

# PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON  
TUESDAY 17 MARCH 2015 IN THE TOWN COUNCIL OFFICE AT 7 PM

Cllrs Present: Mr Alan Copus (Chairman) Mr Neville Fox  
Mr Chris Kemp Mr Rawden Rogerson  
Dr Rosa Pawsey

In Attendance: David Burden

Cllr Rogerson was elected to stand in for the Clerk.

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## **F/17/15 Apologies for absence.**

Mrs Juliet Fynes- ill.

Mrs Rebecca Knifton (Clerk) - ill.

## **F/18/15 Declarations of interest.**

None.

## **F/19/15 Minutes of previous meeting- 17 February 2015.**

Requested amendments to be made:

### F/14/15

Typo- Martin Dallyn.

Page 5 Para 1

Amend to say 'There then followed much conversation regarding the following payment to the PBA in respect of the receipt of advance payments for Petworth Pages Advertisements.'

Para 2

Amend to say 'It was **NOTED** that several payments had been mislaid in the first half of 2014.'

Para 3 sentence 2

Amend to say 'Cllr Fynes would then issue a receipt slip if requested and hand the paperwork and cheque back to the previous Clerk for her to pay in.'

Para 4

Amend to say '**NOTED** that there is still a missing payment of £120.'

Para 5

It was **RECOMMENDED** that due to this error, the Council will write off the £120 and make the payment of £980 to the PBA.

Para 6 sentence 2

Amend to say 'It was **NOTED** that Cllr Pawsey set this up in her name, as she was informed that the Council could not set up Direct Debits.'

**PROPOSED** Alan Copus **SECONDED** Chris Kemp subject to the above amendments.

**RECOMMENDED** that the minutes of the previous meeting are approved subject to the above amendments.

**F/20/15 Matters Arising**

AG Langham	Carried Forward
Austins Invoices	Statement now received to end of January
Stonemasons	Payment now received
HMRC	Awaiting clarification of entire issue from HMRC & their intention
Annual Return	Internal Audit date booked

**Action points From Previous Minutes**

F/10/15

Updated Christmas Lights figure added to Insurance Policy

F/12/15

Grant Request from Samaritans- Carried Forward

S106- Carried Forward

F/14/15

Southern Water Action Point- Cllr Robbins to check meter- Carried Forward

Leconfield Estate Water bill amount- Clerk to check- Carried Forward

Shona Turner at CDC- Contacted and responded

Website Hosting- Address amended and direct debit set up.

**F/21/15 Grant Request**

Victim Support grant request. **ACTION-** Clerk to write to explain that request has arrived at the end of the financial year, but that PTC will consider their application in the next financial year.

**F/22/15 Receipts**

Trevi Inns	12/03/2015	160 Petworth Pages Adverts
Remnant	12/03/2015	16.75 Allotment Rents
Crocombe	12/03/2015	20 Allotment Rents

**NOTED**

**F/23/15 Invoices for Approval**

12/03/15 Austens- Query amount

PBA	980.00	Petworth Pages Printing/Expenses
Austens	5.18	Xmas Event
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract
<b>Austens</b>	<b>25.14</b>	<b>Office Expenditure</b>
Naldrett	200.00	General Maintenance
KCS	28.03	Photocopier
G Chandler	1,584.00	Hampers Common Maintenance
Glasdon	774.00	Contingency
R Knifton	13.72	Expenses/Postage

Post Office Ltd (HMRC)	505.39	Clerk's Salary	
R Knifton	1,083.85	Clerk's Salary	
Rosa Pawsey	71.86	Web Site	Web Hosting

**PROPOSED** Alan Copus **SECONDED** Rosa Pawsey subject to Austins query above.

Cllr Pawsey provided a copy of her bank statement showing the Website Hosting Payment for reimbursement clarification as requested.

**F/24/15 Accounts January**

Balance out by £21- to be investigated during Full Year Forecast Balancing

**NOTED**

**F/25/15 Standing Orders**

Standing Orders- New Model proposal discussed. To be presented at the next Finance Meeting.

**F/26/15- Other Matters not included on Agenda**

None

Meeting closed – 9.05pm

Signed.....  
Chairman

Dated.....