

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON
TUESDAY 14 JULY 2016
IN THE TOWN COUNCIL OFFICE AT 7.00 PM

Cllrs Present: Mr Alan Copus (Chair)
Mr Neville Fox
Mr Chris Kemp
Miss Samantha Spriggs
Mr Hugo Petersens
Mr Michael Peet

Cllrs Absent: Mr Rob Evans
Dr Rosa Pawsey

In attendance: Locum clerk, Mr Peter Welch JP

F/68/16 Apologies for absence

Apologies for absence were received from Cllrs Evans and Pawsey

F/69/16 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/70/16 Minutes of the previous meeting

The minutes of the previous meeting dated 21 June 2016 were **AGREED** as a true record. Proposed by Cllr Kemp and Seconded by Cllr Copus.

RECOMMENDED to be **ADOPTED** by Council.

Cllr Peet arrived at 7.20 pm

F/71/16 Matters Arising

Action carried forward from previous meeting: Reimbursement for damaged slide at Hampers Common. **In hand with Cllr Kemp**

Action carried forward from previous meeting: Issuing of a receipt to the Petworth Society for donation towards Defib. **Pending action.**

Action carried forward from previous meeting: Cllr Copus to complete an Additional Party form for Nat West Bank. **Completed. Cllr Copus to submit form to the bank.**

F/72/2016 Accounts – June 2016

INCOME	2016/17 Budget	Actual cash to date
Precept	104,800	53,100
Support Grant	3,484	1,742
Hampers Common		
Hire	200	100
Interest	20	4
Allotment Rents	2,500	1,273
Xmas Event	2,500	75
Farmers Market		1,260
Totals	113,504	57,554

EXPENDITURE		2016/17	Actual cash	% cash			
		Budget	to date	to date	April	May	June
Outside	Rosemary Gdns/Hampers Com Contract	6,000	1,808	30%	565	1,243	0
	Rosemary Gardens Maintenance	500	316	63%	0	240	76
	Hampers Common Maintenance	500	0	0%	0	0	0
	Safety checks		532		152	380	0
	Hampers Common Lease	800	0	0%	0	0	0
	Waste & Dog Bins	600	0	0%	0	0	0
	Hanging Baskets - Maintenance	1,200	29	2%	0	0	29
	Hanging Baskets - Watering	2,000	0	0%	0	0	0
	Planters	200	0	0%	0	0	0
	CCTV	5,000	0	0%	0	0	0
	Street Lighting	1,800	269	15%	269	0	0
	Church clock	250	122	49%	0	0	122
	General Maintenance	2,000	725	36%	515	50	160
		20,850	3,801	18%	1,501	1,913	387
	Allotments Lease	500	750	150%	0	750	0
	Allotments Water	500	11	2%	0	11	0
	Allotments Maintenance	1,500	55	4%	0	0	55
		2,500	816	33%	0	761	55
	Xmas Event - General	1,300	50	4%	50	0	0
	Xmax Event - Lighting	1,000	0	0%	0	0	0
		2,300	50	2%	50	0	0

	Farmers Market		1,076		620	220	236
Admin	Office Rent & Service Charges	6,700	114	2%	114	0	0
	Clerk's Salary	31,000	8,617	28%	2,844	2,861	2,912
	Clerk's pension from 1/2/2017 @ 3%	126	0	0%	0	0	0
	Insurance	1,500	1,213	81%	0	0	1,213
	SALC/SLCC Subscriptions/Contracts	900	831	92%	831	0	0
	Audit Fee	1,000	310	31%	0	310	0
	Annual meetings	100	128	128%	0	128	0
	Office Expenditure	900	60	7%	0	60	0
	Expenses/Postage	300	52	17%	0	52	0
	Repayment of £80k loan for playgrounds	8,960	4,413	49%	4,413	0	0
	Local Election	2,000	0	0%	0	0	0
	Training	1,500	315	21%	65	0	250
	Web Site	200	0	0%	0	0	0
	Comms/IT	700	283	40%	63	171	49
	Office Water	110	46	42%	46	0	0
		55,996	16,382	29%	8,376	3,582	4,424
Misc	Grants Awarded	3,000	475	16%	0	0	475
	Repayment of £10k loan for skatepark	1,221	0	0%	0	0	0
	Traffic consultant recommended works	10,000	0	0%	0	0	0
	War Memorial	0	4,900		4,900	0	0
	Street light refurbishment	10,000	0	0%	0	0	0
	Bus shelter	3,000	0	0%	0	0	0
	Jubilee walk	500	30	6%	0	30	0

Sign posts	1,000	0	0%	0	0	0
Queen's 90th birthday celebrations	100	250	250%	0	0	250
Chairman's allowance	500	26	5%	0	0	26
Petworth Pages net contribution	500	0	0%	0	0	0
Unallocated budget/contingency	2,000	825	41%	0	775	50
	31,821	6,506	20%	4,900	805	801

