

# PETWORTH TOWN COUNCIL

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

**Cllrs Present:** Mr Hugo Petersens (Chairman)  
Mr Chris Kemp  
Mr Rob Evans  
Mr Tony Sneller  
Mr Neville Fox  
Mr Michael Peet

**Cllrs Absent:**  
Miss Sam Spriggs  
Dr Rosa Pawsey

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

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F/81/15 Apologies for absence  
Cllrs Pawsey and Spriggs.

F/82/15 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/83/15 Minutes of the previous meetings  
**NOTED** that the minutes of the meeting dated 13 August 2015 were **AGREED** as a true record with a minor amendment to change the day from Tuesday to Thursday.  
Proposed by Cllr Kemp and seconded by Cllr Petersens.  
**RECOMMENDED** to be **ADOPTED** by Council.

F/84/15 Matters arising not already on this Agenda  
None

F/85/15 Receipts

13/08/2015	60.00	Allotment Rents	
21/08/2015	360.50	Allotment Rents	
28/08/2015	1.02	Interest	
31/08/2015	70.22	Allotment Rents	Excess postage reimbursed
15/09/2015	20.00	Allotment Rents	
15/09/2015	134.40	Planters	Reimbursement
15/09/2015	42,925.00	Precept	
15/09/2015	2,000.00	Rosemary Gardens Maintenance	Donation

F/86/15 Invoices for approval

Naldrett	497.50	Rosemary Gdns/Hampers Com Contract
Post Office Ltd (HMRC)	526.61	Clerk's Salary
Flude	1,138.80	Office Rent & Service Charges
John Robbins	60.00	Rosemary Gardens Maintenance
Microsomma	20.00	Office Expenditure
J Aquilar	138.00	Clerking - NP

Proposed by Cllr Evans and Seconded by Cllr Sneller.  
**AGREED** that the above payments be **RECOMMENDED** for approval by Council.

F/87/15 PWLB

**AGREED** to borrow £80k. Draft a press release. No need to take back to Council as already resolved.

F/88/15 Bus Shelters

Cllr Fox to write to County Cllr Duncton re grant options for purchase. The Clerk to write to Sainsburys and Tesco's to ask for contributions.

F/89/15 August Accounts

**NOTED**

#### INCOME

	<b>Annual Budget</b>	<b>Actual to date</b>	<b>Accruals b/f</b>	
Precept	81,800	40,901	0	
Support Grant	4,051	2,025	0	
Hampers Common Hire	200	0	0	
Interest	20	7	0	
Xmas Event	2,500	0	0	
Hampers Common equipment		1,300	0	
Petworth Pages to PBA		620	620	
Allotment Rents	2,600	1,696	-793	
<b>Totals</b>	<b>91,171</b>	<b>45,310</b>	<b>-173</b>	

#### EXPENDITURE

	<b>Annual Budget</b>	<b>Actual to date</b>	<b>% Spent</b>	August
<b>Open Spaces</b>				
Rosemary Gdns/Hampers Com Contract	6,000	2,985	50%	1,493
Rosemary Gardens Maintenance	1,500	0	0%	0
Hampers Common Maintenance	1,200	482	40%	100
Hampers Common Lease	300	0	0%	0
Xmas Event - General	1,300	0	0%	0
Xmax Event - Lighting	1,000	16	2%	0
Hanging Baskets - Maintenance	800	1,107	138%	134
Hanging Baskets - Watering	1,500	0	0%	0
Planters	100	290	290%	290
General Maintenance	2,000	311	16%	0
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	15,700	5,191	33%	2,017
<b>Admin</b>				
Office Rent & Service Charges	6,700	2,600	39%	1,300
Clerk's Salary	20,000	7,662	38%	1,115
Additional Clerk's hours	3,000	0	0%	0

Insurance	3,300	2,531	77%	0
SALC/SLCC Subscriptions/Contracts	1,100	807	73%	0
Audit Fee	1,000	0	0%	0
Office Expenditure	1,000	893	89%	506
Expenses/Postage	400	37	9%	0
Comms/IT	500	281	56%	53
Office Water	150	48	32%	0
	<b>37,150</b>	<b>14,861</b>	<b>40%</b>	<b>2,973</b>
<b>Misc</b>				
Grants Awarded	3,000	1,550	52%	0
CCTV	5,000	0	0%	0
Street Lighting	2,400	1,224	51%	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	978	196%	0
Training	2,000	200	10%	0
Contingency	2,000	-1,619	-81%	0
	<b>35,665</b>	<b>2,571</b>	<b>7%</b>	<b>0</b>
Allotments Lease and Water	2,000	918	46%	0
Allotments Maintenance	500	70	14%	70
	<b>2,500</b>	<b>988</b>	<b>40%</b>	<b>70</b>
	<b>91,015</b>	<b>23,610</b>	<b>26%</b>	<b>5,060</b>

#### NEIGHBOURHOOD PLAN

	Approved	Actual spend	Total
	spend	2015/16	
NEXUS	34,667	4,857	12,476
Clerking	4,800	4,069	4,069
Traffic consultant	2,500		0
Postage/envelopes	1,940		0
Printing	1,600	861	1,009
Hall			
hire	1,518	272	272
stationery &			
website	740	349	349
total	47,765	10,408	18,175

	Balances at	31 August 2015	
Nat West Current Account			6793.57
Nat West Deposit Account			33416.88
			40,210.45

**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	45,310
Less: Expenditure to date	-23,610
Less: Recoverable VAT	-8,464
Less: Neighbourhood Plan	-10,408
Plus: Neighbourhood Plan Grant	700
S106 receipt	1,049
S106 spend	-1,049
Balance at	40,210.45

Bank Reconcilliation proposed by Cllr Sneller and seconded by Cllr Kemp.  
**RECOMMENDED** to be **RESOLVED** by Council.

F/90/15      An opportunity for members to raise matters not already on this agenda  
None

Meeting closed – 8.05pm

Signed.....  
Chairman

Dated.....