

PETWORTH TOWN COUNCIL

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

Cllrs Present: Mr Hugo Petersens (Chairman)
Mr Chris Kemp
Miss Sam Spriggs
Dr Rosa Pawsey

Cllrs Absent:
Mr Neville Fox
Mr Michael Peet
Mr Rob Evans
Mr Tony Sneller

In attendance: Mrs Julie Aguilar (NP Clerk)
Mr Alan Copus
(Finance Consultant)

Town Clerk, Mrs Rebecca Knifton (absent)

F/58/15 Apologies for absence

Apologies were received from Cllrs Fox, Sneller, Evans and Peet. An apology was received from the Town Clerk who had recently dislocated her shoulder. **NOTED** that NP Clerk, Julie Aguilar would be minuting the meeting.

F/59/15 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/60/15 Minutes of the previous meetings

NOTED that with an amendment to show that Cllr Spriggs had attended the meeting, the minutes of the meeting dated 16 June 2015 were **AGREED** as a true record.

Proposed by Cllr Kemp and seconded by Cllr Petersens.

RECOMMENDED to be **ADOPTED** by Council.

F/61/15 Matters arising not already on this Agenda

None

F/62/15 Standing Orders

To be discussed at the next meeting.

F/63/15 Receipts

Interest	30/06/2015	1.86	Interest
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F/64/15 Invoices for approval

Leconfield Estates	50.69		50.69	Allotments Lease and Water
Austens	342.91	53.15	289.76	Hanging Baskets - Maintenance
Nexus	4,002.00	667	3,335.00	N Plan
Naldrett	497.50		497.50	Hampers Common June month Maintenance
Viking	287.81	47.97	239.84	Office Expenditure
Playsafe	458.40	76.4	382.00	Hampers Common Maintenance
SSE	268.23	12.77	255.46	Street Lighting Electricity
Zurich	2,530.98		2,530.98	Insurance

CDC	1,173.14	195.54	977.60	General Maintenance	Litter Bin Emptying
SSALC	60.00	10	50.00	Training	
Khameleon	30.00		30.00	General Maintenance	Bus Shelter Cleaning
Hoseshop	378.00	63	315.00	Hanging Baskets - Maintenance	

NOTED: add plant barrels and spray to asset register.

Cllr Pawsey proposed that the Nexus invoice be paid less £800 for the report as it had not yet been produced. Seconded by Cllr Kemp.

AGREED

Cllr Kemp proposed not to pay the CDC invoice for dog bins and litterbins because further investigation is necessary to determine exactly what they are doing including a specific breakdown of activities. **AGREED**

Cllr Spriggs raised the fact that the invoice for the hire of the Leconfield Hall (£200) for the Neighbourhood Plan public engagement meeting on 13th May does not appear on the list and CK agreed to approve it at council on the 16th of July.

Mr Copus raised the issue of tax/NI variances in the standing order payments for salaries paid to the Clerk and NP Clerk. Cllr Petersens proposed that they be formally consulted about whether adjustments to their pay could be made every six months to put right any potential variances.

Proposed by Cllr Pawsey and Seconded by Cllr Kemp.

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

F/65/15 Play parks

Cllr Kemp explained that the project had gone to competitive tender and sealed bids are expected Thursday morning, ready for Town Council discussion in the evening. Cllrs Kemp, Petersens and Hanauer, along with the Clerk to open the bids at 10am on Thursday.

The final decision on selecting the contractor will go to council on the 16th of July.

F/66/15 Bus shelters

Deferred

F/67/15 Defibs

NOTED that PTC is over-budget by £750. Cllr Sneller to investigate the overspend.

ACTION: Mr Copus to circulate the updated version of Cllr Sneller's spreadsheet outlining the full costs to all councillors ahead of Thursday's meeting.

F/68/15 June Accounts

Members **NOTED** the monthly report presented by the Finance Consultant as follows:

INCOME

	Annual Budget	Actual to date	Accruals b/f
Precept	81,800	40,901.10	0
Support Grant	4,051	2,025.00	0
Hampers Common Hire	200	0.00	0
Interest	20	5.02	0
		0.00	0
Xmas Event	2,500	0.00	0
Hampers Common equipment		1,300.00	0
Petworth Pages to PBA		620.00	620
Allotment Rents	2,600	818.00	-793
Totals	91,171	44,429	-173

EXPENDITURE

	Annual Budget	Actual to date	% Spent	June	Accruals b/f
Open Spaces					
Rosemary Gdns/Hampers Com Contract	6,000	1,493	25%	498	-498
Rosemary Gardens Maintenance	1,500	0	0%	0	0
Hampers Common Maintenance	1,200	0	0%	0	0
Hampers Common Lease	300	0	0%	0	231
Xmas Event - General	1,300	0	0%	0	340
Xmax Event - Lighting	1,000	0	0%	0	0
Hanging Baskets - Maintenance	800	652	82%	652	0
Hanging Baskets - Watering	1,500	0	0%	0	0
Planters	100	0	0%	0	0
General Maintenance	2,000	273	14%	43	-54
	15,700	2,417	15%	1,192	19
Admin					
Office Rent & Service Charges	6,700	1,300	19%	0	537
Clerk's Salary	20,000	4,388	22%	1,637	0
Additional Clerk's hours	3,000	0	0%	0	0
Insurance	3,300	0	0%	0	327
SALC/SLCC Subscriptions/Contracts	1,100	0	0%	0	0
Audit Fee	1,000	0	0%	0	0
Office Expenditure	1,000	88	9%	64	-40
Expenses/Postage	400	37	9%	0	0
Comms/IT	500	303	61%	170	35
Office Water	150	48	32%	0	-52
	37,150	6,164	17%	1,872	807

Misc					
Grants Awarded	3,000	1,550	52%	0	0
CCTV	5,000	0	0%	0	3,750
Street Lighting	2,400	969	40%	711	-975
Neighbourhood Planning	1,765	0	0%	0	0
Web Site	300	0	0%	0	0
Church clock	200	118	59%	0	-166
Local Election	2,000	0	0%	0	0
Repayment of £50k loan for playgrounds	6,000	0	0%	0	0
Repayment of £10k loan for skatepark	1,000	0	0%	0	0
Traffic & roads consultant	7,500	0	0%	0	0
War Memorial	2,000	0	0%	0	0
Dog Bins	500	0	0%	0	0
Training	2,000	200	10%	200	0
Contingency	2,000	110	5%	0	-75
	35,665	2,947	8%	911	2,534
Allotments Lease and Water	2,000	783	39%	10	604
Allotments Maintenance	500	0	0%	0	0
	2,500	783	31%	10	604
	91,015	12,311	14%	3,985	3,964

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	44,429
Less: Expenditure to date	-12,311
Less: Recoverable VAT	-7,199
Less: Neighbourhood Plan	-5,305
Plus: Neighbourhood Plan Grant	700
S106 receipt	
S106 spend	-1,049
Balance at 30/06/2015	55,948

	Balances at 30 June 2015
Nat West Current Account	12533.80
Nat West Deposit Account	43414.48
	55,948.28

F/69/15
None

An opportunity for members to raise matters not already on this agenda

Meeting closed – 8.45pm

Signed.....
Chairman

Dated.....