

# PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE HELD ON  
TUESDAY 20 SEPTEMBER 2016  
IN THE TOWN COUNCIL OFFICE AT 7.00 PM

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

**Cllrs Absent:** Mr Neville Fox  
Mr Hugo Petersens  
Miss Samantha Spriggs

**Note:** As no Clerk was available to attend, Cllr Copus took notes of the meeting

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F/86/16      Apologies for absence

Apologies for absence were received from Cllrs Petersens, Fox and Spriggs

F/87/16      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/88/16      Minutes of the previous meeting

The minutes of the previous meeting dated 16 August 2016 were **AGREED** as a true record. Proposed by Cllr Copus and Seconded by Cllr Kemp

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

F/89/16      Matters Arising

**Action carried forward from previous meeting:** Reimbursement for damaged slide at Hampers Common. **Cllr Kemp** will write to the Estate seeking reimbursement as no progress being made.

**Action carried forward from previous meeting:** Issuing of a receipt to the Petworth Society for donation towards Defib. Cllr Copus reported that a receipt had been sent to the Society Secretary

**Action carried forward from previous meeting: Noted** that a grant of £4k has been received from SDNPA. Cllr Kemp undertook to investigate what other Locality grants might be available.

**Action carried forward from previous meeting: Noted** that John Robbins had completed the audit and this would be checked by Cllrs Kemp, Hanauer and South. **Noted** that Cllr Copus had updated the Allotments database to record all monies received this financial year, which would then enable the temporary clerk (Debbie) to prepare invoices and letters for the half year commencing 1<sup>st</sup> October 2016

**Action carried forward from previous meeting:** Cllr Copus to contact CDC again re overcharging for the CCTV as no response forthcoming. Also to ask them to explain the reason for the recent reimbursement of £250

**Action carried forward from previous meeting: Noted** that invoices are now being issued to stallholders at each market and that action has been taken to collect arrears

**Action carried forward from previous meeting: Noted** that Cllr Kemp had queried the Estate's invoice for installing the Leconfield Hall tap and a much reduced one has been presented for payment

**Action carried forward from previous meeting:** Clerk to draft Terms of Reference for Petworth Pages and the Staffing Working Group. No progress as Clerk on long term sick leave. Carried forward

**Action carried forward from previous meeting:** Cllr Peet to draft Terms of Reference for the Farmers Market. Carried forward

**Action carried forward from previous meeting: Noted** that Terms of Reference for the Staffing Group not progressed by Clerk who is on long term sick leave. Carried forward

**Action carried forward from previous meeting: Noted** that the proposed posts along the Hampers Common verge to prevent further vehicle damage, would force children to cross the road twice to use the playground. This would not be good. Cllrs Kemp and Copus to refer this back to Open Spaces

**Action carried forward from previous meeting:** Cllr Copus confirmed that there is budget provision for pension payments of 3% from 1/2/17. He will progress provision of a staff pension by that date

**Action carried forward from previous meeting:** Further advice had been obtained about the Clerk's rate of sick pay. We are now advised that, even though unsigned, the new full time employment existed for 15 weeks prior to the Clerk's sick absence commencing and therefore the new terms (of full time payment) legally applied. There has therefore been no over-payment.

F/90/16

Accounts – August 2016

<b>INCOME</b>	<b>2016/17 Budget</b>	<b>Actual cash to date</b>
Precept	104,800	53,100
Support Grant Hampers Common Hire	3,484	1,742
Interest	200	100
Allotment	20	6
Rents	2,500	1,273
Xmas Event Farmers Market	2,500	250
		2,555
Totals	113,504	59,026

