

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL
PURPOSES COMMITTEE HELD ON
TUESDAY 13th DECEMBER 2016
IN THE TOWN COUNCIL OFFICE AT 7.00 PM

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

Cllrs Absent: Mr. Rob Evans
Mr. Hugo Petersons
Mr. Neville Fox
Mr. Michael Peet

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

F/114/16 Apologies for absence

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

F/115/16 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/116/16 Minutes of the previous meeting

The minutes of the previous meeting on 15th November 2016 were amended to record Cllr Pawsey as proposing agreement to the previous meeting minutes and Cllr Kemp as seconding. They were then **AGREED** as a true record. Proposed by Cllr Rosa Pawsey and Seconded by Cllr Chris Kemp

RECOMMENDED to be **ADOPTED** by Council.

F/117/16 Matters Arising

Action carried forward from previous meeting: Reimbursement for damaged slide at Hampers Common. Debbie has checked through Council and Open Spaces minutes for the last 2 years and has not been able to identify a proposed reimbursement amount being recorded. **Cllr Kemp** will contact Richard Chandler to see if he can help.

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. **AGREED** that this matter will be progressed by the Neighbourhood Plan Steering Group

Action carried forward from previous meeting: Staffing Working Group Terms of Reference have now been agreed by Council. Petworth Pages ToRs to be drafted by **Cllr 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** to progress provision of a staff pension for both Becca and Julie by 1/2/17 including contacting Peninsular and SSALC about possible options. 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. Actual claim still to be submitted.

Action carried forward from previous meeting: **Cllr Copus** to draft amendment to Financial Regulations for stationery prior approval. The Financial Regulations (4.5) already require normal expenditure to be approved by Chair F&GP if less than £250 or by the Chairman if less than £500. **Cllr Copus** has asked Debbie to check whether the Viking ordering system can be set an upper limit.

Action from previous meeting: **Cllr Copus** to propose updates to both Standing Orders and Financial Regulations to reflect recent changes in the standard models. The proposed updates had been issued prior to the meeting. Following review of them it was proposed by Cllr Copus and seconded by Cllr Pawsey that they be **RECOMMENDED** to Council for **ADOPTION**.

F/118/16 Accounts – November 2016

INCOME	2016/17 Budget	Actual cash to date
Precept	104,800	106,200
Support Grant	3,484	3,484
Hampers Common Hire	200	490
Interest	20	11
Allotment Rents	2,500	2,152
Xmas Event	2,500	1,815
Farmers Market		5,180
Q90 birthday grant		250
Totals	113,504	119,583

EXPENDITURE		2016/17 Budget	Actual cash to date	% cash to date
Outside	Rosemary Gdns/Hampers Com Contract	6,000	6,898	115%
	Rosemary Gardens Maintenance	500	1,441	288%
	Hampers Common Maintenance	500	802	160%
	Safety checks		532	
	Hampers Common Lease	800	0	0%
	Waste & Dog Bins	600	1,192	199%
	Hanging Baskets - Maintenance	1,200	593	49%
	Hanging Baskets - Watering	2,000	1,575	79%
	Planters	200	1,519	760%
	CCTV	5,000	1,250	25%
	Street Lighting	1,800	1,481	82%
	Church clock	250	122	49%
	General Maintenance	<u>2,000</u>	<u>1,915</u>	96%
		<u>20,850</u>	<u>19,319</u>	93%
	Allotments Lease	500	1,500	300%
	Allotments Water	500	474	95%
Allotments Maintenance	<u>1,500</u>	<u>55</u>	4%	
	<u>2,500</u>	<u>2,029</u>	81%	
Xmas Event - General	1,300	200	15%	
Xmas Event - Lighting	<u>1,000</u>	<u>746</u>	75%	
	<u>2,300</u>	<u>946</u>	41%	
Farmers Market		2,664		
Admin	Office Rent & Service Charges	6,700	5,639	84%
	Clerk's Salary	31,000	22,921	74%
	Clerk's pension from 1/2/2017 @ 3%	126	0	0%
	Office temp		1,990	
	HR Consultancy		274	
	Insurance	1,500	1,213	81%
	SALC/SLCC Subscriptions/Contracts	900	831	92%
	Audit Fee	1,000	1,065	107%
	Annual meetings	100	128	128%
	Office Expenditure	900	1,010	112%
	Expenses/Postage	300	72	24%
	Repayment of £80k loan for playgrounds	8,960	8,893	99%
	Local Election	2,000	0	0%
	Training	1,500	462	31%
	Web Site	200	0	0%
	Comms/IT	700	555	79%
	Office Water	110	109	99%

		55,996	45,162	81%
Misc	Grants Awarded	3,000	2,025	68%
	Repayment of £10k loan for skatepark	1,221	0	0%
	Skatepark	0	350	
	Traffic consultant recommended works	10,000	0	0%
	War Memorial	0	4,900	
	Street light refurbishment	10,000	0	0%
	Bus shelter	3,000	0	0%
	Jubilee walk	500	403	81%
	Sign posts	1,000	0	0%
	Queen's 90th birthday celebrations	100	250	250%
	Chairman's allowance	500	43	9%
	Petworth Pages net contribution	500	855	171%
	Unallocated budget/contingency	2,000	1,480	74%
		31,821	10,307	32%
		113,467	80,427	71%

