



Petworth Town Council

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13 September 2016

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 20 SEPTEMBER 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 16th August 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 – August 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 September

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 16 AUGUST 2016
IN THE TOWN COUNCIL OFFICE AT 7.00 PM

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

Cllrs Absent: Mr Neville Fox
Mr Hugo Petersens

In attendance: Locum clerk, Mr Peter Welch JP

F/77/16 Apologies for absence

Apologies for absence were received from Cllrs Petersens and Fox

F/78/16 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/79/16 Minutes of the previous meeting

The minutes of the previous meeting dated 14 July 2016 were **AGREED** as a true record. Proposed by Cllr Kemp and Seconded by Cllr Spriggs.

RECOMMENDED to be **ADOPTED** by Council.

F/80/16 Matters Arising

Action carried forward from previous meeting: Reimbursement for damaged slide at Hampers Common. **In hand with Cllr Kemp.** Item carried forward. In hand.

Action carried forward from previous meeting: Issuing of a receipt to the Petworth Society for donation towards Defib. **Pending action.** Item carried forward. £500 donation in hand with Cllr Copus.

F/81/2016 Accounts – July 2016

INCOME	2016/17 Budget	Actual cash to date
Precept	104,800	53,100
Support Grant	3,484	1,742
Hampers Cmn Hire	200	100
Interest	20	5
Allotment Rents	2,500	1,273
Xmas Event	2,500	120
Farmers Market		1,890
Totals	113,504	58,230

EXPENDITURE				2016/17	Actual cash	% cash	
				Budget	to date	to date	
April	May	June	July				
Outside	Rosemary Gdns/Hampers Com Contract			6,000	3,913	65%	565
1,243	0	2,105					
	Rosemary Gardens Maintenance			500	316	63%	0
	240	76	0				
	Hampers Common Maintenance			500	295	59%	0
	0	0	295				
	Safety checks			532			152
	380	0	0				
	Hampers Common Lease			800	0	0%	0
	0	0	0				
	Waste & Dog Bins			600	1,192	199%	0
	0	0	1,192				
	Hanging Baskets - Maintenance			1,200	593	49%	0
	0	29	564				
	Hanging Baskets - Watering			2,000	0	0%	0
	0	0	0				
	Planters			200	0	0%	0
	0	0	0				
	CCTV			5,000	5,000	100%	
	0	0	0	5,000			
	Street Lighting			1,800	1,239	69%	269
	0	0	970				
	Church clock			250	122	49%	0
	0	122	0				
	General Maintenance			2,000	725	36%	515
	50	160	0				
				20,850	13,926	67%	1,501
1,913	387	10,125					
	Allotments Lease			500	750	150%	0
	750	0	0				
	Allotments Water			500	125	25%	0
	11	0	114				
	Allotments Maintenance			1,500	55	4%	0
	0	55	0				
				2,500	930	37%	0
761	55	114					
	Xmas Event - General				1,300	50	4%
	50	0	0	0			
	Xmax Event - Lighting			1,000	0	0%	0
	0	0	0				
				2,300	50	2%	50
0	0	0					
	Farmers Market				1,689		620
	220	236	613				
Admin	Office Rent & Service Charges			6,700	4,079	61%	114

0	0	3,965						
		Clerk's Salary	31,000	10,637	34%		2,844	
	2,861	2,912	2,020					
		Clerk's pension from 1/2/2017 @ 3%		126		0		0%
	0	0	0					
		Insurance	1,500	1,213	81%		0	
	0	1,213	0					
		SALC/SLCC Subscriptions/Contracts	900	831	92%		831	
	0	0	0					
		Audit Fee	1,000	310	31%		0	
	310	0	0					
		Annual meetings	100	128	128%		0	
	128	0	0					
		Office Expenditure	900	229	25%		0	
	60	0	169					
		Expenses/Postage	300	52	17%		0	
	52	0	0					
		Repayment of £80k loan for playgrounds		8,960	4,413	49%	4,413	0
	0	0						
		Local Election		2,000		0		0%
	0	0	0	0				
		Training	1,500	315	21%		65	
	0	250	0					
		Web Site	200	0	0%		0	
	0	0	0					
		Comms/IT	700	333	48%		63	
	171	49	50					
		Office Water	110	46	42%		46	
	0	0	0					
			55,996	22,586	40%		8,376	
3,582	4,424	6,203						
Misc								
0		Grants Awarded	3,000	475	16%		0	
	475	0						
		Repayment of £10k loan for skatepark	1,221	0	0%		0	
	0	0	0					
		Skatepark	0	350			0	
	0	0	350					
		Traffic consultant recommended works	10,000	0	0%		0	
	0	0	0					
		War Memorial		0		4,900		
	4,900	0	0	0				
		Street light refurbishment	10,000	0	0%		0	
	0	0	0					
		Bus shelter	3,000	0	0%		0	
	0	0	0					
		Jubilee walk	500	30	6%		0	
	30	0	0					
		Sign posts	1,000	0	0%		0	
	0	0	0					
		Queen's 90th birthday celebrations	100	250	250%		0	

0	250	0							
Chairman's allowance				500		26		5%	
0	0	26	0						
Petworth Pages net contribution				500		285		57%	0
0	0	285							
Unallocated budget/contingency				2,000		825		41%	0
775	50	0							
805	801	635		31,821		7,141		22%	4,900
				113,467		46,322		41%	
15,447	7,281	5,903	17,691						