EXPENDITURE		2016/17 Budget	Actual cash to date	% cash to date	April	May	June	July	Aug
Outside	Rosemary Gdns/Hampers Com Contract	6,000	4,908	82%	565	1,243	0	2,105	995
	Rosemary Gardens Maintenance	500	316	63%	0	240	76	0	0
	Hampers Common Maintenance	500	295	59%	0	0	0	295	0
	Safety checks Hampers Common		532		152	380	0	0	0
	Lease	800	0	0%	0	0	0	0	0
	Waste & Dog Bins	600	1,192	199%	0	0	0	1,192	0
	Hanging Baskets - Maintenance	1,200	593	49%	0	0	29	564	0
	Hanging Baskets - Watering	2,000	0	0%	0	0	0	0	0
	Planters	200	0	0%	0	0	0	0	0
	CCTV	5,000	5,000	100%	0	0	0	5,000	0
	Street Lighting	1,800	1,239	69%	269	0	0	970	0
	Church clock	250	122	49%	0	0	122	0	0
	General Maintenance	2,000	1,352	68%	515	50	160	0	627
		<u>20,850</u>	<u>15,548</u>	<u>75%</u>	<u>1,501</u>	<u>1,913</u>	<u>387</u>	<u>10,125</u>	<u>1,622</u>
	Allotment s Lease	500	750	150%	0	750	0	0	0
	Allotment s Water	500	125	25%	0	11	0	114	0
	Allotments Maintenance	1,500	55	4%	0	0	55	0	0
	<u>2,500</u>	<u>930</u>	<u>37%</u>	<u>0</u>	<u>761</u>	<u>55</u>	<u>114</u>	<u>0</u>	
Xmas Event - General	1,300	50	4%	50	0	0	0	0	

Xmax Event - Lighting	1,000	0	0%	0	0	0	0	0
	2,300	50	2%	50	0	0	0	0

Farmers Market		1,917		620	220	236	613	228
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<b>Admin</b>	Office Rent & Service Charges	6,700	4,079	61%	114	0	0	3,965	0
	Clerk's Salary	31,000	12,679	41%	2,844	2,861	2,912	2,020	2,043
	Clerk's pension from 1/2/2017 @ 3%	126	0	0%	0	0	0	0	0
	Insurance SALC/SLCC	1,500	1,213	81%	0	0	1,213	0	0
	Subscriptions/Contracts	900	831	92%	831	0	0	0	0
	Audit Fee	1,000	310	31%	0	310	0	0	0
	Annual meetings	100	128	128%	0	128	0	0	0
	Office Expenditure	900	649	72%	0	60	0	169	420
	Expenses/Postage	300	65	22%	0	52	0	0	14
	Repayment of £80k loan for playgrounds	8,960	4,413	49%	4,413	0	0	0	0
	Local Election	2,000	0	0%	0	0	0	0	0
	Training	1,500	462	31%	65	0	250	0	147
	Web Site	200	0	0%	0	0	0	0	0
	Comms/IT	700	382	55%	63	171	49	50	49
	Office Water	110	46	42%	46	0	0	0	0
		55,996	25,258	45%	8,376	3,582	4,424	6,203	2,672

<b>Misc</b>	Grants Awarded	3,000	950	32%	0	0	475	0	475
	Repayment of £10k loan for skatepark	1,221	0	0%	0	0	0	0	0
	Skatepark	0	350		0	0	0	350	0

Traffic consultant recommended works	10,000	0	0%	0	0	0	0	0
War Memorial	0	4,900		4,900	0	0	0	0
Street light refurbishment	10,000	0	0%	0	0	0	0	0
Bus shelter	3,000	0	0%	0	0	0	0	0
Jubilee walk	500	30	6%	0	30	0	0	0
Sign posts	1,000	0	0%	0	0	0	0	0
Queen's 90th birthday celebrations	100	250	250%	0	0	250	0	0
Chairman's allowance	500	26	5%	0	0	26	0	0
Petworth Pages net contribution	500	285	57%	0	0	0	285	0
Unallocated budget/contingency	2,000	825	41%	0	775	50	0	0
	31,821	7,616	24%	4,900	805	801	635	475
	<b>113,467</b>	<b>51,319</b>	45%	<b>15,447</b>	<b>7,281</b>	<b>5,903</b>	<b>17,691</b>	<b>4,997</b>



