

# PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON  
TUESDAY 15 MARCH 2016  
IN THE TOWN COUNCILOFFICE AT 7.00 PM

**Cllrs Present:** Mr Hugo Petersens (Chairman)  
Mr Rob Evans  
Mr Neville Fox  
Mr Chris Kemp  
Mr Michael Peet (L)  
Mr David Burden (L)

**Cllrs Absent:** Dr Rosa Pawsey  
Miss Sam Spriggs

**In attendance:** Town Clerk, Mrs Rebecca Knifton  
Mr Alan Copus (Finance Consultant)

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F/17/16 Election of Chairman

The Chairman of the Committee, Cllr Petersens wished to vary the agenda and simply propose that since Cllr Copus' co-option back on to the Council that he should become a member of the Committee.

Seconded by Cllr Kemp.

**RECOMMENDED** that Cllr Copus will re-join the Committee as a Cllr member.

F/18/16 Apologies for absence

Apologies were received from Cllrs Pawsey and Spriggs. **NOTED** that Cllr Peet would be late due to Film Club commitments.

F/19/16 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/20/16 Minutes of the previous meetings

The minutes of the meeting dated 16 February 2016 were **AGREED** as a true record. Proposed by Cllr Kemp and seconded by Cllr Evans.

**RECOMMENDED** to be **ADOPTED** by Council.

F/21/16 Matters Arising

The audit requirements for 2016/17 were discussed.

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Cllr Peet arrived at 7.13pm.

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Cllr Fox proposed that PTC should stay with the current process as this keeps the status quo. Seconded by Cllr Evans.

**RECOMMENDED** that this should be proposed to Council.

F/22/16 End of Year Financial Situation to include Accounts – February 2016

Bank Reconciliation - Proposed by Cllr Kemp and seconded by Cllr Peet.

**RECOMMENDED** to be **ADOPTED** by Council.

**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		89,686
Less: Expenditure to date		-62,807
Less: Recoverable VAT		-11,466
Less: Neighbourhood Plan		-15,945
Plus: Neighbourhood Plan Grant		4,700
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	29/02/2016	<u><u>100,900.68</u></u>

Playpark balance	60,049
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	Balances at	29/02/2016	
Nat West Current Account			71,631.24
Nat West Deposit Account			29,269.44
			<u><u>100,900.68</u></u>

February's report on payments and receipts and predicted end of year position was presented by Cllr Copus.

**NOTED** that Cllr Copus will liaise with the Clerk to ascertain the full breakdown of allotment payments in this financial year.

The following accounts were **NOTED** and **AGREED**:

**INCOME**

	<b>Annual Budget</b>	<b>Actual to date</b>	<b>Accruals b/f</b>
Precept	81,800	81,800	0
Support Grant Hampers	4,051	4,051	0
Common Hire	200	100	0
Interest	20	20	0
Xmas Event	2,500	1,793	0

Petworth Pages to PBA		620	620
Petworth History		5	
Allotment Rents	2,600	2,538	-793
<b>Totals</b>	<b>91,171</b>	<b>89,686</b>	<b>-173</b>

## EXPENDITURE

	Annual Budget	Actual to date	% Spent	Feb
<b>Open Spaces</b>				
Rosemary Gdns/Hampers Com Contract	6,000	5,970	100%	498
Rosemary Gardens Maintenance	1,500	716	48%	76
Hampers Common Maintenance	1,200	558	47%	76
Hampers Common Lease	300	1,096	365%	0
Xmas Event - General	1,300	3,394	261%	516
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	428	428%	0
General Maintenance	2,000	1,283	64%	0
	15,700	15,866	101%	1,166

## Admin

Office Rent & Service Charges	6,700	6,214	93%	1,365
Clerk's Salary	20,000	18,006	90%	2,159
Additional Clerk's hours	3,000	0	0%	0
Insurance SALC/SLCC	3,300	2,531	77%	0
Subscriptions/Contracts	1,100	824	75%	0
Audit Fee	1,000	974	97%	674
Office Expenditure	1,000	1,778	178%	282
Expenses/Postage	400	197	49%	54
Comms/IT	500	856	171%	141
Office Water	150	104	69%	0
	37,150	31,483	85%	4,676

## Misc

Grants Awarded	3,000	2,900	97%	0
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CCTV	5,000	5,000	100%	0
Street Lighting	2,400	1,637	68%	0
Neighbourhood Planning	1,765	0	0%	0
Web Site	300	120	40%	0
Church clock	200	118	59%	0
Local Election	2,000	1,837	92%	1,837
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	2,500	33%	0
War Memorial	2,000	0	0%	0
Dog Bins	500	591	118%	0
Training	2,000	1,388	69%	0
Contingency	2,000	-1,953	-98%	15
	<b>35,665</b>	<b>14,138</b>	<b>40%</b>	<b>1,852</b>
Allotments Lease and Water	2,000	1,248	62%	0
Allotments Maintenance	500	72	14%	0
	<b>2,500</b>	<b>1,320</b>	<b>53%</b>	<b>0</b>
	<b>91,015</b>	<b>62,807</b>	<b>69%</b>	<b>7,693</b>

Cllr Burden arrived at 7.30pm.

F/23/16 Invoices for approval

Post Office Ltd (HMRC)	526.41	Clerk's Salary	Tax & NI
Julie Aguilar	55.96	Neighbourhood Planning	Expenses for admin Event with Nick Herbert MP – Expenses for refreshments
Carry Smith	20	Training	
Viking	467.83	Office Expenditure	
CDC	136.37	Office Rent & Service Charges	Building Insurance 1.11.15 to 31.10.16
Nexus	4404	NEXUS SALC/SLCC	Consultancy fees
West Sussex ALC Ltd	830.99	Subscriptions/Contracts	1.4.16 to 31.3.17
Naldrett	697.5	Rosemary Gdns/Hampers Com Contract	inc £200 Jubilee walk
SSALC	78	Training	Becca
Des Bone Ltd	182.40	Rosemary Gardens Maintenance	ROSPA legal advice re skatepark
Hedleys	460.8	Contingency	
The Leconfield Hall	50	Xmas Event - General	Hire of Hall for the Xmas event
Tilleys	5880	War Memorial	
Naldrett	400	Allotments Maintenance	Clearance of allotment plots
Le Grove	400	Contingency	De-fib
Playsafe	374.40	Hampers Common Maintenance	Fencing

The above invoices were proposed by Cllr Evans and seconded by Cllr Peet.

**RECOMMENDED** for approval by Council.

F/24/16      Receipts  
None in February 2016.

F/25/16      Matters to be discussed at the Chairman's discretion  
None

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Meeting closed – 8pm