



Petworth Town Council

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13 June 2016

Dear Cllr

I HEREBY GIVE NOTICE that a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** will be held on **TUESDAY 21 JUNE 2016** in **PETWORTH TOWN COUNCIL OFFICES** commencing at **7pm**.

Yours sincerely

Becca

Mrs Rebecca Knifton ACILEx
TOWN CLERK

Agenda

1. Election of Chairman
2. Election of Vice Chairman
3. Apologies for absence
4. 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**.
5. Minutes of the previous meeting
To approve and sign the minutes of the last meeting. APPENDIX A – as attached
6. Matters Arising
To consider any matters arising from the previous minutes.
7. Accounts – May 2016
To be presented at the meeting.
8. Bank reconciliation
To be approved and recommended for adoption at full Council.
9. Receipts
To be sent under separate cover.
10. Invoices for approval
To be sent under separate cover.

11. Licence

To consider the Licence Documents for events under the jurisdiction of PTC. To be sent under separate cover.

12. Grants

To consider grant applications made to the Council from the Petworth Youth Association on behalf of the Sylvia Beaufoy Centre and the Petworth Festival.

13. Petworth Sports Association

To consider using the Council's specific powers to assist in providing financial support.

14. Farmer's Market

An update on the current financial position to be presented to the Committee.

15. Allotment Database

To receive an update on the current financial position and to consider any outstanding payments to be addressed.

16. Petworth in Bloom

To discuss the proposal of the England in Bloom competition with specific regard to Terms of Reference and a Management Plan.

17. 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 17 MAY 2016
IN THE TOWN COUNCILOFFICE AT 7.00 PM

Cllrs Present: Mr Alan Copus (acting Chair)
Mr Rob Evans
Mr Chris Kemp
Dr Rosa Pawsey (Vice Chairman)
Mr Michael Peet

Cllrs Absent: Mr Neville Fox
Miss Sam Spriggs
Mr Hugo Petersens

In attendance: Town Clerk, Mrs Rebecca Knifton

Prior to the meeting, in the absence of the Chairman Mr Hugo Petersens, Cllr Kemp proposed and Cllr Pawsey seconded that Cllr Alan Copus be acting Chairman. **AGREED**

F/35/16 Apologies for absence
Apologies were received from Cllrs Fox, Spriggs and Petersens.

F/36/16 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/37/16 Minutes of the previous meetings
The minutes of the meeting dated 19 April 2016 were **AGREED** as a true record. Proposed by Cllr Copus and seconded by Cllr Peet.
RECOMMENDED to be **ADOPTED** by Council.

F/38/16 Matters Arising
NOTED that the accrual for the Defib was completed.
The reimbursement for the slide had yet to be done.
ACTION: Cllr Kemp to deal.

NOTED that the issue with Playsafe, the ongoing issue with Greenspan and the outstanding Payroll issues had all been dealt with.

AGREED that the bench refurbishment will be put back on the agenda.

F/39/16 Approval of Grounds Maintenance Contract
Several amendments were made to the contract. These were undertaken at the meeting.
AGREED that the amended contract be adopted by Council.
Proposed by Cllr Kemp and seconded by Cllr Peet.
RECOMMENDED that the contract be adopted by Council.

F/40/16 Annual Return
Cllr Copus and the Clerk confirmed the figures for the annual return.
AGREED that the annual return be adopted by Council.

Proposed by Cllr Copus and seconded by Cllr Kemp.
RECOMMENDED that the annual return be adopted by Council.

F/41/16 Insurance Policy

The Committee considered all three quotes, Hiscox, Aon and Zurich. It was **NOTED** that Hiscox were the only Company that had fully considered PTC's asset register and had also included KeyMan Insurance. **AGREED** that the Clerk will clarify whether PTC's events are covered. If so, Hiscox will be **RECOMMENDED** to Council.

F/42/16 Grants

The Grant applications for the Petworth and District Community Association and the Petworth Community Gardens were discussed.

AGREED that PTC will Grant £250 towards the Queen's Tea Party to the P&DCA and that £475 will be granted to the Petworth Community Gardens.

