

# PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON  
THURSDAY 28 MAY 2015  
IN THE TOWN COUNCILOFFICE AT 7.00 PM

**Cllrs Present:** Mr Michael Peet  
Mr Chris Kemp  
Mrs Juliet Fynes  
Mr Neville Fox  
Dr Rosa Pawsey (late)

**Cllrs Absent:** Mr Tony Sneller  
Mr Hugo Petersens  
Mr Rob Evans  
Mrs Sam Spriggs

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

---

For the purposes of this meeting, Cllr Peet nominated Cllr Kemp as acting Chairman. Seconded by Cllr Fynes. **Carried.**

F/37/15 Election of Chairman

Cllr Kemp wished to nominate Cllr Petersens as Chairman. Cllr Fynes seconded the motion. **RESOLVED.** Cllr Petersens is elected as Chairman of the Committee.

F/38/15 Election of Vice Chairman

Cllr Kemp Cllr Kemp wished to nominate Cllr Pawsey as Vice Chairman. Cllr Fynes seconded the motion. **RESOLVED.**

Cllr Pawsey is elected as Vice Chairman of the Committee.

F/39/15 Co-option

Cllr Kemp proposed that Mr Alan Copus be co-opted onto the Committee as Finance Consultant. Cllr Fox requested that a scope document should be drafted to avoid any confusion as to Mr Copus' role. Cllr Kemp confirmed that Mr Copus would be co-opted to advise and will not have voting rights.

**AGREED**

**ACTION:** Mr Copus, Cllr Petersens and the Clerk to meet and go through the accounting system.

Proposed by Cllr Fynes and seconded by Cllr Kemp.

**RESOLVED** that Mr Copus is co-opted as Finance Consultant.

F/40/15 Apologies for absence

Apologies were received from Cllrs Petersens, Evans, Sneller and Spriggs.

F/41/15 Declarations of interest

There were no declarations of Pecuniary and 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/42/15 Minutes of the previous meetings

The minutes of the meeting dated 14 April 2015 were **AGREED** as a true record.

Proposed by Cllr Fynes and seconded by Cllr Fox.

**RECOMMENDED** to be **RESOLVED** by Council.

F/43/15 Matters arising not already on this Agenda

To include:

- A G Langham – **NOTED** that PTC have not received any further correspondence from this company.
- Austens Invoices – **RESOLVED. ACTION** to remove from further agendas.

F/44/15 Staffing Committee

Cllr Kemp spoke of the need to agree the setting up of a Staffing Committee and its Members. He explained that Cllrs South and Pawsey had already worked together to produce an appraisal pro-forma.

Members of the Committee should include the Chairman and the Vice Chairman of the Council as well as Cllrs Pawsey and South.

Cllr Kemp proposed the aforementioned. Cllr Peet seconded the motion.

Cllr Fynes then asked about Cllr Sneller who had expressed a wish to join the Committee. A short discussion took place whereby Cllr Fynes stated that she would abstain from voting on the Committee and its members.

Cllr Kemp **AGREED** that the item could be deferred to the next meeting.

F/45/15 Receipts

Nothing to present at this time.

F/46/15 Invoices for approval

Viking	395.05	N Plan	stationery
Viking	84.37	Office Expenditure	stationery
Bexley Printers	566.00	N Plan	A5 booklets
Leconfield Hall	25.00	General Maintenance	Bus shelter licence
Austens	11.98	General Maintenance	Cable ties
Leconfield Estates	10.00	Allotments Lease and Water	16 March to 31 March
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	April month
Nexus	2,626.50	N Plan	April work
Wicksteed	45.00	Rosemary Gardens Maintenance	Annual inspection
Wicksteed	45.00	Hampers Common Maintenance	Annual inspection
SSALC	17.00	Office Expenditure	Quarterly review
CDC	1,173.14	Dog Bins	Emptying
Steeple	258.00	N Plan	Banners
R Knifton	1,114.58	Clerk's Salary	
Post Office (HMRC)	664.41	Tax and NI x 2	
J Aguilar	549.84	Additional Clerk's hours	

**ACTION:** The Clerk to investigate the payment for the dog bins. This payment to be discussed at the next meeting.

**NOTED** that there were a couple of additional payments:

Isle of Wight geek - Website back up - £120

Post Office - Paper - £11.98

WSCC - Street Lighting Maintenance - £852

All of the above payments were proposed en mass by Cllr Fox and seconded by Cllr Fynes.

**RESOLVED**

**RECOMMENDED** that these be approved by Council.

**ACTION:** RFO and Finance Consultant to get the accruals processed.

---

Cllr Pawsey Arrived.

---

F/47/15 April Accounts

The monthly report was presented by the Finance Consultant. Year to date in month 1:

**INCOME**

	<b>Annual Budget</b>	<b>Actual 30 April</b>
Precept	81,800	42,926
Support Grant	4,051	0
Hampers Common Hire	200	0
Interest	20	1
Xmas Event	2,500	0
Hampers Common equipment		1,300
Petworth Pages to PBA		-860

**EXPENDITURE**

	<b>Annual Budget</b>	<b>Actual 30 April</b>
<b>Open Spaces</b>		
Rosemary Gdns/Hampers Com Contract	6,000	995
Rosemary Gardens Maintenance	1,500	0
Hampers Common Maintenance	1,200	0
Hampers Common Lease	300	0
Xmas Event - General	1,300	0
Xmax Event - Lighting	1,000	0
Hanging Baskets - Maintenance	800	0
Hanging Baskets - Watering	1,500	0
Planters	100	0
General Maintenance	2,000	230
	<hr/>	<hr/>
	15,700	1,225
<b>Admin</b>		
Office Rent & Service Charges	6,700	1,300
Clerk's Salary	20,000	1,637
Additional Clerk's hours	3,000	0
Insurance	3,300	0
SALC/SLCC		
Subscriptions/Contracts	1,100	0
Audit Fee	1,000	0
Office Expenditure	1,000	23
Expenses/Postage	400	35
Comms/IT	500	48
Office Water	150	48
	<hr/>	<hr/>
	37,150	3,092

**Misc**

Grants Awarded	3,000	0
CCTV	5,000	0
Street Lighting	2,400	258
Neighbourhood Planning	1,765	0
Web Site	300	0
Church clock	200	118
Local Election	2,000	0
Repayment of £50k loan for playgrounds	6,000	0
Repayment of £10k loan for skatepark	1,000	0
Traffic & roads consultant	7,500	0
War Memorial	2,000	0
Dog Bins	500	0
Training	2,000	0
Contingency	2,000	110
	<hr/>	
	35,665	487
Allotments Lease and Water	2,000	773
Allotments Maintenance	500	0
	<hr/>	
	2,500	773
	<hr/>	
	<b>91,015</b>	<b>5,576</b>

**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	43,387
Less: Expenditure to date	-5,576
Less: Recoverable VAT	-6,354
Less: Neighbourhood Plan	-744
S106 receipt	
S106 spend	-1,049
Balance at 30 April	<u><u>66,347.84</u></u>

F/48/15      An opportunity for members to raise matters not already on this agenda  
None

Meeting closed – 7.45pm

Signed.....

Dated.....

Chairman