



Petworth Town Council

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 June 2016

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **THURSDAY 14 JULY 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 21st June 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 – June 2016
To be presented at the meeting.
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 July
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 21 JUNE 2016
IN THE TOWN COUNCILOFFICE AT 7.00 PM

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

Cllrs Absent: Mr Neville Fox
Miss Sam Spriggs
Mr Hugo Petersens
Mr Michael Peet

In attendance: Town Clerk, Mrs Rebecca Knifton
Cllr David Burden as an observer

F/51/16 Election of Chairman

In the absence of the current Chairman, Cllr Petersens, the Council Chairman, Cllr Kemp asked if there were any nominations for Chairman.

Cllr Evans proposed Cllr Copus and Cllr Kemp seconded. There were no other nominations.

RESOLVED that Cllr Copus is elected as Chairman of the Committee.

F/52/16 Election of Vice Chairman

Cllr Copus proposed Cllr Petersens and Cllr Kemp seconded. There were no other nominations.

RESOLVED that Cllr Petersens is elected as Vice Chairman of the Committee.

F/53/16 Apologies for absence

Apologies were received from Cllrs Fox, Spriggs, Peet and Petersens.

F/54/16 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/55/16 Minutes of the previous meetings

The minutes of the meeting dated 17 May 2016 were **AGREED** as a true record. Proposed by Cllr Kemp and seconded by Cllr Evans.

RECOMMENDED to be **ADOPTED** by Council.

Cllr Pawsey arrived at 7.10pm

F/56/16 Matters Arising

ACTION: Cllr Kemp to contact the Estate regarding the reimbursement for the damaged slide at Hampers Common.

NOTED that the Clerk had instructed Hugo Sturt.

ACTION that the Clerk issue a receipt to the Petworth Society for their donation towards the Defib.

NOTED that the Grant Policy wording had already been amended.

ACTION: Cllr Copus to complete the Additional Party form for NatWest.

F/57/16 Accounts – May 2016

INCOME	2016/17 Budget	Actual cash to date
Precept	104,800	53,100
Support Grant	3,484	1,742
Hampers Common Hire	200	0
Interest	20	2
Allotment Rents	2,500	1,126
Xmas Event	2,500	0
Farmers Market		525
Totals	113,504	56,496

EXPENDITURE		2016/17 Budget	Actual cash to date	% cash to date	May
Outside	Rosemary Gdns/Hampers Com Contract	6,000	1,808	30%	1,243
	Rosemary Gardens Maintenance	500	506	101%	430
	Hampers Common Maintenance	500	266	53%	190
	Hampers Common Lease	800	0	0%	0
	Waste & Dog Bins	600	0	0%	0
	Hanging Baskets - Maintenance	1,200	0	0%	0
	Hanging Baskets - Watering	2,000	0	0%	0
	Planters	200	0	0%	0
	CCTV	5,000	0	0%	0
	Street Lighting	1,800	269	15%	0
	Church clock	250	0	0%	0
	General Maintenance	2,000	565	28%	50
		20,850	3,413	16%	1,913
	Allotments Lease	500	750	150%	750
	Allotments Water	500	11	2%	11
	Allotments Maintenance	1,500	0	0%	0
		2,500	761	30%	761
	Xmas Event - General	1,300	50	4%	0
	Xmax Event - Lighting	1,000	0	0%	0
		2,300	50	2%	0
	Farmers Market		840		220
Admin	Office Rent & Service Charges	6,700	114	2%	0
	Clerk's Salary	31,000	5,705	18%	2,861
	Clerk's pension from 1/2/2017 @ 3%	126	0	0%	0

