



Petworth Town Council

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10 May 2016

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 17 MAY 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. Approval of Grounds Maintenance Contract As previously circulated
6. Annual Return
To recommend the Annual Return figures to Council – To be tabled
7. Insurance Policy
To recommend the Council's Insurance provider – To be sent under separate cover
8. Grants
To consider grant applications made to the Council and to provide recommendation to Council
9. Accounts – April 2016
To be presented

10. Invoices for approval
To be sent under separate cover
11. Office opening hours
To agree proposals made by the Staffing Group
12. Licence
To agree the full Licence for events under the jurisdiction of PTC
13. Farmer's Market
14. Receipts
To be sent under separate cover
15. Bank reconciliation
16. 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 19 APRIL 2016

IN THE TOWN COUNCILOFFICE AT 7.00 PM

NB: Meeting commenced at 7.30pm

<p>Cllrs Present: Mr Hugo Petersens (Chairman) Mr Alan Copus Mr Chris Kemp Miss Sam Spriggs Dr Rosa Pawsey (Vice Chairman) Mr Michael Peet</p>	<p>Cllrs Absent: Mr Neville Fox Mr Rob Evans</p>
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In attendance: Town Clerk, Mrs Rebecca Knifton

Cllr Peet arrived at 7.11pm

Cllr Spriggs arrived at 7.28pm

F/26/16 Apologies for absence

Apologies were received from Cllrs Fox and Evans. **NOTED** that Cllrs Peet and Spriggs would be late due to Film Club commitments. Meeting started at 7.30pm.

F/27/16 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/28/16 Minutes of the previous meetings

The minutes of the meeting dated 15 March 2016 were **AGREED** as a true record. Proposed by Cllr Copus and seconded by Cllr Kemp.

RECOMMENDED to be **ADOPTED** by Council.

F/29/16 Matters Arising

None

F/30/16 End of Year Accounts –2015/16

The end of year accounts were presented by Cllr Copus as follows:

INCOME

	Annual Budget	Actual cash to date	Accruals b/f	Accruals c/f	Full year Outturn
Precept	81,800	81,800	0	0	81,800
Support Grant	4,051	4,051	0	0	4,051
Hampers Common Hire	200	100	0		100
Interest	20	20	0	0	20
Xmas Event	2,500	1,793	0	0	1,793
Petworth Pages to PBA		620	620	0	0

Petworth History		5		0	5
Allotment Rents	2,600	2,540	-793	143	1,889
Totals	91,171	89,689	-173	143	89,658

EXPENDITURE

	Annual Budget	Actual to date	% Spent	Accruals b/f	Accruals c/f	Full year outturn	Budget variance
Open Spaces							
Rosemary Gdns/Hampers Com Contract	6,000	6,468	108%	-498	913	6,883	-883
Rosemary Gardens Maintenance	1,500	716	48%	0	171	887	613
Hampers Common Maintenance	1,200	870	73%	0	171	1,041	159
Hampers Common Lease	300	346	115%	231	-242	335	-35
Xmas Event - General	1,300	1,968	151%	361	50	2,378	-1,078
Xmax Event - Lighting	1,000	17	2%	0	0	17	983
Hanging Baskets - Maintenance	800	1,003	125%	0	0	1,003	-203
Hanging Baskets - Watering	1,500	1,433	96%	0	0	1,433	67
Planters	100	398	398%	0	0	398	-298
General Maintenance	2,000	1,446	72%	0	1,138	2,584	-584
	15,700	14,663	93%	94	2,200	16,957	-1,257
Admin							
Office Rent & Service Charges	6,700	7,514	112%	537	-635	7,416	-716
Clerk's Salary	20,000	20,785	104%	0	0	20,785	-785
Additional Clerk's hours	3,000	0	0%	0	0	0	3,000
Insurance	3,300	2,531	77%	327	-422	2,436	864
SALC/SLCC Subscriptions/Contracts	1,100	1,001	91%	0	0	1,001	99
Audit Fee	1,000	974	97%	0	0	974	26
Office Expenditure	1,000	1,779	178%	-40	60	1,799	-799
Expenses/Postage	400	197	49%	0	0	197	203
Comms/IT	500	978	196%	35	37	1,049	-549
Office Water	150	104	69%	-52	101	152	-2
	37,150	35,862	97%	807	-859	35,809	1,341
Misc							
Grants Awarded	3,000	2,900	97%	0	0	2,900	100
CCTV	5,000	5,000	100%	3,750	-3,750	5,000	0
Street Lighting	2,400	1,637	68%	-975	980	1,641	759
Neighbourhood Planning	1,765	0	0%	0	0	0	1,765
Web Site	300	120	40%	0	0	120	180
Church clock	200	118	59%	-166	118	71	129
Local Election	2,000	1,837	92%	0	0	1,837	163
Repayment of £50k loan for playgrounds	6,000	0	0%	0	0	0	6,000
Repayment of £10k loan for skatepark	1,000	0	0%	0	0	0	1,000
Traffic & roads consultant	7,500	7,500	100%	0	0	7,500	0
War Memorial	2,000	0	0%	0	4,900	4,900	-2,900
Dog Bins	500	591	118%	0	600	1,191	-691
Training	2,000	1,331	67%	0	65	1,396	604

