



Petworth Town Council

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Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 15 MARCH 2016** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7pm**.

Yours sincerely

Becca

Mrs Rebecca Knifton ACILEx
TOWN CLERK

Agenda

1. Election of Chairman
2. Apologies for absence
3. 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**.
4. Minutes of the previous meeting
To approve and sign the minutes of the last meeting. APPENDIX A
5. Matters Arising
To consider any matters arising from the previous minutes, to include legal proceedings.
6. End of Year Financial Situation to include Accounts – February 2016
To note the bank reconciliation, the previous month's report on payments and receipts and predicted end of year position.
7. Invoices for approval
To be made available as a room document.
8. Receipts
To be tabled.
9. Matters to be discussed at the Chairman's discretion

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 16 FEBRUARY 2016
IN THE TOWN COUNCILOFFICE AT 7.00 PM

Cllrs Present: Mr Hugo Petersens (Chairman)
Mr Neville Fox
Mr Chris Kemp
Mr David Burden
Miss Sam Spriggs
Dr Rosa Pawsey
Mr Michael Peet

Cllrs Absent: Mr Rob Evans

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

F/10/16 Apologies for absence
An apology had been received from Cllr Evans due to annual leave.

F/11/16 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 (Disclosable Pecuniary Interests) Regulations 2012**.

F/12/16 Minutes of the previous meetings
The minutes of the meeting dated 12 January 2015 were **AGREED** as a true record. Proposed by Cllr Kemp and seconded by Cllr Peet.

RECOMMENDED to be **ADOPTED** by Council.

F/13/16 Matters arising not already on this Agenda
Cllr Kemp raised a request from the Petworth Festival for a Grant. It was **AGREED** that as this had not been an agenda item, no decision could be made, but a provision was **AGREED** that in principal, the Committee will make a recommendation to Council for the next financial year.

It was further **AGREED** that going forward, requests for Grants must be received by November for inclusion in the following year's budget.

A discussion took place regarding a query as to what the Chairman's Allowance is used for. The Clerk informed members that this was a statutory right and is classed as a civic reimbursement. For inclusion in the minutes, the Clerk was requested to highlight the following:

The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI.2003/1021) came into force on 1st May 2003. The regulations apply to local authorities in England only and substantially change the system that previously existed.

When the regulations were first introduced they applied to elected members only and not to those who were co-opted onto committees. However, the regulations were amended in 2004 (by virtue of The Local Authorities (Members' Allowances) (England) (Amendments) Regulations 2004 (SI.2004/2596) so that some of the provisions relate to co-opted members. However, the only practical consequence of the amendments related to a period ending on the 2 November 2004.

Previously, sections 173 to 178 of the Local Government Act 1972 as amended, and the regulations made thereunder, set out the rules for the payment of allowances to members of parish and town councils. These broadly dealt with attendance allowance and financial loss allowance (s.173), travelling allowance and subsistence allowance (s.174), allowances for attending conferences and meetings (s.175), the payment of expenses of official and courtesy visits (s.176) and supplementary provisions (s.177 and s.178).

S.173 to s.175 and s.176(1)(a) and (2) ceased to apply on 31 December 2003 and hence the supplementary provisions relevant to those sections also fell. S.176(1)(b) remains in force. This provides for a council to defray any expenses incurred in the reception and entertainment by way of official courtesy of distinguished persons visiting the area of the authority.

Under this system, allowances were paid to councillors for performing an approved duty outside the parish or town. No allowances were paid for attendance at a meeting of the council, its committees or sub committees or for any other approved duty within the parish or town. Travel and subsistence under the new regulations can be paid for travel and subsistence within the parish as well as outside of it.

Chairman's Allowance (s.15(5) LGA 1972)

This section has not been repealed by the new regulations and can still be used to make the customary payment to meet the costs associated with the position of chairman. This may be particularly useful to councils who simply wish to continue with the practice of making the payment without the need to refer to the parish remuneration panel.

The transition of the Clerk becoming full time was discussed in brief.

F/14/16	<u>Receipts</u>	
	£	
28/01/2016	4000	N Plan Grant
28/01/2016	45	Xmas Event - Stall
28/01/2016	25	Xmas Event - Stall
28/01/2016	45	Xmas Event – Stall
28/01/2016	45	Xmas Event – Stall
28/01/2016	45	Xmas Event - Stall
28/01/2016	90	Xmas Event – Payment from Fairground
29/01/2016	20	Allotment Rents
29/01/2016	20	Allotment Rents
29/01/2016	20	Allotment Rents
29/01/2016	31	Allotment Rents
29/01/2016	15	Allotment Rents
29/01/2016	20	Allotment Rents
29/01/2016	5	Petworth History
29/01/2016	2.20	Interest

NOTED

NOTED that Southcoast skips had been instructed to take away the debris left from the installation of the Play Park at Hampers Common. Unfortunately, not only did they not remove all the rubbish as requested but they damaged 5 heras fencing panels which were on hire from Playsafe.