It was **NOTED** that overall we are on track with the budget after specifically allowing for War Memorial costs which were accrued for in 2015/16 year and the unbudgeted Farmers Market costs which are more than offset by unbudgeted income

F119/16 Bank Reconciliation

BALANCE SHEET

Reserve at 1 April 2016 - general	24,478	Nat West balances at	30/11/2016
Reserve at 1 April 2016 - for allotments	99	Current Account	14,001.08
Reserve at 1 April 2016 - for NP	12,829	Deposit Account	34,965.47
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	-7,846		
Plus: income	119,583		
Less: expenditure	-80,427		
Less: N Plan expenditure	-18,497		
Plus: N Plan grant	4,000		
Balance at 30/11/2016	48,966.55		48,966.55

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

F120/16 Invoices for approval

18/11/2016	Reed	577.97	96.33	481.64	Office temp
25/11/2016	Reed	449.53	74.92	374.61	Office temp
02/12/2016	Reed	601.32	100.22	501.10	Office temp
09/12/2016	Reed	338.60	56.43	282.17	Office temp
04/12/2016	BT	86.40	14.40	72.00	Comms/IT
03/12/2016	Leconfield Hall	491.00		491.00	Xmas Event - General
03/12/2016	Leconfield Hall	42.00		42.00	Chairman's allowance
30/11/2016	Link Hire	171.60	28.60	143.00	Farmers Market
26/11/2016	Chris Kemp	34.98	5.83	29.15	Xmax Event - Lighting
22/11/2016	P&DCA	58.00		58.00	Xmas Event - General
16/11/2016	Tony Sneller	64.89		64.89	Xmas Event - General
24/11/2016	Peninsular	1,194.00	199.00	995.00	HR Consultancy Rosemary Gdns/Hampers Com
30/11/2016	HJS land Services	280.00		280.00	Contract
30/11/2016	Austens	65.30	10.88	20.97	Planters
				33.45	Xmas Event - General
30/11/2016	Oldrock (2007) Ltd Kingspit Transport	55.20	9.20	46.00	Hampers Common Maintenance
17/11/2016	Ltd	300.00	50.00	250.00	Hampers Common Maintenance
28/11/2016	Steeple	417.60	69.60	348.00	Xmas Event - General
01/12/2016	Alan Copus Auditing Solutions	36.28		36.28	Xmas Event - General
21/11/2016	Ltd	384.00	64.00	320.00	Audit Fee
25/11/2016	Khameleon	30.00		30.00	General Maintenance
11/09/2016	John Bridle	132.00		132.00	Hanging Baskets - Watering
	John Bridle	705.00		705.00	Safety checks
30/11/2016	Nexus	6,360.00	1,060.00	5,300.00	N Plan
24/12/2016	J Aguilar	541.67		541.67	N Plan
24/12/2016	R Knifton Post Office Ltd	1,150.67		1,150.67	Clerk's Salary
24/12/2016	(HMRC)	239.62		239.62	Clerk's Salary
02/12/2016	BT	18.00	3.00	15.00	Comms/IT
06/12/2016	Petworth Town Band	220.00		220.00	Xmas Event - General

AGREED to be **RECOMMENDED** to Council for payment. Proposed by Cllr Copus and seconded by Cllr Kemp.

F121/16 Receipts

The following receipts already in December were **NOTED** and that the Farmers Market Receipts were satisfactory:

05/12/2016	Moores/Serpell	50.00	Xmas Event
05/12/2016	Silver Moon	50.00	Xmas Event
05/12/2016	Carly Brown	5.00	Xmas Event
05/12/2016	Dinkyccino	55.00	Xmas Event
05/12/2016	Smith	45.00	Xmas Event
05/12/2016	Cheesemaker	35.00	Farmers Market
05/12/2016	Mud Foods	35.00	Farmers Market
05/12/2016	Jakes Artisan	35.00	Farmers Market
05/12/2016	Cooper	17.00	Allotment Rents
05/12/2016	Murray	20.00	Allotment Rents
05/12/2016	Percival	10.00	Allotment Rents
05/12/2016	Bucket collection	132.38	Xmas Event
05/12/2016	Burnetts Fairground	105.00	Xmas Event
05/12/2016	Laura Stephen	10.00	Allotment Rents
05/12/2016	Bucket collection	34.84	Xmas Event
09/12/2016	Easton	15.00	Allotment Rents
13/12/2016	Olives & Things NFU Alastair	75.00	Farmers Market
13/12/2016	Mcaloon	35.00	Farmers Market
13/12/2016	Nut Knowle	35.00	Farmers Market

F122/16 Budget 2017/18

The second draft budget was reviewed whereby the only changes from the previous version was the inclusion of Cemetery Grounds maintenance (but with no overall expenditure increase) and the confirmation of the final Support Grant from CDC. The revised budget was proposed by Cllr Copus and seconded by Cllr Pawsey to be **RECOMMENDED** to Council for approval

F 123/16 Matters to be discussed at the Chairman's discretion

There were none

The meeting closed at 9.25 pm

Signed when agreed by Chair F&GP Committee