113,467	28,631	25%	15,447	7,281	5,903
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Neighbourhood Plan Summary				Actual spend						
Approved	Costs:			2014/15	2015/16	2016/17	Total			
	Nexus	34,667		7,619	9,784	3,313	20,715	Funding:	grants received	13,300
	clerking	4,800			6,771		6,771		additional grant pre 31/3/15	700
	stationery	440				56	56		additional grant during 2015/16	7,000
	printing	1,600				216	216		reserve set aside at 1/4/14	23,000
	website upgrade	300		148	861		1,009		budget 2014/15	2,000
	traffic & roads consul	2,500			405		405		budget 2015/16	1,765
	postage/envelopes	1,940			349		349			
	hall hire	1,518					0			
	Total approved cost	47,765							Total funding to 31/3/16	47,765
	Estimated additional costs:								Funding changes:	
	clerking 2105/16	2,000			2000		2,000		2015/16 grant delayed	-7000
	clerking 2016/17 Q1	1,700				1,763	1,763		Locality grant for 2015/16	8000
									SDNPA sustainability grant	6500
									budget 2016/17	0
	Total estimated cost to complete	51,465		7,767	20,169	5,347	33,283		Total funding	55,265
									Surplus funding	3,800

Action carried forward from previous meeting: To contact SDNPA regarding outstanding £4K Grant. **In hand with Cllr. Kemp.**

Action carried forward from previous meeting: **Cllr Copus** to establish outstanding rents for allotments. **Cllr Kemp** to request an audit of allotments from John Robbins, then match results to council’s list of allotment holders before late payment letters are sent to holders.

F/73/16 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: Playpark spend	-4,371.72
Less: Recoverable VAT 2015/16	669
Less: Recoverable VAT 2016/17	-3,091
Plus: income	57,554
Less: expenditure	-28,631
Less: N Plan expenditure	-5,347

Balance at	30/06/2016	<u><u>52,638.73</u></u>
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Bank Balances at	30/06/2016	
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Nat West Current Account	17,522.63
Nat West Deposit Account	35,116.10

Total		52,638.73
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The bank reconciliation was proposed by Cllr Kemp and Seconded by Cllr Spriggs to be **RECOMMENDED** to Council for **ADOPTION**.

F/74/16 Receipts

The following payments were **NOTED**.

16/06/2016	20.50	Allotment Rents
16/06/2016	20.00	Allotment Rents
16/06/2016	15.00	Allotment Rents
01/01/2016	35.00	Farmers Market
01/01/2016	35.00	Farmers Market
13/06/2016	35.00	Farmers Market
20/06/2016	35.00	Farmers Market
20/06/2016	35.00	Farmers Market
21/06/2016	35.00	Farmers Market
22/06/2016	35.00	Farmers Market
23/06/2016	35.00	Farmers Market
28/06/2016	105.00	Farmers Market
28/06/2016	35.00	Farmers Market
30/06/2016	105.00	Farmers Market
30/06/2016	35.00	Farmers Market
30/06/2016	70.00	Farmers Market
30/06/2016	1.44	Interest
12/07/2016	35.00	Farmers Market
12/07/2016	210.00	Farmers Market
12/07/2016	45.00	Xmas Event
12/07/2016	35.00	Farmers Market
Total:	1242.44	

F/75/16	<u>Invoices for approval</u>	
J Aguilar	285.00	Petworth Pages net contribution
J Aguilar	26.45	N Plan Badges & Velcro
J Aguilar	29.09	N Plan Facebook ads
J Aguilar	89.87	N Plan Facebook ads
CDC	1,560.00	Office Rent & Service Charges
Southern Water	66.52	Allotments Water
Link Hire	102.00	Farmers Market Barriers and sign
Leconfield Estate	47.53	Allotments Water
Viking	189.90	Office stationery
Parkfield Retail	8.18	Farmers Market cable ties
Southern Electric	262.78	Street Lighting
Steeple	42.00	Farmers Market Fit signs
Flude	1,638.00	Office Rent & Service Charges
WSCC	863.28	Street Lighting Maintenance FY 2015/16 20 lamps
HJS land Services	1,140.00	Rosemary Gdns/Hampers Com Contract for June

AGREED to be **RECOMMENDED** to council.

Proposed by Cllr Copus and Seconded by Cllr Kemp

ACTION: Cllr Copus to draft letter to transfer to transfer £15, 000 from deposit account to current account.

ACTION: The Clerk to draft Terms of Reference for Petworth Pages. Proposed by Cllr Copus and Seconded by Cllr Kemp.

Action carried forward from previous meeting: F/64/16 Farmers Market. The clerk to draft TOR's for the working group and Staffing group. **Cllr Peet to draft TOR's in the absence of the Clerk.**

Action carried forward from previous meeting: F/65/16 Allotment database. Notice of Termination. On hold pending an audit of the allotments and review of the council's own records.

F/76/16 Matters to be discussed at the Chairman's discretion. There were no further matters for discussion.

The meeting closed at 8.24 PM