	Insurance	1,500	0	0%	0
	SALC/SLCC Subscriptions/Contracts	900	831	92%	0
	Audit Fee	1,000	310	31%	310
	Annual meetings	100	128	128%	128
	Office Expenditure	900	60	7%	60
	Expenses/Postage	300	52	17%	52
	Repayment of £80k loan for playgrounds	8,960	4,413	49%	0
	Local Election	2,000	0	0%	0
	Training	1,500	65	4%	0
	Web Site	200	0	0%	0
	Comms/IT	700	234	33%	171
	Office Water	110	46	42%	0
		55,996	11,958	21%	3,582
Misc	Grants Awarded	3,000	0	0%	0
	Repayment of £10k loan for skatepark	1,221	0	0%	0
	Traffic consultant recommended works	10,000	0	0%	0
	War Memorial	0	4,900		0
	Street light refurbishment	10,000	0	0%	0
	Bus shelter	3,000	0	0%	0
	Jubilee walk	500	30	6%	30
	Sign posts	1,000	0	0%	0
	Queen's 90th birthday celebrations	100	0	0%	0
	Chairman's allowance	500	0	0%	0
	Petworth Pages net contribution	500	0	0%	0
	Unallocated budget/contingency	2,000	775	39%	775
		31,821	5,705	18%	805
	Total	113,467	22,727		7,061

Neighbourhood Plan - actual spend to date:

	Budget	2016/17
Nexus	34,667	3,313
clerking	4,800	
stationery	440	56
printing	1,600	
website upgrade	300	
traffic & roads consultant	2,500	
postage/envelopes	1,940	
hall hire	1,518	
Total approved cost	47,765	
clerking 2016/17 Q1	1,700	1,221
	51,465	4,590

ACTION: Cllr Pawsey to investigate the remaining £4k Grant from SDNPA.

ACTION: The Clerk to chase outstanding payments for the Farmer's Market and the Allotments.

ACTION: Add an expenditure line for ROSPA inspections in order to monitor payments.

F/58/16 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	-3,771.72	
Less: Recoverable VAT 2015/16	669	
Less: Recoverable VAT 2016/17	-2,915	
Plus: income	56,496	
Less: expenditure	-22,727	
Less: N Plan expenditure	-4,590	
Balance at	31/05/2016	59,017.27

Nat West Current Account	23,902.61
Nat West Deposit Account	35,114.66
Total	59,017.27

The bank reconciliation was proposed by Cllr Kemp and seconded by Cllr Pawsey to be **RECOMMENDED** to Council for adoption.

F/59/16 Receipts

NOTED

16/05/2016	35.00	Farmers Market
20/05/2016	35.00	Farmers Market
27/05/2016	35.00	Farmers Market
27/05/2016	35.00	Farmers Market
31/05/2016	35.00	Farmers Market
31/05/2016	35.00	Farmers Market
31/05/2016	1.54	Interest
16/06/2016	100.00	Hampers Common Hire
16/06/2016	20.00	Allotment Rents
16/06/2016	20.00	Allotment Rents
16/06/2016	35.00	Farmers Market
16/06/2016	16.75	Allotment Rents
16/06/2016	35.00	Farmers Market
16/06/2016	35.00	Farmers Market
16/06/2016	25.00	Xmas Event
16/06/2016	50.00	Xmas Event
16/06/2016	16.75	Allotment Rents
16/06/2016	20.00	Allotment Rents
16/06/2016	15.00	Allotment Rents

16/06/2016	20.50	Allotment Rents
16/06/2016	20.00	Allotment Rents
16/06/2016	15.00	Allotment Rents
Total:	655.54	

