



Petworth Town Council

Town Clerk: Mrs Rebecca Knifton ACILEx
H: 01428 607782
M: 07917 663167

The Old Bakery
Golden Square
Petworth
West Sussex
GU28 0AP
Tel: 01798 344883
E: petworthtowncouncil@hotmail.co.uk
13 April 2016

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 19 APRIL 2016** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7pm**.

Yours sincerely

Becca

Mrs Rebecca Knifton ACILEx
TOWN CLERK

Agenda

1. Apologies for absence
2. Declarations of interest
To receive from Members declarations of Pecuniary and non-Pecuniary 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**.
3. Minutes of the previous meeting
To approve and sign the minutes of the last meeting. APPENDIX A
4. Matters Arising
To consider any matters arising from the previous minutes.
5. End of Year Accounts –2015/16
6. Invoices for approval

275.00	Rosemary Gardens Maintenance	Repair of benches and fencing
250.00	General Maintenance	Repair of steel bench on Jubilee Walk
40.00	Xmax Event - Lighting	Fabricate Christmas Light Bracket
25.99	Chairman's Allowance	Reimbursement for presentation
497.50	Rosemary Gdns/Hampers Com Contract	
45.88	Office Water	Water Bill
138.00	Clerking	Neighbourhood Plan - Backdated underpayment
11.23	Allotments Lease and Water	Water Bill
371.50	General Maintenance	Defib Cabinet
50.00	Contingency	Hire of Hall for Localism Meeting

120.00	Web Site	Annual Back-up
565.00	Rosemary Gdns/Hampers Com Contract	
30.00	General Maintenance	Bus Shelter Cleaning
142.00	Contingency	Farmers Market Flyers
282.35	Office Rent & Service Charges	Office Electricity
114.00	Rosemary Gardens Maintenance	ROSPA
114.00	Hampers Common Maintenance	ROSPA

7. Receipts

Apr-16	7.4.16	50	Donation for trees at Jubilee Walk
	7.4.16	25	Allots
	7.4.16	10	Allots
	7.4.16	31	Allots
	7.4.16	15	Allots
	7.4.16	40	Allots
	7.4.16	15	Allots
	7.4.16	15	Allots
	7.4.16	20	Allots
	7.4.16	20	Allots
	7.4.16	40	Allots
	7.4.16	20	Allots
	7.4.16	25	Allots
	7.4.16	15	Allots
	7.4.16	17	Allots
	7.4.16	10	Allots
	7.4.16	33	Allots
	7.4.16	10	Allots
	7.4.16	15	Allots
	7.4.16	17	Allots
	7.4.16	17	Allots
	7.4.16	16	Allots
	7.4.16	15	Allots
	7.4.16	20	Allots
	7.4.16	20	Allots
	7.4.16	45	Allots
	7.4.16	10	Allots

586

8. Bank reconciliation

9. Matters to be discussed at the Chairman's discretion

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)

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.

Cllr Peet arrived at 7.13pm.

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.

**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		89,686
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
------------------	--------

	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

	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	20	0
Xmas Event	2,500	1,793	0
Petworth Pages to PBA		620	620
Petworth History Allotment		5	
Rents	2,600	2,538	-793
Totals	91,171	89,686	-173

EXPENDITURE

	Annual Budget	Actual to date	% Spent	Feb
Open Spaces				
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
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
	35,665	14,138	40%	1,852
Allotments Lease and Water	2,000	1,248	62%	0
Allotments Maintenance	500	72	14%	0
	2,500	1,320	53%	0
	91,015	62,807	69%	7,693

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

Meeting closed – 8pm