

# PETWORTH TOWN COUNCIL

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

TUESDAY 15<sup>th</sup> NOVEMBER 2016

IN THE TOWN COUNCIL OFFICE AT 7.00 PM

**Cllrs Present:** Mr Alan Copus (Chair)  
Mr Chris Kemp  
Dr. Rosa Pawsey  
Mr. Michael Peet

**Cllrs Absent:** Mr. Rob Evans  
Mr. Hugo Petersons  
Mr. Neville Fox

**Note:** Kay Howard stood in as Clerk and took notes of the meeting

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### F/95/16 Apologies for absence

Apologies for absence were received from Cllrs Evans, Petersons and Fox.

### 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 18<sup>th</sup> October 2016 were **AGREED** as a true record. Proposed by Cllr Hugo Peterson and Seconded by Cllr Rob Evans

**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. (Reminder: Debbie to be asked to go through the minutes)

**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. Pending

**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. Done – Money Received

**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. They have paid up. No arrears.

**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. Staffing Working Groups done – Council to sign off. Petworth Pages Terms of Reference to be drafted by Alan Copus.

**Action carried forward from previous meeting:** **Cllr Peet** to draft Terms of Reference for the Farmers Market. Work in Progress

**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. Carry Forward.

**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. Done and in hand with insurers.

**Action carried forward from previous meeting:** **Cllr Copus** to draft amendment to Financial Regulations for stationery prior approval. **Cllr Copus** is taking action to look at Viking to see if it is possible to put an upper limit on it.

## F/99/16 Accounts – October 2016

<b>INCOME</b>	<b>2016/17 Budget</b>	<b>Actual cash to date</b>
Precept	104,800	106,200
Support Grant	3,484	3,484
Hampers Common Hire	200	340
Interest	20	10

Allotment Rents	2,500	1,867
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Xmas Event	2,500	1,210
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Farmers Market		4,515
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Q90 birthday grant		250
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**Totals**113,504 117,877

<b>EXPENDITURE</b>		<b>2016/17</b>	<b>Actual cash</b>
		<b>Budget</b>	<b>to date</b>
<b>Outside</b>	Rosemary Gdns/Hampers Com Contract	6,000	6,898
	Rosemary Gardens Maintenance	500	1,441
	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	1,250
	Street Lighting	1,800	1,481
	Church clock	250	122
	General Maintenance	2,000	1,757
		<u>20,850</u>	<u>17,135</u>
	Allotments Lease	500	1,500
	Allotments Water	500	125
	Allotments Maintenance	1,500	55
		<u>2,500</u>	<u>1,680</u>
	Xmas Event - General	1,300	50
	Xmax Event - Lighting	1,000	224
		<u>2,300</u>	<u>274</u>
	Farmers Market		2,540
<b>Admin</b>	Office Rent & Service Charges	6,700	5,639
	Clerk's Salary	31,000	19,228
	Clerk's pension from 1/2/2017 @ 3%	126	0
	Office temp		594
	HR Consultancy		182
	Insurance	1,500	1,213
	SALC/SLCC Subscriptions/Contracts	900	831

Audit Fee	1,000	710
Annual meetings	100	128
Office Expenditure	900	789
Expenses/Postage	300	65
Repayment of £80k loan for playgrounds	8,960	8,893
Local Election	2,000	0
Training	1,500	462
Web Site	200	0
Comms/IT	700	537
Office Water	110	109
	<u>55,996</u>	<u>39,381</u>

<b>Misc</b>	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	878
		<u>31,821</u>	<u>9,402</u>

**113,467   70,412**

## BALANCE SHEET

Reserve at 1 April 2016 - general	24,478	Nat West balances at	31/10/2016
Reserve at 1 April 2016 - for allotments	99	Current Account	13,456.88
Reserve at 1 April 2016 - for NP	12,829	Deposit Account	44,964.76
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		-7,241	
Plus: income		117,877	
Less: expenditure		-70,412	
Less: N Plan expenditure		-17,955	
Plus: N Plan grant		4,000	
Balance at	31/10/2016	<u>58,421.64</u>	<u>58,421.64</u>

**PETWORTH TOWN COUNCIL - BUDGET FOR  
2017/18**

INCOME				%	EXPENDITURE
	2016/17	2016/17	2017/18	Change	
	Budget	F/cast	Budget		
Precept	104,800	106,200	113,200	7%	Rosemary Gdns/Hampers Com Contract
Support Grant	3,484	3,484	2,500	-28%	Rosemary Gardens Maintenance
Hampers Common Hire	200	340	300	-12%	Hampers Common Maintenance
					Safety checks
					Hampers Common Lease
Interest	20	15	15	0%	Waste & Dog Bins
					Hanging Baskets - Maintenance
					Hanging Baskets - Watering
					Planters
					CCTV
					Street Lighting
					Church clock
					General Maintenance
					Allotments Lease
					Allotments Water
					Allotments Maintenance
Allotment Rents	2,500	2,400	2,400	0%	
					Xmas Event - General
					Xmas Event - Tree pit
					Xmax Event - Lighting
Xmas Event	2,500	2,500	2,500	0%	

Farmers Market

7,515 5,000 -33%

Farmers Market

**Admin**

Office Rent & Service Charges  
Clerk's Salary  
Clerk's pension from  
1/2/2017 @ 3%  
Office temp  
HR Consultancy  
Insurance  
SALC/SLCC  
Subscriptions/Contracts  
Audit Fee  
Annual meetings  
Office Expenditure  
Expenses/Postage  
Repayment of £80k loan for  
playgrounds  
Local Election  
Training  
Web Site  
Comms/IT  
Office Water

**Misc**

Grants Awarded  
Repayment of £10k loan for  
skatepark  
Skatepark  
Traffic consultant  
recommended works  
War Memorial  
Street light  
refurbishment  
Bus shelter  
Jubilee walk  
Sign posts  
Queen's 90th birthday  
celebrations  
Chairman's allowance  
Petworth Pages net  
contribution  
Jubilee Walk Info  
Boards, Gates etc  
Grove Lane allotment  
wall

Q90 birthday grant

250 0 -100%

Cemetery seat  
Neighbourhood Plan  
Unallocated  
budget/contingency

**Totals**

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<b>113,504</b>	<b>122,704</b>	<b>125,915</b>	3%
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