Contingency	2,000	-585	-29%	-75	1,460	801	1,199
	35,665	20,449	57%	2,534	4,374	27,357	8,308
Allotments Lease and Water	2,000	1,998	100%	604	122	2,723	-723
Allotments Maintenance	500	474	95%	0	0	474	26
	2,500	2,472	99%	604	122	3,198	-698
	91,015	73,446	81%	4,039	5,836	83,321	7,694

Neighbourhood Plan

	Approved		Actual spend			Financing	
	spend	2014/15	2015/16	Total			
NEXUS	34,667	7,619	9,784	17,403	Reserves 1/4/14	23,000	
Clerking	4,800		8,771	8,771	Grants received	14,000	
Traffic consultant	2,500			0	Future grant	7,000	
Postage/envelopes	1,940			0	Budget 2014/15	2,000	
Printing	1,600	148	861	1,009	Budget 2015/16	1,765	
Hall hire	1,518		405	405			
stationery & website	740		349	349			
total	47,765	7,767	20,169	27,936		47,765	

F/31/16

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

Additional discussions took place as follows:

- Defib – Accrual – Possible further invoice;
- **ACTION:** Reimbursement approval required for Cllr Peet's expenditure for the Defib. To be **RESOLVED** by Council.
- **ACTION:** Cllr Kemp to liaise with the Estate regarding the reimbursement for the cost to the damaged slide on Hampers Common;

- **ACTION:** The Clerk to contact Playsafe regarding closure of the hire of the fencing at Hampers Common;
- **ACTION:** Cllr Fox to be asked to pursue SSE and WSCC regarding the recent invoice for the unmetered supply as it should be lower than stated due to the new energy efficient lighting;
- **ACTION:** Payroll. Letters to inform NatWest of the changes to the Standing Orders to be sent to NatWest. Proposed by Cllr Kemp and seconded by Cllr Petersens. **RECOMMENDED** to be **RESOLVED** by Council. Due to time constraints, and the HMRC RTI system, these were signed by the Finance Committee under delegated authority. A **RESOLUTION** will be passed at Council as these will be the fixed sums for 2016/17.

Proposed by Cllr Copus and seconded by Cllr Pawsey.
RECOMMENDED to be **ADOPTED** by Council.

F/32/16 Receipts

Total receipts for April were **NOTED** as: **£586**

F/33/16 Bank reconciliation

**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	89,689
Less: Expenditure to date	-73,446
Less: Recoverable VAT	-25,992
Less: Neighbourhood Plan	-20,169
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	-94,108
Balance at 31/03/2016	9,863.89

Playpark balance -1,601

	Balances	
	at	31/03/2016
Nat West Current Account		9,593.93
Nat West Deposit Account		269.96
		9,863.89

Balances 31/03/2016
at
Nat West 9,593.93
Current
Account
Nat West 269.96
Deposit
Account
9,863.89

Bank Reconciliation - Proposed by Cllr Kemp and seconded by Cllr Pawsey.
RECOMMENDED to be **ADOPTED** by Council.

F/34/16 Matters to be discussed at the Chairman's discretion

AGREED: To put forward the quote for the reimbursement to Cllr South for the new tree at Jubilee Walk.

AGREED: To put forward Cllr Peet's quote for the repair of the benches by Oldrock.

ACTION: The Clerk to submit the VAT Return ASAP.

En mass, proposed by Cllr Pawsey and seconded by Cllr Spriggs.

RECOMMENDED to be **RESOLVED** by Council.

Meeting closed – 9.06pm