

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 14 April 2015
IN THE TOWN COUNCILOFFICE AT 7.00 PM

Cllrs Present: Mr Alan Copus (Chairman) Mr Neville Fox
Mr Chris Kemp Dr Rosa Pawsey
Mrs Juliet Fynes

Cllrs Absent:
N/A

In attendance: Town Clerk, Mrs Rebecca Knifton

F/27/15 Apologies for absence
None

F/28/15 Declarations of interest
There were no declarations of Pecuniary or non-Pecuniary 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/29/15 Minutes of the previous meetings
Proposed by Cllr Kemp and Seconded by Cllr Pawsey.
AGREED that the minutes of the meeting dated 17 March 2015 were a true record.
RECOMMENDED to be **RESOLVED** by Council.

F/30/15 Matters arising not already on this Agenda

- A G Langham – **ACTION:** The Clerk to continue chasing the company as to the validity of the invoice.
- Austens Invoices – **ACTION:** Obtain a copy invoice for 31/12/14.
- F/14/15 – Water Meter. **NOTED** that Cllr Kemp had met with Cllr Robbins to investigate the water bills. **ACTION:** Cllr Kemp to follow up.
- S106 – **ACTION:** The Clerk to confirm with CDC as to when the monies will be received.

F/31/15 Grant Request
The following grants were **AGREED**. Proposed by Cllr Kemp and Seconded by Cllr Fox to **RECOMMEND** to Council.

CAB	£200	
Samaritans	£100	
Victim Support	£100	
Petworth Festival	£750	
Community Garden	£400	<u>Total: £1,550</u>

NOTED that the Sylvia Beaufoy Centre had not applied for a grant in either 2014/15 or 2015/16.

Grants to organisations that had been made in 2014/15 that had not yet applied for a grant in 2015/16 were as follows:

Petworth Community Minibus	£500
4Sight	£270
St Mary's Church	£300
Red Cross	£50

Other organisations that had received grants in 2013/14 but were yet to apply included The Coultershaw Trust, The Leconfield Hall, The United Reformed Church, The Purple Bus and the Petworth Community Association.

F/32/15 Receipts

Gianetti	20.00	Allotment Rents
Chandler Farming Ltd	1,300.00	Donation towards Hampers Common Play Park

NOTED: Cllr Copus wished to thank Cllr Chandler for his very generous donation towards the proposed new play park at Hampers Common.

ACTION: The Clerk to check whether the remainder of the Locality Grant for the NP for £700 had been received.

F/33/15 Invoices for approval

Leconfield	22.72	Hampers Green
Leconfield	750.00	Allotment Rental
Southern Water	48.48	Office Water
R Knifton	34.83	Expenses
Post Office Ltd (HMRC)	522.32	Clerk's Salary
R Knifton	1114.58	Clerk's Salary
J Aguilar	581.12	Neighbourhood Plan Clerk's Salary

Proposed by Cllr Kemp and Seconded by Cllr Copus.

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

F/34/15 End of year Accounts

Cllr Copus presented the end of year accounts as follows:

INCOME	Annual Budget	Total to 31/03/2015	Closing Accruals	Opening Accruals	Annual Total
Precept	57,218	57,218	0	0	57,218
Hampers Common Hire	200	200	0	0	200
Photocopying	60	13	0	0	13
Interest	20	19	0	0	19
Xmas Event		2,034	0	0	2,034
Petworth History		10	0	0	10
Watershed		1,320	0	0	1,320
Watershed expenditure		-1,320	0	0	-1,320
Allotment Rents	2,500	1,753	793	0	2,546
Petworth Pages Adverts	4,500	2,110	-620	1,630	3,120
Totals	64,498	63,357	173	1,630	65,160

EXPENDITURE		Annual	Total to
		Budget	31/03/2015
Open Spaces	Rosemary Gdns/Hampers Com Contract	5,970	4,975
	Rosemary Gardens Maintenance	1,500	1,093
	Hampers Common Maintenance	1,200	45
	Hampers Common Lease	300	301
	Xmas Event	2,000	3,811
	Hanging Baskets	1,500	2,100
	General Maintenance	750	588
	Town Plants	100	41
		13,320	12,954
Admin	Office Rent & Service Charges	6,700	5,069
	Clerk's Salary	10,000	15,855
	Assistant Clerk's Salary	3,600	2,360
	Insurance	1,800	1,964
	SALC/SLCC Subscriptions/Contracts	950	841
	Audit Fee	600	1,697
	Office Expenditure	500	1,222
	Expenses/Postage	400	241
	Photocopier	200	118
	Telephone	350	522
	Office Water	150	104
		25,250	29,990
Misc	Grants Awarded	4,000	2,384
	CCTV	5,000	5,000
	Street Lighting	1,750	1,706
	Neighbourhood Planning	2,000	0
	Farmer's Market	500	0
	Web Site	300	168
	Church clock	3,500	1,095
	Contingency	2,000	5,272
Allotments Lease and Water	1,500	1,432	
Allotments Maintenance	500	23	
	2,000	1,455	
Petworth Pages Printing/Expenses	3,800	2,793	
Petworth Pages Distribution	480	360	
	4,280	3,153	
	63,900	63,176	

Bank Balances at 31/03/2015

Nat West Current Account	4102.84
Nat West Deposit Account	25483.36

29586.20**MOVEMENT IN RESERVES 2014/15**

Opening reserves	47,988
Add precept	52,543
other income	12,616
Less staff spend	-18,215
expenditure	-46,993
NP spend	-7,767
Closing reserves	40,173
less debtors	-173
plus net advance payments	-3,316
less S106 debtor	-1,049
less Recoverable VAT	-6,048

Closing bank 29,586.20**BALANCE SHEET AND BANK RECONCILIATION**

Reserve at 1 April 2014 - general	3112
Reserve at 1 April 2014 - for NP	23000
Reserve cash at 1 April 2014 - for NP	13300
Less Invoices paid for NP	-7767
Income to date	63357
Prior year VAT refund	4858
Less: Expenditure to date	-63176
Less: S106 spend	-1049
Less: Recoverable VAT to date	-6048
Balance at 31/03/2015	<u><u>29586.43</u></u>

F/35/15 Standing Orders

The amended Standing Orders were discussed and it was **AGREED** that they would be adopted.
Proposed by Cllr Kemp and Seconded by Cllr Pawsey.

RECOMMENDED that the document is proposed by the F&GP Committee for adoption at full Council with a review every 6 months.

AGREED.

F/36/15 HMRC

ACTION: The Clerk to chase up the letter sent to HMRC.

Meeting closed – 9.05pm

Signed.....
Chairman

Dated.....