**ACTION:** Following discussion of the accounts it was proposed that Cllr Copus draft an amendment to the Financial Regulations so that prior approval is required before stationery orders are made

F/91/16      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		-4,372
Less: Recoverable VAT 2015/16		669
Less: Recoverable VAT 2016/17		-5,689
Plus: income		59,026
Less: expenditure		-51,319
Less: N Plan expenditure		-12,403
Plus: N Plan grant		4,000
Balance at	31/08/2016	<u><u>25,769.28</u></u>

Bank balances at	31/08/2016
Nat West Current Account	5,651.06
Nat West Deposit Account	20,118.22

25,769.28

The bank reconciliation was proposed by Cllr Peet and Seconded by Cllr Evans to be **RECOMMENDED** to Council for **ADOPTION**.



F/92/16      Invoices for approval

	Gross	VAT	Net	
Steeple	42.00	7.00	35.00	Farmers Market
Leconfield Hall	53.00		53.00	Unallocated budget/contingency
Julie Aguilar	285.00		285.00	Petworth Pages net contribution
Viking	119.82	19.97	99.85	Office Expenditure
Leconfield Estates	429.38	71.56	357.82	Hanging Baskets - Watering
Bexley Printers	132.00		132.00	Farmers Market
Austins	41.97	7.00	34.97	Office Expenditure
Nexus	4,083.00	680.50	3,402.50	N Plan
Post Office Ltd (HMRC)	836.76		836.76	Clerk's Salary
Post Office Ltd (HMRC)	836.76		836.76	Clerk's Salary
Link hire	102.00	17.00	85.00	Farmers Market
				Rosemary Gdns/Hampers Com
HJS land services	995.00		995.00	Contract
Khameleon	30.00		30.00	General Maintenance
Oldrock (2007) Ltd	1,350.00	225.00	1,125.00	Rosemary Gardens Maintenance
Fiona Kemp	5.30		5.30	Office Expenditure
Michael Peet	32.16	5.36	26.80	Farmers Market
CDC				Office Rent & Service Charges
	DD		DD	
John Bridle	1,206.00		1,206.00	Hanging Baskets - Watering
David Hares Landscape Architecture	1,248.00	208	1,040.00	N Plan
Chris Kemp	21.64		21.64	Farmers Market
Tom	120.00		120.00	Farmers Market
Alan Copus	268.95	44.82	224.13	Xmax Event - Lighting
Austins	12.98	2.16	10.82	Hanging Baskets - Watering

**AGREED** to be **RECOMMENDED** to Council

Proposed by Cllr Copus and seconded by Cllr Pawsey

F/93/16      Receipts

The following receipts already in September were **NOTED:**

02/09/2016    Crafted Coffee                      35.00    Farmers Market

02/09/2016	Kens Eggs	35.00	Farmers Market
02/09/2016	Nut Knowle	70.00	Farmers Market
02/09/2016	Baldwin	35.00	Farmers Market
06/09/2016	Community Garden	25.00	Xmas Event Hampers Common
06/09/2016	Circus Normandie	140.00	Hire
06/09/2016	Pure Delights	105.00	Farmers Market
06/09/2016	CDC	250.00	?
12/09/2016	Mud Foods	105.00	Farmers Market
20/09/2016	Leesa	35.00	Farmers Market
20/09/2016	Picnic Hamper	35.00	Farmers Market

Following discussion it was **AGREED** that Cllrs Kemp and Copus ask Open Spaces to review hire policy and charges for Hampers Common

F/94/16      Matters to be discussed at the Chairman’s discretion.

1 The Xmas Lights Working Group has been asked repeatedly over recent years to extend the lights into Pound Street. They therefore request the purchase of a special offer priced 100m light string and 300 mixed colour bulbs at a total cost of £711 for which budget exists. This was **AGREED**

2 The Farmers Market needs a manager to run it on market days and significantly reduce the involvement of Councilors and other volunteers. The rate of £120 was being proposed and a suitable person had been identified. Council authority to be sought

**The meeting closed at 9.20 pm**

**Signed Chair F&GP committee.....Date.....**