

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON

TUESDAY 18 OCTOBER 2016

IN THE TOWN COUNCIL OFFICE AT 7.00 PM

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

Cllrs Absent: Mr Neville Fox
Mr Michael Peet

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

F/95/16 Apologies for absence

Apologies for absence were received from Cllrs Fox and Peet

F/96/16 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/97/16 Minutes of the previous meeting

The minutes of the previous meeting on 20 September 2016 were **AGREED** as a true record. Proposed by Cllr Evans and Seconded by Cllr Spriggs

RECOMMENDED to be **ADOPTED** by Council.

F/98/16 Matters Arising

Action carried forward from previous meeting: Reimbursement for damaged slide at Hampers Common. **Cllr Kemp** will ask Debbie to check through Council and Open Spaces minutes for the last 2 years to see whether a proposed reimbursement amount has been recorded, which he will then discuss with the Estate

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. Carried forward.

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. **Cllr Copus** reported that as no response has been received that he will ask Cllr Lintill to intervene

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. **Cllr Copus** reported that one stallholder still owes for 4 markets and he will threaten Small Claims Court action if not paid by end October

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. **Cllr Copus** to draft TOR for Staffing Working Group

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: **Cllr Copus** confirmed that there is budget provision for pension payments for the Clerk of 3% from 1/2/17. He will progress provision of a staff pension by that date including contacting Peninsular and SSALC about possible options. **Cllr Kemp** to speak to Julie Aguilar about her pension requirements

Action carried forward from previous meeting: **Cllr Copus** to advise our insurers that a claim will be submitted to recover temporary cover costs whilst the Clerk is off sick

Action carried forward from previous meeting: **Cllr Copus** to draft amendment to Financial Regs for stationery prior approval

F/99/16 Accounts – September 2016

INCOME	2016/17 Budget	Actual cash to date
Precept	104,800	106,200
Support Grant	3,484	3,484
Hampers Common Hire	200	240
CDC Receipt		250
Interest	20	8
Allotment Rents	2,500	1,273
Xmas Event	2,500	530
Farmers Market		3,745
Totals	113,504	115,731

EXPENDITURE	2016/17 Budget	Actual cash to date
Outside Rosemary Gdns/Hampers Com Contract	6,000	4,908
Rosemary Gardens Maintenance	500	316
Hampers Common Maintenance	500	295
Safety checks		532
Hampers Common Lease	800	0
Waste & Dog Bins	600	1,192
Hanging Baskets - Maintenance	1,200	593

	Hanging Baskets - Watering	2,000	1,575
	Planters	200	0
	CCTV	5,000	5,000
	Street Lighting	1,800	1,239
	Church clock	250	122
	General Maintenance	2,000	1,352
		<u>20,850</u>	<u>17,123</u>
	Allotments Lease	500	750
	Allotments Water	500	125
	Allotments Maintenance	1,500	55
		<u>2,500</u>	<u>930</u>
	Xmas Event - General	1,300	50
	Xmax Event - Lighting	1,000	224
		<u>2,300</u>	<u>274</u>
	Farmers Market		2,279
Admin	Office Rent & Service Charges	6,700	4,079
	Clerk's Salary	31,000	16,372
	Clerk's pension from 1/2/2017 @ 3%	126	0
	Insurance	1,500	1,213
	SALC/SLCC Subscriptions/Contracts	900	831
	Audit Fee	1,000	310
	Annual meetings	100	128
	Office Expenditure	900	784
	Expenses/Postage	300	65
	Repayment of £80k loan for playgrounds	8,960	4,413
	Local Election	2,000	0
	Training	1,500	462
	Web Site	200	0
	Comms/IT	700	491
	Office Water	110	46
		<u>55,996</u>	<u>29,194</u>
Misc	Grants Awarded	3,000	2,025
	Repayment of £10k loan for skatepark	1,221	0
	Skatepark	0	350
	Traffic consultant recommended works	10,000	0
	War Memorial	0	4,900
	Street light refurbishment	10,000	0
	Bus shelter	3,000	0
	Jubilee walk	500	403
	Sign posts	1,000	0

Queen's 90th birthday celebrations	100	250
Chairman's allowance	500	26
Petworth Pages net contribution	500	570
Unallocated budget/contingency	2,000	825
	<u>31,821</u>	<u>9,349</u>
	<u>113,467</u>	<u>59,148</u>

Cllr Pawsey left the meeting at 19.30

Following discussion, the write-off of £35 of Farmers Market income was proposed by Cllr Copus and seconded by Cllr Petersens to be **RECOMMENDED** to Council for **ADOPTION**.