Proposed by Cllr Evans and seconded by Cllr Pawsey.

RECOMMENDED to be approved by Council.

AGREED that a **RECOMMENDATION** to amend the wording of the Grant Policy be put forward to Council to take out the financial limit of the Grant.

F/43/16 Accounts – April 2016

INCOME	2016/17 Budget	Actual cash to date
Precept	104,800	53,100
Support Grant	3,484	1,742
Hampers Common Hire	200	0
Interest	20	1
Allotment Rents	2,500	1,010
Xmas Event	2,500	0
Farmers Market		175
Totals	113,504	56,028

EXPENDITURE		2016/17 Budget	Actual cash to date	April
Outside	Rosemary Gdns/Hampers Com Contract	6,000	565	565
	Rosemary Gardens Maintenance	500	76	76
	Hampers Common Maintenance	500	76	76
	Hampers Common Lease	800	0	0
	Waste & Dog Bins	600	0	0
	Hanging Baskets - Maintenance	1,200	0	0
	Hanging Baskets - Watering	2,000	0	0
	Planters	200	0	0
	CCTV	5,000	0	0
	Street Lighting	1,800	269	269

	Church clock	250	0	0
	General Maintenance	2,000	515	515
		20,850	1,501	1,501
	Allotments Lease	500	0	0
	Allotments Water	500	0	0
	Allotments Maintenance	1,500	0	0
	Xmas Event - General	1,300	50	50
	Xmax Event - Lighting	1,000	0	0
	Farmers Market		620	620
Admin	Office Rent & Service Charges	6,700	114	114
	Clerk's Salary	31,000	2,844	2,844
	Clerk's pension from 1/2/2017 @ 3%	126	0	0
	Additional Clerk's hours	0	0	0
	Insurance	1,500	0	0
	SALC/SLCC Subscriptions/Contracts	900	831	831
	Audit Fee	1,000	0	0
	Annual meetings	100	0	0
	Office Expenditure	900	0	0
	Expenses/Postage	300	0	0
	Repayment of £80k loan for playgrounds	8,960	4,413	4,413
	Local Election	2,000	0	0
	Training	1,500	65	65
	Web Site	200	0	0
	Comms/IT	700	63	63
	Office Water	110	46	46
		55,996	8,376	8,376
Misc	Grants Awarded	3,000	0	0
	Neighbourhood Planning	0	0	0
	Repayment of £10k loan for skatepark	1,221	0	0
	Traffic & roads consultant	0	0	0
	Traffic consultant recommended works	10,000	0	0
	War Memorial	0	4,900	4,900
	Street light refurbishment	10,000	0	0
	Bus shelter	3,000	0	0
	Jubilee walk	500	0	0
	Sign posts	1,000	0	0
	Queen's 90th birthday celebrations	100	0	0
	Chairman's allowance	500	0	0
	Petworth Pages net contribution	500	0	0
	Unallocated budget/contingency	2,000	0	0
		31,821	4,900	4,900
		113,467	15,447	15,447

Neighbourhood Plan Summary

Approved Costs: Nexus 34,667

clerking	4,800
stationery	440
printing	1,600
website upgrade	300
traffic & roads consultant	2,500
postage/envelopes	1,940
hall hire	<u>1,518</u>
Total approved cost	47,765

Estimated additional costs:

clerking 2105/16	2,000
clerking 2016/17 Q1	1,700

Total estimated cost to complete 51,465

Actual spend

2014/15	2015/16	2016/17	Total
7,619	9,784		17,403
	6,771		6,771
		56	56
148	861		1,009
	405		405
	349		349
	2000		2,000
		542	542
<u>7,767</u>	<u>20,169</u>	<u>598</u>	<u>28,533</u>