AGREED that their invoice would not be paid until an agreement is reached.

NOTED that PTC has received a further reminder and warning letter from CDC regarding the incorrect invoice for the CCTV cameras.

ACTION: The Clerk to contact CDC again and correct the error.

AGREED that PTC is not liable for this invoice.

NOTED that the website payment can only be made by debit/credit card or direct debit. It was proposed by Cllr Fox and seconded by Cllr Spriggs that a direct debit be set up to deal with this.

AGREED that the direct debit be **RECOMMENDED** for approval by Council.

NOTED that the Clerk has drafted an Electronic Payment Policy which will be taken to the next meeting for adoption by Council in March.

ACTION: The Clerk to contact Wel Medical and ask for an invoice for the defib as there is only a proforma at present.

AGREED that the quote for keyman insurance will be brought to the next meeting so that it can be implemented for when the Clerk becomes full time.

Proposed by Cllr Kemp and seconded by Cllr Spriggs that the invoices for approval be **RECOMMENDED** to Council.

The January accounts were presented by the Finance Consultant and were **NOTED** as follows:

INCOME

	Annual Budget	Actual to date	Accruals b/f
Precept	81,800	81,800	0
Support Grant	4,051	4,051	0
Hampers Common Hire	200	100	0
Interest	20	18	0
Xmas Event	2,500	1,793	0
Petworth Pages to PBA		620	620
Petworth History		5	
Allotment Rents	2,600	2,538	-793
Totals	91,171	89,684	-173

EXPENDITURE

	Annual Budget	Actual to date	% Spent	Jan
Open Spaces				
Rosemary Gdns/Hampers Com Contract	6,000	5,473	91%	995
Rosemary Gardens Maintenance	1,500	640	43%	580
Hampers Common Maintenance	1,200	482	40%	0
Hampers Common Lease	300	1,096	365%	323
Xmas Event - General	1,300	2,878	221%	2,774
Xmax Event - Lighting	1,000	16	2%	0
Hanging Baskets - Maintenance	800	973	122%	0
Hanging Baskets - Watering	1,500	1,433	96%	0
Planters	100	428	428%	52
General Maintenance	2,000	1,283	64%	230
	15,700	14,700	94%	4,954
Admin				
Office Rent & Service Charges	6,700	4,849	72%	0
Clerk's Salary	20,000	15,847	79%	1,115
Additional Clerk's hours	3,000	0	0%	0
Insurance	3,300	2,531	77%	0
SALC/SLCC Subscriptions/Contracts	1,100	824	75%	0
Audit Fee	1,000	300	30%	0
Office Expenditure	1,000	1,495	150%	0
Expenses/Postage	400	143	36%	0
Comms/IT	500	714	143%	229
Office Water	150	104	69%	0
	37,150	26,807	72%	1,343
Misc				
Grants Awarded	3,000	2,900	97%	0
CCTV	5,000	5,000	100%	0
Street Lighting	2,400	1,637	68%	165
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	2,500	33%	2,500
War Memorial	2,000	0	0%	0
Dog Bins	500	591	118%	0
Training	2,000	1,388	69%	0
Contingency	2,000	-1,968	-98%	152
	35,665	12,286	34%	2,816
Allotments Lease and Water	2,000	1,248	62%	83
Allotments Maintenance	500	72	14%	0
	2,500	1,320	53%	83
	91,015	55,113	61%	9,196

NEIGHBOURHOOD PLAN	Approved spend	Actual spend		Total
		2014/15	2015/16	
NEXUS	34,667	7,619	6,114	13,733
Clerking	4,800		7,387	7,387
Traffic consultant	2,500			0
Postage/envelopes	1,940			0
Printing	1,600	148	861	1,009
Hall hire	1,518		405	405
stationery & website	740		349	349
total	47,765	7,767	15,115	22,882

Bank Reconciliation

**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	89,684
Less: Expenditure to date	-55,113
Less: Recoverable VAT	-11,059
Less: Neighbourhood Plan	-15,115
Plus: Neighbourhood Plan Grant	4,700
S106 receipt	1,049
S106 spend	-1,049
PWLB loans	79,950
Playpark donations	3,300
New Homes Bonus	9,257
Playpark spend	-32,458
Balance at	31/01/2016
	109,828.93
Playpark balance	60,049

Balances at 31/01/2016

Nat West Current Account	40,561.31
Nat West Deposit Account	69,267.62
	109,828.93

Proposed by Cllr Petersens and seconded by Cllr Fox.

AGREED that the Bank Reconciliation be **RECOMMENDED** for approval by Council.

F/16/16 An opportunity for members to raise matters not already on this agenda
Hampers Common – The invoice will be paid when the works have been completed.

Meeting closed – 9.05pm