Neighbourhood Plan Summary				Actual spend					
Approved	Costs:			2014/15	2015/16	2016/17	Total		
	Nexus	34,667		7,619	9,784	3,313	20,715	Funding:	grants received
	clerking	4,800			6,771		6,771		additional grant p
	stationery	440				56	56		additional grant d
	printing	1,600				216	216		reserve set aside
	website upgrade	300		148	861		1,009		budget 2014/15
	traffic & roads consul	2,500			405		405		budget 2015/16
	postage/envelopes	1,940			349		349		
	hall hire	1,518					0		
	Total approved cost	47,765							Total funding to 31/3/16
Estimated additional costs:								Funding changes:	
	clerking 2105/16	2,000			2000		2,000		2015/16 grant del
	clerking 2016/17 Q1	1,700				1,763	1,763		Locality grant for
									SDNPA sustainabi
									budget 2016/17
Total estimated cost to complete		51,465		7,767	20,169	5,347	33,283	Total funding	
								Surplus funding	

Action carried forward from previous meeting: To contact SDNPA regarding outstanding £4K Grant. **In hand with Cllr. Kemp.** Item carried forward. In hand.

Action carried forward from previous meeting: John Robbins has completed the allotments audit. This agrees with the allotments database. **Cllr Copus** will now establish outstanding rents for various allotments and also issue invoices covering the period 1 Oct 2016 to 31 March 2017. Future invoices to be issued yearly covering 12 months from 1 April 2017.

F/82/16 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	-4,371.72
Less: Recoverable VAT 2015/16	669
Less: Recoverable VAT 2016/17	-5,249
Plus: income	58,230
Less: expenditure	-46,322
Less: N Plan expenditure	-10,228

Balance at	31/07/2016	<u>28,585.55</u>
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Bank Balances at	31/07/2016	
Nat West Current Account		8,468.24
Nat West Deposit Account		20,117.31
Total		28,585.55

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

F/83/16 Receipts

The following payments were **NOTED**.

12/07/2016	Kens Eggs	35.00	Farmers Market
12/07/2016	Rother Valley	210.00	Farmers Market
12/07/2016	Artful Teasing	45.00	Xmas Event
12/07/2016	RC Court	35.00	Farmers Market
19/07/2016	Leesa	35.00	Farmers Market
21/07/2016	Harveys Farm	35.00	Farmers Market

25/07/2016	Picnic & Hamper	140.00	Farmers Market
26/07/2016	Kaiser Smokehouse	35.00	Farmers Market
27/07/2016	The Hungry Guest	105.00	Farmers Market
29/07/2016	Interest	1.21	Interest
02/08/2016	Pure Choc Tru	55.00	Xmas Event
10/08/2016	Baldwin	35.00	Farmers Market
10/08/2016	Kens Eggs	35.00	Farmers Market
16/08/2016	Crafted Coffee	70.00	Farmers Market
12/08/2016	Arnolds	70.00	Farmers Market

Total 941.21

F/84/16 Invoices for approval

		Gross	VAT	Net		
31/07/2016	HIS Land services	995.00		995.00	Rosemary Gdns/Hampers Com	Contract July month
20/07/2016	Alan Baxter	1,320.00	220.00	1,100.00	N Plan	June month (final)
04/08/2016	Link Hire	99.00		99.00	Farmers Market	Barrier hire
15/08/2016	Chris Kemp	26.80		26.80	N Plan	Attend meeting

AGREED to be **RECOMMENDED** to council.

Proposed by **Cllr Copus** and Seconded by **Cllr Spriggs**

ACTION: Cllr Copus to pursue repayment of £5,000 for CCTV monitoring.

ACTION: Cllr Kemp to contact Farmers Market stallholders regarding outstanding rents.

ACTION: Cllr Kemp to query cost of water tap provision with Leconfield estate.

ACTION: The Clerk to draft Terms of Reference for Petworth Pages. Proposed by Cllr Copus and Seconded by Cllr Kemp. **Clerk on long term sick leave. Carried forward. In hand.**

Action carried forward from previous meeting: F/64/16 Farmers Market. The clerk to draft TOR's for the working group and staff working group. **Cllr Peet to draft TOR for Farmer's Market in the absence of the Clerk.** Carried forward. In hand.

F/85/16 Matters to be discussed at the Chairman's discretion.

1. Open spaces committee is considering the installation of wooden posts along the kerbside in Kirdford Road, Hampers Green to prevent destruction of the grass verges due to cars parking. This will require the installation of 85+ posts at an estimated cost of £1530 +VAT.

ACTION: The Open Spaces committee asks The Finance and General Purposes committee if funding costs could be considered and cost centre identified at the next F&GP meeting.

2. The Pensions Regulator has reminded the town council that a pension for all employees must be set up by 1 February 2017.

ACTION: Cllr Copus to identify budget provision and update the committee at next meeting.

3. The clerk has been overpaid salary amounting to £992.43 while on sick leave. This is due to the proposed implementation of a new contract, which has never been signed by the clerk, agreeing an hours increase from 24 per week to full time working at 37 hours per week. Therefore, the clerk is entitled to only 24/37 while on sick leave. But has been paid at 37/37. Cllr Kemp has been granted permission by the clerk to talk to her GP regarding prognosis.

COUNCIL IS ASKED THE FOLLOWING:

To agree to the cancellation of the salary standing order in favour of 37 full time hours.

To decide on a system of recovery of the overpayment. The options suggested are as follows:

1. Repayment in full of £992.43
2. Repayment of £992.43 spread over a period to be decided.

The meeting closed at 8.35 PM

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