F/60/16 Invoices for approval

Parkfield Retail (Austins)	38.27	Farmers Market	Cable ties and Rubbish sacks
CDC	50	Farmers Market	One off payment for traffic signs
Came & Co	1213.12	Insurance	
The Granger Partnership Ltd	420	Skatepark	H&S report
Auditing Solutions	270	Audit Fee	Internal audit
Post Office Ltd	836.76	Clerk's Salary	Tax & NI
Mrs R C Knifton	17.53	Clerk's Salary	Shortfall from standing order
Mrs R C Knifton	35.26	Clerk's Salary	Shortfall from standing order
Leconfield Estate	7.72	Unallocated budget/contingency	Manorial Waste
HJS Land Services	965.00	Rosemary Gdns/Hampers Com Contract	
Bexley Printers	216.00	printing	NP
Steeple	42.00	Farmers Market	Banners
Steeple	540.00	Farmers Market	Banners
Steeple	480.00	printing	NP
The Leconfield Hall	491.00	hall hire	NP
Bexley Printers	132.00	Farmers Market	Flyers
Link Hire	99.00	Farmers Market	Barrier Hire
Playsafe	354.00	Hampers Common Maintenance	Final Invoice for Heras Fencing
Khameleon	30.00	General Maintenance	Bus Shelter Cleaning
Mr Kemp	52.50	Office Expenditure	Speaker for the Office
Roger Hanauer	13.50	Office Expenditure	Chairman's present
Mrs R C Knifton	2.72	Office Expenditure	Milk etc
Roger Hanaeur	31.27	Jubilee walk	balast, cement for bins
The Leconfield Hall	143.00	Farmers Market	hall hire

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

F/61/16 Licence

The Clerk wished to clarify the Licence and ran through the documents with the Committee.

AGREED that upon clarity with the Licensing Team at CDC as to start time being either set-up time or trading time and whether the Licence needs an estimation of how many events will take place per annum, the documents will be **RECOMMENDED** to Council for adoption.

F/62/16 Grants

Consideration to the two grant applications made to the Council from the Petworth Youth Association on behalf of the Sylvia Beaufoy Centre and the Petworth Festival were given.

Petworth Festival – proposed by Cllr Kemp and seconded by Cllr Pawsey that PTC will award £750 and a **RECOMMENDATION** will be made to Council to approve the donation.

Petworth Youth Association – proposed by Cllr Kemp and seconded by Cllr Pawsey that PTC will award £800 and a **RECOMMENDATION** will be made to Council to approve the grant.

Cllr Kemp asked members whether he would be given permission to use his Chairman's allowance to offer a donation to the Over 60's Club who assisted in providing teas and coffees at the Neighbourhood Plan Consultation day on Friday the 17th of June.

AGREED that this will be **RECOMMENDED** to Council. Proposed by Cllr Evans and seconded by Cllr Pawsey.

F/63/16 Petworth Sports Association

Cllr Kemp provided the Committee with the following information: The Association would like to receive support from PTC in underwriting the annual lease of the Sports Ground at a cost of £500 per annum.

NOTED that this would be a safety net as it was not certain that they would require financial support.

AGREED that this will be **RECOMMENDED** to Council. Proposed by Cllr Pawsey and seconded by Cllr Evans.

F/64/16 Farmer's Market

The invoicing had already been discussed earlier in the meeting.

ACTION: The Clerk to draft Terms of Reference for the Working Group which will include the stallholder criteria. **NB:** The Clerk to also draft Terms of Reference for the Staffing Group.

F/65/16 Allotment Database

The Clerk updated the Committee on the various ploholders who were yet to pay.

AGREED that the Clerk will give them a final notice. If no payment is received within 7 days, a Notice of Termination will be sent.

F/66/16 Petworth in Bloom

The Committee examined the Management Plan produced by Judith Spencer for the Working Group.

AGREED that this will be **RECOMMENDED** to Council. Proposed by Cllr Kemp and seconded by Cllr Copus.

AGREED that PTC will provide the Working Group with an allotment.

AGREED that PTC will consider funding for the project but not in the current financial year.

F/67/16 Matters to be discussed at the Chairman's discretion

AGREED that the Clerk will write to Shirlita Sadler to obtain her payroll information in order to run her salary through the RTI System. The Clerk will confirm the correct Spinal Column Point.

NOTED that the issues with the NatWest internet banking were ongoing. The Clerk will go into the bank on Thursday to chase.

Meeting closed – 9.04pm