90,624
Less: Expenditure to date	-32,161
Less: Recoverable VAT	-9,205
Less: Neighbourhood Plan	-12,458
Plus: Neighbourhood Plan Grant	700
S106 receipt	1,049
S106 spend	-1,049
PWLB loan	79,950

Balance at	30/10/2015	<u><u>154,132.38</u></u>
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Nat West Current Account	94,128.41
Nat West Deposit Account	60,003.97
	154,132.38

Proposed by Cllr Peet and seconded by Cllr Spriggs.
AGREED that the Bank Reconciliation be **RECOMMENDED** for approval by Council.

Meeting closed – 9.20pm

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