

Town Clerk: Mrs Rebecca Knifton ACILEx
 H: 01428 607782
 M: 07917 663167

The Old Bakery
 Golden Square
 Petworth
 West Sussex
 GU28 0AP
 Tel: 01798 344883
 E: clerk@petworth-tc.gov.uk
 13 September 2016

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 18 OCTOBER 2016** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7pm**.

Yours sincerely

Alan Copus

Agenda

1. Apologies for absence
2. Declarations of interest
 To receive from Members 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**.
3. Minutes of the previous meeting held on 20th September 2016
 To approve and sign the minutes of the last meeting. APPENDIX A – as attached
4. Matters Arising
 To consider any matters arising from the previous minutes.
5. Accounts – September 2016
 To be presented at the meeting. Also to agree to recommend to Council that £35 of Farmers Market income be written off. Agree to re-instate standing order payment of Clerk's salary
6. Bank reconciliation
 To be approved and recommended for adoption at full Council.
7. Invoices for approval
 To be presented at the meeting
8. Receipts
 To be presented at the meeting. To review the monies received so far in October
9. Matters to be discussed at the Chairman's discretion

APPENDIX A

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON
TUESDAY 20 SEPTEMBER 2016
IN THE TOWN COUNCIL OFFICE AT 7.00 PM

Cllrs Present: Mr Alan Copus (Chair)
Mr Chris Kemp
Mr Rob Evans
Mr Michael Peet
Dr Rosa Pawsey

Cllrs Absent: Mr Neville Fox
Mr Hugo Petersens
Miss Samantha Spriggs

Note: As no Clerk was available to attend, Cllr Copus took notes of the meeting

F/86/16 Apologies for absence

Apologies for absence were received from Cllrs Petersens, Fox and Spriggs

F/87/16 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 (Disclosure Pecuniary Interests) Regulations 2012**.

F/88/16 Minutes of the previous meeting

The minutes of the previous meeting dated 16 August 2016 were **AGREED** as a true record. Proposed by Cllr Copus and Seconded by Cllr Kemp

RECOMMENDED to be **ADOPTED** by Council.

F/89/16 Matters Arising

Action carried forward from previous meeting: Reimbursement for damaged slide at Hampers Common. **Cllr Kemp** will write to the Estate seeking reimbursement as no progress being made.

Action carried forward from previous meeting: Issuing of a receipt to the Petworth Society

for donation towards Defib. **Cllr Copus** reported that a receipt had been sent to the Society Secretary

Action carried forward from previous meeting: Noted that a grant of £4k has been received from SDNPA. **Cllr Kemp** undertook to investigate what other Locality grants might be available.

Action carried forward from previous meeting: Noted that John Robbins had completed the audit and this would be checked by Cllrs Kemp, Hanauer and South. **Noted** that Cllr Copus had updated the Allotments database to record all monies received this financial year, which would then enable the temporary clerk (Debbie) to prepare invoices and letters for the half year commencing 1st October 2016

Action carried forward from previous meeting: Cllr Copus to contact CDC again re overcharging for the CCTV as no response forthcoming. Also to ask them to explain the reason for the recent reimbursement of £250

Action carried forward from previous meeting: Noted that invoices are now being issued to stallholders at each market and that action has been taken to collect arrears

Action carried forward from previous meeting: Noted that Cllr Kemp had queried the Estate's invoice for installing the Leconfield Hall tap and a much reduced one has been presented for payment

Action carried forward from previous meeting: Clerk to draft Terms of Reference for Petworth Pages and the Staffing Working Group. No progress as Clerk on long term sick leave. Carried forward

Action carried forward from previous meeting: Cllr Peet to draft Terms of Reference for the Farmers Market. Carried forward

Action carried forward from previous meeting: Noted that Terms of Reference for the Staffing Group not progressed by Clerk who is on long term sick leave. Carried forward

Action carried forward from previous meeting: Noted that the proposed posts along the Hampers Common verge to prevent further vehicle damage, would force children to cross the road twice to use the playground. This would not be good. Cllrs Kemp and Copus to refer this back to Open Spaces

Action carried forward from previous meeting: Cllr Copus confirmed that there is budget provision for pension payments of 3% from 1/2/17. He will progress provision of a staff pension by that date

Action carried forward from previous meeting: Further advice had been obtained about the Clerk's rate of sick pay. We are now advised that, even though unsigned, the new full time employment existed for 15 weeks prior to the Clerk's sick absence commencing and therefore the new terms (of full time payment) legally applied. There has therefore been no over-payment.

