

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
TUESDAY 12 JANUARY 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/1/16 Apologies for absence

An apology had been received from Cllr Evans due to a previous engagement.

F/2/16 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/3/16 Minutes of the previous meetings

Bar an amendment to the following minute:

F/113/15 – in relation to the previous minute, F/100/15, the section in red should read:

The TENs is a Temporary Event Notice which is a licence which covers one off events such as the Fete or the Christmas Lights Switch on. A full Licence will cover a variety of events held within a specific time frame and gives greater powers for those events. ~~to those who have obtained one from the Licensing Team at CDC.~~

AGREED that the last section of the sentence be removed.

The minutes of the meeting dated 15 December 2015 were **AGREED** as a true record. Proposed by Cllr Kemp and seconded by Cllr Petersens.

RECOMMENDED to be **ADOPTED** by Council.

F/4/16 Matters arising not already on this Agenda

None

F/5/16 Receipts

Christmas Bucket Collection	11/12/2015	202.5	Xmas Event
Vat refund	31/12/2015	6188.43	Less: Recoverable VAT
Interest	31/12/2015	2.35	Interest

NOTED that there had been numerous receipts received over the Christmas holiday period which had not yet been processed. A further update from the Clerk will be presented when available.

F/6/16 Invoices for approval

WSCC	133.00	Hall hire	NP Consultation
Leconfield Estate	323.22	Hampers Common Lease	
Paula Whittington	183.84	Xmas Event - General	Reimbursement
Khameleon	30.00	General Maintenance	Bus Shelter Cleaning
SLCC	177.00	SALC/SLCC Subscriptions/Contracts	
Southern Water	67.67	Allotments Lease and Water	
Playsafe	374.40	Hampers Common Maintenance	Fencing
Leconfield Estate	14.93	Allotments Lease and Water	
SSE	173.02	Street Lighting	
CDC	5,000.00	CCTV	
Naldrett	497.50	Rosemary Gdns/Hampers Com Contract	
Blunt Fencing	696.00	Rosemary Gardens Maintenance	Fence for Playpark
CDC	1,560.00	Office Rent & Service Charges	
Leconfield Hall	477.00	Xmas Event - General	Hire of Hall for Xmas Event
Austens	22.13	Xmas Event - General	

NOTED that PTC had received two invoices from CDC in just over two months, each for £5k for the CCTV cameras. Upon inspection, it became apparent there had been a mistake made by CDC as the two invoices overlapped by 3 months.

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

AGREED that PTC will not make the payment until the matter is resolved.

All payments due, bar the CCTV invoice were proposed by Cllr Spriggs and seconded by Cllr Peet.

AGREED that the above payments be **RECOMMENDED** for approval by Council.

Cllr Fox stated that the invoice to Playsafe for the Heras Fencing seemed high. It was **AGREED** that the Clerk will make enquiries.

F/7/16 December Accounts

The December 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	16	0
Xmas Event	2,500	1,498	0
Petworth Pages to PBA		620	620
Allotment Rents	2,600	2,412	-793
Totals	91,171	89,256	-173

EXPENDITURE	Annual Budget	Actual to date	Spent %	Dec
Open Spaces				
Rosemary Gdns/Hampers Com Contract	6,000	4,478	75%	498
Rosemary Gardens Maintenance	1,500	60	4%	0
Hampers Common Maintenance	1,200	482	40%	0
Hampers Common Lease	300	773	258%	0
Xmas Event - General	1,300	104	8%	369
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	376	376%	0
General Maintenance	2,000	1,053	53%	30
	15,700	9,746	62%	897
Admin				
Office Rent & Service Charges	6,700	4,849	72%	0
Clerk's Salary	20,000	14,732	74%	1,637
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%	300
Office Expenditure	1,000	1,495	150%	993
Expenses/Postage	400	143	36%	63
Comms/IT	500	486	97%	58
Office Water	150	104	69%	0
	37,150	25,464	69%	3,051
Misc				
Grants Awarded	3,000	2,900	97%	0
CCTV	5,000	5,000	100%	5,000
Street Lighting	2,400	1,472	61%	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	591	118%	0
Training	2,000	1,388	69%	379
Contingency	2,000	-2,119	-106%	0
	35,665	9,470	27%	5,379
Allotments Lease and Water	2,000	1,165	58%	923
Allotments Maintenance	500	72	14%	0
	2,500	1,237	49%	923
Total Expenditure	91,015	45,918	50%	10,249

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	89,256
Less: Expenditure to date	-45,918
Less: Recoverable VAT	-9,964
Less: Neighbourhood Plan	-14,294
Plus: Neighbourhood Plan Grant	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 31/12/2015	116,512.82

	Balances	
	at	31/12/2015
Nat West Current Account		47,247.40
Nat West Deposit Account		69,265.42
		116,512.82

Proposed by Cllr Spriggs and seconded by Cllr Peet.

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

F/8/16 Independent Internal Auditor

NOTED that the Clerk has instructed Auditing Solutions as resolved.

F/9/16 An opportunity for members to raise matters not already on this agenda

None

Meeting closed – 7.58pm