Following discussion of the timing of the Clerk's salary payments, it was proposed by Cllr Copus and seconded by Cllr Spriggs that the previous standing order be re-instated.

F/100/16 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	-6,745
Plus: income	115,731
Less: expenditure	-59,148
Less: N Plan expenditure	-17,414
Plus: N Plan grant	4,000
Balance at 30/09/2016	<u>68,577.26</u>

Nat West	
balances at 30/09/2016	
Current	
Account	8,614.80
Deposit	
Account	59,962.46
	68,577.26

The bank reconciliation was proposed by Cllr Kemp and Seconded by Cllr Petersens to be **RECOMMENDED** to Council for **ADOPTION**. Cllr Kemp initialed the bank statements as at end September to confirm the above balances.

F/101/16 Invoices for approval

27/09/2016	Littlejohn	480.00	80	400.00	Audit Fee
14/05/2016	Auditing Solutions	102.00	17	85.00	Audit Fee
26/09/2016	Southern Water	62.90		62.90	Office Water
23/09/2016	Southern Electric	254.36	12.11	242.25	Street Lighting
20/08/2016	Judith Spencer	100.80		100.80	General Maintenance
28/07/2016	Hrservices partnership	390.00	65	325.00	Unallocated budget/cont
23/09/2016	Reed	251.04	41.84	209.20	Unallocated budget/cont
30/09/2016	Reed	461.21	76.87	384.34	Unallocated budget/cont Rosemary Gdns/Hampers
31/9/16	HJS Land Services	995.00		995.00	Contract
31/9/16	HJS Land Services	375.00		375.00	General Maintenance
30/09/2016	Link Hire	149.10	24.85	124.25	Farmers Market
30/09/2016	Austens	67.99	11.33	56.66	General Maintenance
30/09/2016	Leconfield Estates	750.00		750.00	Allotments Lease
24/09/2016	Post Office Ltd (HMRC)	836.76		836.76	Clerk's Salary
18/10/2016	Chris Kemp	9.90		9.90	Unallocated budget/cont
09/10/2016	Judith the Gardener	1,422.76		1,422.76	Planters
22/10/2016	Tom Fuller	120.00		120.00	Farmers Market

AGREED to be **RECOMMENDED** to Council

Proposed by Cllr Copus and seconded by Cllr Evans

F/102/16 Receipts

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

04/10/2016	Northcombe Barn	140.00	Farmers Market
05/10/2016	Jakes Artisan	35.00	Farmers Market
10/10/2016	French Deli	45.00	Xmas Event Hampers Common
12/10/2016	Shayler	100.00	Hire
12/10/2016	Glass Occasions	105.00	Xmas Event
12/10/2016	Selsey Willows Seafood Premium Moroccan	35.00	Farmers Market
13/10/2016	Leather	50.00	Xmas Event
13/10/2016	Olivary Fine Soaps	50.00	Xmas Event
17/10/2016	Ben Talbot	45.00	Xmas Event

F/103/16 Matters to be discussed at the Chairman's discretion.

1 Cllr Copus reported that the external audit of the 2015/16 accounts by Littlejohn had been successfully concluded with absolutely no comments from them. Also that the interim internal audit for 2016/17 year is scheduled to take place in the Council office on November 11th

2 Cllr Copus reported that CDC have approved up to £1266 of New Homes Bonus to improve seating at Hampers Common. They require the Council to accept and understand the conditions of this approval and Cllr Copus will present them at the next Council meeting for agreement

3 Cllr Kemp reported that the Petworth Community Garden are seeking further funding and he will ask them to present their case to Council

The meeting closed at 8.35 pm

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