

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 15 DECEMBER 2015
IN THE TOWN COUNCILOFFICE AT 7.00 PM

Cllrs Present: Dr Rosa Pawsey (Acting Chairman)
Mr Neville Fox
Mr Chris Kemp
Mr Rob Evans
Miss Sam Spriggs

Cllrs Absent: Mr Hugo Petersens
Mr Tony Sneller
Mr Michael Peet
Mr David Burden

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

Prior to the meeting it was **AGREED** that in the absence of the Chairman, the Vice-Chairman, Dr Pawsey, would Chair the meeting.

F/110/15 Apologies for absence
Apologies were received from Cllrs Sneller, Burden, Peet and Petersens.

F/111/15 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/112/15 Minutes of the previous meetings
NOTED that the minutes of the meeting dated 17 November 2015 were **AGREED** as a true record.
Proposed by Cllr Evans and seconded by Cllr Kemp.
RECOMMENDED to be **ADOPTED** by Council.

F/113/15 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. The Clerk to add the following additional wording to these minutes: **The TENs is a Temporary Event Notice which is a licence which covers one off events such as the Fete or the Christmas Lights Switch on. A full Licence will cover a variety of events held within a specific time frame and gives greater powers for those events.**

In F/106/15 – **NOTED** that it should read that 'the Clerk will write to Nexus to ask that they inform PTC of any additional fees'.

F/114/15 Receipts

27/11/2015	45	Xmas Event
27/11/2015	50	Xmas Event
27/11/2015	15	Allotment Rents
27/11/2015	135	Xmas Event
27/11/2015	20	Allotment Rents
27/11/2015	50	Allotment Rents
27/11/2015	20	Allotment Rents
27/11/2015	20	Allotment Rents
27/11/2015	10	Allotment Rents
27/11/2015	40	Allotment Rents
27/11/2015	20	Allotment Rents
27/11/2015	10	Allotment Rents

24/11/2015 9257 New Homes Bonus
 30/11/2015 2.1 Interest
 11/12/2015 202.5 Xmas Event

F/115/15 Invoices for approval

Datacenta	210.00	Comms/IT	Domain Registration & Email Address set up
British Red Cross Society	211.20	Xmas Event - General	First Aiders for the Christmas Event
Viking	388.18	Xmas Event - General	Ink Cartridges & Laminator Pouches
Bexley Printers Ltd	52.80	Xmas Event - General	Christmas Lights Posters
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	
Start Traffic	240.00	General Maintenance	Traffic Cones
Alan Baxter	3,000.00	Traffic & roads consultant	
One Stop	181.81	Contingency	Replacement of Flagpole
Petworth Town Band	220.00	Xmas Event - General	Town Band
Post Office Ltd (HMRC)	526.41	Clerk's Salary	Tax & NI
Julie Aguilar	138.00	Clerking	Neighbourhood Plan
Maggie South	51.90	Planters	Flowers for Tubs
Fiona Kemp	34.44	Xmas Event - General	Snow liquid, Bric a brac, decs, pipe cleaners

Proposed by Cllr Spriggs and Seconded by Cllr Evans.

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

F/116/15 Grants

Cllr Pawsey had amended the draft and produced a comprehensive Grant Policy and Application document. It was highlighted that this document will provide a uniform approach to the process.

Proposed by Cllr Evans and Seconded by Cllr Spriggs.

RESOLVED

F/117/15 Budget Review

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

INCOME	2015/16 Budget	Actual to 1 Dec	Full year Forecast	2016/17 Budget	Budget increase
Precept	81,800	81,800	81,800	106,200	29.8%
Support Grant	4,051	4,051	4,051	3,484	-14.0%
Hampers					
Common Hire	200	100	200	200	0.0%
Interest	20	13	20	20	0.0%
Hampers					
Common					
equipment				0	0
Petworth Pages					
to PBA		-620	0	0	
Allotment Rents	2,600	2,412	2,500	2,500	-3.8%
Xmas Event	2,500	1,295	2,500	2,500	0.0%
Totals	91,171	89,051	91,071	114,904	

Increase in proposed Precept of £24k (29.8%)

is a 35p per week increase for a Band D property

The increase arises mainly from:

Full time clerking	£8k
Loan repayments	£3k
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
War memorial	£2k

EXPENDITURE		2015/16	Actual to 1 Dec	Full year Forecast	2016/17 Budget
Outside	Rosemary Gdns/Hampers Com Contract	6,000	3,980	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	1,433	1,800	2,000
	Planters	100	376	376	200
	CCTV	5,000	0	5,000	5,000
	Street Lighting	2,400	1,472	1,800	1,800
	Church clock	200	118	250	250
	General Maintenance	2,000	1,023	1,500	2,000
		<hr/>			
		21,500	11,280	21,766	20,850
	Allotments Lease	1,000	49	500	500
	Allotments Water	1,000	194	500	500
	Allotments Maintenance	500	72	500	1,500
		<hr/>			
		2,500	315	1,500	2,500
	Xmas Event - General	1,300	-265	500	1,300
	Xmax Event - Lighting	1,000	16	500	1,000
		<hr/>			
		2,300	-249	1,000	2,300
Admin	Office Rent & Service Charges	6,700	4,849	6,700	6,700
	Clerk's Salary	20,000	13,095	22,449	31,000