INCOME	2016/17 Budget	Actual cash to date
Precept	104,800	53,100
Support Grant Hampers Common Hire	3,484	1,742
Interest	200	100
Allotment	20	6
Rents	2,500	1,273
Xmas Event Farmers Market	2,500	250
Totals	113,504	2,555
		59,026

EXPENDITURE		2016/17	Actual	% cash	April	May	June	July	Aug
		Budget	cash	to date					
			to date	to date					
Outside	Rosemary Gdns/Hampers Com Contract	6,000	4,908	82%	565	1,243	0	2,105	995
	Rosemary Gardens Maintenance	500	316	63%	0	240	76	0	0
	Hampers Common Maintenance	500	295	59%	0	0	0	295	0
	Safety checks Hampers Common Lease	800	532		152	380	0	0	0
	Waste & Dog Bins	600	0	0%	0	0	0	0	0
	Hanging Baskets - Maintenance	1,200	1,192	199%	0	0	0	1,192	0
	Hanging Baskets - Watering	2,000	593	49%	0	0	29	564	0
	Planters	200	0	0%	0	0	0	0	0
	CCTV	5,000	0	0%	0	0	0	0	0
	Street Lighting	1,800	5,000	100%	0	0	0	5,000	0
	Church clock	250	1,239	69%	269	0	0	970	0
	General Maintenance	250	122	49%	0	0	122	0	0
		2,000	1,352	68%	515	50	160	0	627
		20,850	15,548	75%	1,501	1,913	387	10,125	1,622
	Allotments Lease	500	750	150%	0	750	0	0	0
	Allotments Water	500	125	25%	0	11	0	114	0
	Allotments Maintenance	1,500	55	4%	0	0	55	0	0
	2,500	930	37%	0	761	55	114	0	
Xmas Event - General	1,300	50	4%	50	0	0	0	0	

	Xmax Event - Lighting	1,000	0	0%	0	0	0	0	0
		2,300	50	2%	50	0	0	0	0
	Farmers Market		1,917		620	220	236	613	228
Admin	Office Rent & Service Charges	6,700	4,079	61%	114	0	0	3,965	0
	Clerk's Salary	31,000	12,679	41%	2,844	2,861	2,912	2,020	2,043
	Clerk's pension from 1/2/2017 @ 3%	126	0	0%	0	0	0	0	0
	Insurance	1,500	1,213	81%	0	0	1,213	0	0
	SALC/SLCC								
	Subscriptions/Contracts	900	831	92%	831	0	0	0	0
	Audit Fee	1,000	310	31%	0	310	0	0	0
	Annual meetings	100	128	128%	0	128	0	0	0
	Office Expenditure	900	649	72%	0	60	0	169	420
	Expenses/Postage	300	65	22%	0	52	0	0	14
	Repayment of £80k loan for playgrounds	8,960	4,413	49%	4,413	0	0	0	0
	Local Election	2,000	0	0%	0	0	0	0	0
	Training	1,500	462	31%	65	0	250	0	147
	Web Site	200	0	0%	0	0	0	0	0
	Comms/IT	700	382	55%	63	171	49	50	49
	Office Water	110	46	42%	46	0	0	0	0
		55,996	25,258	45%	8,376	3,582	4,424	6,203	2,672
Misc	Grants Awarded	3,000	950	32%	0	0	475	0	475
	Repayment of £10k loan for skatepark	1,221	0	0%	0	0	0	0	0
	Skatepark	0	350		0	0	0	350	0
	Traffic consultant	10,000	0	0%	0	0	0	0	0

recommended works								
War Memorial	0	4,900		4,900	0	0	0	0
Street light refurbishment	10,000	0	0%	0	0	0	0	0
Bus shelter	3,000	0	0%	0	0	0	0	0
Jubilee walk	500	30	6%	0	30	0	0	0
Sign posts	1,000	0	0%	0	0	0	0	0
Queen's 90th birthday celebrations	100	250	250%	0	0	250	0	0
Chairman's allowance	500	26	5%	0	0	26	0	0
Petworth Pages net contribution	500	285	57%	0	0	0	285	0
Unallocated budget/contingency	2,000	825	41%	0	775	50	0	0
	31,821	7,616	24%	4,900	805	801	635	475
	113,467	51,319	45%	15,447	7,281	5,903	17,691	4,997