F/44/16 Invoices for approval

Post Office Ltd	824.9	Clerk's Salary	May Payroll
Mrs R Knifton	51.84	Expenses/Postage	Travel for training & Stationary
Nexus	3975	Nexus	Consultancy fees
Public Clocks Ltd	146.4	Church clock	
Leconfield Hall			
Management Committee	25	Bus shelter	Annual fee
Leconfield Hall		Hanging Baskets -	
Management Committee	97.5	Maintenance	50% cost of planning application for brackets
HJS Land Services	745	Rosemary Gdns/Hampers Com	Contract
The Leconfield Hall	491	hall hire	NP Meeting
Parkfield Retail	21.98	Farmers Market	Farmers Market
		Unallocated	
One Stop Promotions	91.14	budget/contingency	St George's Day Flag
		Hampers Common	
Des Bone Ltd	91.2	Maintenance	ROSPA
		Rosemary Gardens	
Des Bone Ltd	91.2	Maintenance	ROSPA
Viking	72.48	Office Expenditure	
Link Hire & Sales	78	Farmers Market	Farmers Market
CDC	50	Farmers Market	Farmers Market Suspension Signs
The Leconfield Estate	750	Allotments Lease	

C Kemp	54.5	Allotments Maintenance	Fixing Tap Leak
Hennings	148.23	Annual meetings	Annual meeting

Additional payments due were discussed and it was **AGREED** that these will be brought to Council.

NOTED that the payment to the Leconfield Hall for the NP consultation will be deferred.

ACTION: The Clerk to contact Austins regarding the anomaly invoice, for clarity.

AGREED to be **RECOMMENDED** to Council. Proposed by Cllr Kemp and seconded by Cllr Peet.

F/45/16 Office opening hours

The Chairman of the Council, Cllr Kemp stated that there had been an agreement in 2015 that the office would only be open to the public on a Friday morning. Should the Clerk be in the office at other times, it will not be open to the public. This was mainly due to the NP and the amount of meetings scheduled to be held in the office.

AGREED

Proposed by Cllr Copus and seconded by Cllr Evans.

The Office shall be open to the public on a Friday morning.

F/46/16 Licence

Deferred – the Clerk wished to clarify the zones to be licenced. **NOTED** that these were Market Square, Lombard Street, High Street, Golden Square and Rosemary Gardens.

F/47/16 Farmer's Market

Nothing further to report.

F/48/16 Receipts

35.00	Farmers Market	35.00
35.00	Farmers Market	35.00
35.00	Farmers Market	35.00
35.00	Farmers Market	35.00
35.00	Farmers Market	35.00
20.00	Allotment Rents	20.00
40.00	Allotment Rents	40.00
20.00	Allotment Rents	20.00
10.00	Allotment Rents	10.00
16.80	Allotment Rents	16.80
30.00	Allotment Rents	30.00
20.00	Allotment Rents	20.00
20.00	Allotment Rents	20.00
20.00	Allotment Rents	20.00
10.00	Allotment Rents	10.00
7.00	Allotment Rents	7.00
40.00	Allotment Rents	40.00
40.00	Allotment Rents	40.00
20.00	Allotment Rents	20.00
10.00	Allotment Rents	10.00

20.00	Allotment Rents	20.00
20.00	Allotment Rents	20.00
50.00	Allotment Rents	50.00
20.00	Allotment Rents	20.00
20.00	Allotment Rents	20.00
20.00	Allotment Rents	20.00
0.68	Interest	0.68
649.48		649.48

F/49/16 Bank reconciliation

BALANCE SHEET

Reserve at 1 April 2016 - general		24,478
Reserve at 1 April 2016 - for allotments		99
Reserve at 1 April 2016 - for NP		12,829
Reserve at 1 April 2016 - for playparks		-1,551
Less: Recoverable VAT 2015/16		-25,992
Less: Recoverable VAT 2016/17		-1,184
Plus: income		56,028
Less: expenditure		-15,447
Less: N Plan expenditure		-598
Balance at	30/04/2016	<u><u>48,664.03</u></u>
	Balances at	
	30/04/2016	
Nat West Current Account		13,550.91
Nat West Deposit Account		<u>35,113.12</u>
		<u><u>48,664.03</u></u>

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

F/50/16 Matters to be discussed at the Chairman's discretion

AGREED: To propose to Council that Cllr Copus becomes a signatory

Meeting closed – 9.15pm