Clerk's pension from 1/2/2017 @ 3%				126
Additional Clerk's hours	3,000	0	0	0
Insurance	3,300	2,531	2,531	1,500
SALC/SLCC Subscriptions/Contracts	1,100	824	850	900
Audit Fee	1,000	0	1,000	1,000
Annual meetings	100	0	71	100
Office Expenditure	900	502	900	900
Expenses/Postage	400	80	150	300
Repayment of £80k loan for playgrounds	6,000	0	4,480	8,960
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	427	700	700
Office Water	150	104	104	110
	<u>47,450</u>	<u>23,540</u>	<u>43,635</u>	<u>55,996</u>

Misc	Grants Awarded	3,000	2,900	2,900	3,000
	Neighbourhood Planning	1,765	0	0	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	1,400
	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
	Unallocated budget/contingency	2,000	-2,119	2,400	2,000
		<u>17,265</u>	<u>781</u>	<u>15,300</u>	<u>33,221</u>
		<u>91,015</u>	<u>35,668</u>	<u>83,201</u>	<u>114,867</u>

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	<u>47,765</u>

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
budget 2014/15 23,000
budget 2015/16 2,000
budget 2015/16 1,765

Total funding to 31/3/16 47,765

Funding changes:
2015/16 grant delayed -7000
Locality grant for 2015/16 8000
SDNPA sustainability
grant 6500
budget 2016/17 0

Total funding 55,265

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
NP Budget 2015/16 1,765
Less forecast NP spend 2015 -
2017 -43,698

Income forecast 2015/16 91,071
Less: Expenditure forecast
2015/16 -83,201
Forecast Prior year VAT refund 6,188
Less: Recoverable VAT forecast -6,000
New Homes Bonus 2015/16 9,257
Reserve forecast at 31 March 2016 18,008

2016/17 income budget 114,904

Less 2016/17 expenditure budget 114,867

Reserve budgeted at 31 March
2017

18,045

It was **AGREED** that the proposed budget and precept will be **RECOMMENDED** to Council for approval.

F/118/15 November Accounts

The November accounts were **NOTED** as follows:

INCOME

	Annual Budget	Actual to date	Accruals b/f
Precept	81,800	81,800	0
Support Grant	4,051	4,051	0
Hampers Common Hire	200	100	0
Interest	20	13	0
Xmas Event	2,500	1,295	0
Petworth Pages to PBA		620	620
Allotment Rents	2,600	2,412	-793
Totals	91,171	89,051	-173

EXPENDITURE

	Annual Budget	Actual to date	% Spent	Nov
Open Spaces				
Rosemary Gdns/Hampers Com Contract	6,000	3,980	66%	0
Rosemary Gardens Maintenance	1,500	60	4%	0
Hampers Common Maintenance	1,200	482	40%	0
Hampers Common Lease	300	773	258%	0
Xmas Event - General	1,300	-265	-20%	0
Xmax Event - Lighting	1,000	16	2%	0
Hanging Baskets - Maintenance	800	973	122%	0
Hanging Baskets - Watering	1,500	1,433	96%	0
Planters	100	376	376%	0
General Maintenance	2,000	1,023	51%	0
	15,700	8,849	56%	0
Admin				
Office Rent & Service Charges	6,700	4,849	72%	0
Clerk's Salary	20,000	13,095	65%	0
Additional Clerk's hours	3,000	0	0%	0
Insurance	3,300	2,531	77%	0

SALC/SLCC				
Subscriptions/Contracts	1,100	824	75%	0
Audit Fee	1,000	0	0%	0
Office Expenditure	1,000	502	50%	0
Expenses/Postage	400	80	20%	0
Comms/IT	500	427	85%	0
Office Water	150	104	69%	0
	37,150	22,413	60%	0
Misc				
Grants Awarded	3,000	2,900	97%	0
CCTV	5,000	0	0%	0
Street Lighting	2,400	1,472	61%	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%	0
Contingency	2,000	-2,119	-106%	0
	35,665	4,091	11%	0
Allotments Lease and Water	2,000	242	12%	0
Allotments Maintenance	500	72	14%	0
	2,500	315	13%	0
	91,015	35,668	39%	0

Bank Reconciliation

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	89,051
Less: Expenditure to date	-35,668
Less: Recoverable VAT	-9,217
Less: Neighbourhood Plan	-13,720
Plus: Neighbourhood Plan Grant	700
S106 receipt	1,049
S106 spend	-1,049
PWLB loans	79,950
Playpark donations	3,300
New Homes Bonus	9,257

Balance at	01/12/2015	<u><u>160,335.65</u></u>
Nat West Current Account		91,072.58
Nat West Deposit Account		69,263.07

Proposed by Cllr Pawsey and seconded by Cllr Evans.

AGREED that the Bank Reconciliation be **RECOMMENDED** for approval by Council.

Meeting closed – 8.42pm