ACTION: Following discussion of the accounts it was proposed that Cllr Copus draft an amendment to the Financial Regulations so that prior approval is required before stationery orders are made

F/91/16 Bank reconciliation

BALANCE SHEET

Reserve at 1 April 2016 - general	24,478
Reserve at 1 April 2016 - for allotments	99
Reserve at 1 April 2016 - for NP	12,829
Reserve at 1 April 2016 - for playparks	-1,551
Less: Playpark spend	-4,372
Less: Recoverable VAT 2015/16	669
Less: Recoverable VAT 2016/17	-5,689
Plus: income	59,026
Less: expenditure	-51,319
Less: N Plan expenditure	-12,403
Plus: N Plan grant	4,000
Balance at	31/08/2016
	<u><u>25,769.28</u></u>

Bank balances at	31/08/2016
Nat West Current Account	5,651.06
Nat West Deposit Account	20,118.22

25,769.28

The bank reconciliation was proposed by Cllr Peet and Seconded by Cllr Evans to be **RECOMMENDED** to Council for **ADOPTION**.

F/92/16 Invoices for approval

Gross VAT Net

Steeple	42.00	7.00	35.00	Farmers Market
Leconfield Hall	53.00		53.00	Unallocated budget/contingenc
Julie Aguilar	285.00		285.00	Petworth Pages net contributio
Viking	119.82	19.97	99.85	Office Expenditure
Leconfield Estates	429.38	71.56	357.82	Hanging Baskets - Watering
Bexley Printers	132.00		132.00	Farmers Market
Austins	41.97	7.00	34.97	Office Expenditure
Nexus	4,083.00	680.50	3,402.50	N Plan
Post Office Ltd (HMRC)	836.76		836.76	Clerk's Salary
Post Office Ltd (HMRC)	836.76		836.76	Clerk's Salary
Link hire	102.00	17.00	85.00	Farmers Market Rosemary Gdns/Hampers Com
HJS land services	995.00		995.00	Contract
Khameleon	30.00		30.00	General Maintenance
Oldrock (2007) Ltd	1,350.00	225.00	1,125.00	Rosemary Gardens Maintenanc
Fiona Kemp	5.30		5.30	Office Expenditure
Michael Peet	32.16	5.36	26.80	Farmers Market
CDC	DD		DD	Office Rent & Service Charges
John Bridle	1,206.00		1,206.00	Hanging Baskets - Watering
David Hares Landscape Architecture	1,248.00	208	1,040.00	N Plan
Chris Kemp	21.64		21.64	Farmers Market
Tom	120.00		120.00	Farmers Market
Alan Copus	268.95	44.82	224.13	Xmax Event - Lighting
Austins	12.98	2.16	10.82	Hanging Baskets - Watering

AGREED to be **RECOMMENDED** to Council
Proposed by Cllr Copus and seconded by Cllr Pawsey

F/93/16 Receipts

The following receipts already in September were **NOTED**:

02/09/2016	Crafted Coffee	35.00	Farmers Market
02/09/2016	Kens Eggs	35.00	Farmers Market
02/09/2016	Nut Knowle	70.00	Farmers Market
02/09/2016	Baldwin Community	35.00	Farmers Market
06/09/2016	Garden	25.00	Xmas Event
06/09/2016	Circus Normandie	140.00	Hampers Common

			Hire
06/09/2016	Pure Delights	105.00	Farmers Market
06/09/2016	CDC	250.00	?
12/09/2016	Mud Foods	105.00	Farmers Market
20/09/2016	Leesa	35.00	Farmers Market
20/09/2016	Picnic Hamper	35.00	Farmers Market

Following discussion it was **AGREED** that Cllrs Kemp and Copus ask Open Spaces to review hire policy and charges for Hampers Common

F/94/16 Matters to be discussed at the Chairman's discretion.

1 The Xmas Lights Working Group has been asked repeatedly over recent years to extend the lights into Pound Street. They therefore request the purchase of a special offer priced 100m light string and 300 mixed colour bulbs at a total cost of £711 for which budget exists. This was **AGREED**

2 The Farmers Market needs a manager to run it on market days and significantly reduce the involvement of Councilors and other volunteers. The rate of £120 was being proposed and a suitable person had been identified. Council authority to be sought

The meeting closed at 9.20 pm

Signed Chair F&GP committee.....Date.....