



Petworth Town Council

Melanie Kite
Petworth Town Clerk

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FINANCE AND GENERAL PURPOSES

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE NEXT MEETING ON THE 14th NOVEMBER 2017.

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 17th OCTOBER 2017 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

Present:

- Cllr Alan Copus (Chair)
- Cllr Neville Fox
- Cllr Chris Kemp
- Cllr Rosa Pawsey
- Melanie Kite – Clerk

F/93/17 CHAIRMAN'S ANNOUNCEMENTS
The Chairman welcomed Melanie Kite as the new Proper Officer and Responsible Finance Officer.
Item number 7 – Draft Budget 2018/2019 will be discussed as the last item on the Agenda.

F/94/17 APOLOGIES FOR ABSENCE
Cllr Michael Peet, Cllr Rob Evans, Cllr Steve Meakin

F/95/17 DECLARATIONS OF INTEREST
Cllr Alan Copus declared a particular interest in an invoice having been submitted by him.

F/96/17 MINUTES OF THE PREVIOUS MEETING
The Minutes of the meeting held on 19th September 2017 were approved.

Proposed Cllr Copus, seconded Cllr Kemp, unanimously approved.

F/97/17

MATTERS ARISING FROM THE MINUTES

Hampers Common Playground Slide

Compensation from the Estate for the damage to the slide, safety surface and seat at Hampers Common playground has still not been settled. The clerk was asked to write to the Estate to get this resolved as soon as possible.

Horsham Road Cemetery

A contractual start date still need to be agreed for taking over the maintenance of the cemetery from CDC before the Memorandum of Understanding can be signed. The Clerk was asked to contact CDC to clarify the date in order that the paper work can be drawn up and signed and costs received.

Transfer of Ownership of PTC Street Lights

A decision to transfer the street lights in Lombard Street, except for the Heritage light, and Mant Road to West Sussex County Council was noted. The street lights in Downsvew and Hampers Green to the A287 will be retained by Petworth Town Council. Station Road rear access will be retained by Petworth town Council. The Clerk will notify WSCC of the Council's decisions.

Sussex Local Magazine

The direct debit has been set-up.

Traffic Survey

The results of the survey showed a few anomalies, in particular that slow moving traffic distorts the data which might explain why there are more lorries entering than leaving the town. Cllr Copus has asked for this to be explained in writing. However, it was felt that PTC has collected enough evidence to take this forward to WSCC Highways.

VAT Reclaim

A difference between the accounts and the VAT reclaim has been identified which is still being investigated.

F/98/17

PUBLIC PARTICIPATION SESSION

Adjournment of the meeting for public questions.

No members of the public were present.

Meeting re-convened

F/99/17

DRAFT BUDGET 2018/19

This item was considered as the penultimate agenda item.

F/100/17

ELECTRONIC PAYMENTS

Cllr Kemp and Cllr Pawsey approved the invoices for payment.

F/101/17

BUDGET MONITORING - SEPTEMBER 2017

Cllr Copus gave an overall explanation on payments and income schedule. The invoice from John Bridle included the garden watering which had not been budgeted for as this was a new area of planting.

Jubilee Walk to be added as a separate cost line.

There will be no more payments for the Office Temp
The Neighbourhood Plan has gone over budget. However, there will be less expenditure going forward as it has passed the consultation period and is with the external examiner.

Overall the Petworth Town Council is running to budget.

Income

01/09/2017	Jakes Artisan	35	Farmers Market
04/09/2017	Pure Delights	35	Farmers Market
04/09/2017	NFU	35	Farmers Market
06/09/2017	Lodge Hill Farm	35.00	Farmers Market
06/09/2017	Mrs Read	90.00	Xmas Event
07/09/2017	Funwall (Davies)	55.00	Xmas Event
07/09/2017	Mrs Bees	35.00	Farmers Market
08/09/2017	Hungry Guest	46.00	Farmers Market
08/09/2017	CDC	56,399.45	Precept
		1,672.55	Support Grant
11/09/2017	Mud Foods	35.00	Farmers Market
14/09/2017	Durleigh Marsh	35.00	Farmers Market
14/09/2017	Beesley	50.00	Xmas Event
18/09/2017	Picnic & Hamper Firing Earth	35.00	Farmers Market
19/09/2017	(McKenna)	45.00	Xmas Event
19/09/2017	Jackman	60.00	Xmas Event
19/09/2017	Houlden	60.00	Xmas Event
19/09/2017	Tallulah Fox	50.00	Xmas Event
25/09/2017	Jakes Artisan	35.00	Farmers Market
26/09/2017	Pure Delights	35.00	Farmers Market
26/09/2017	Indoors	100.00	Farmers Market
26/09/2017	Selsey Willows	35.00	Farmers Market
26/09/2017	Slindon Bakery	35.00	Farmers Market
26/09/2017	Veg-Out	35.00	Farmers Market
26/09/2017	Nut Knowle	35.00	Farmers Market
26/09/2017	Catherine	35.00	Farmers Market
26/09/2017	Olives & Things	35.00	Farmers Market
26/09/2017	Black Dog Nursery	35.00	Farmers Market
26/09/2017	Ken's Eggs	35.00	Farmers Market
26/09/2017	Leesa	35.00	Farmers Market
26/09/2017	Tullens Fruit Farm	35.00	Farmers Market
26/09/2017	Jane Stickley	45.00	Xmas Event
27/09/2017	Chanctonbury Game	35.00	Farmers Market
29/09/2017	Shayler	350.00	Hampers Common Hire
29/09/2017	Brent Lodge	25.00	Xmas Event
30/09/2017	Interest	0.41	Interest

Expenditure

01/09/2017	DD	NEST	9.75		9.75	Neighbourhood Plan
06/09/2017		638 SSE	3.36	0.16	3.20	Street Lighting
			23.99	1.14	22.85	Street Lighting
		Total £41.47	14.12	0.67	13.45	Street Lighting
07/09/2017		637	100.00		100.00	Unallocated budget/conting
20/09/2017	DD	Peninsular	109.44	18.24	91.20	HR Consultancy
20/09/2017	DD	BT	18.00	3.00	15.00	Comms/IT
23/09/2017	cash	Baldwin	60.00		60.00	Farmers Market
25/09/2017	SO	J Aguilar	0.01		0.01	Neighbourhood Plan
26/09/2017	EFT	Leconfield Hall	148.00		148.00	Farmers Market
26/09/2017	EFT	SALC	57.60	9.60	48.00	Training
26/09/2017	EFT	Sussex Local	24.02	4.02	20.00	Farmers Market
26/09/2017	EFT	PFK Littlejohn LLP	480.00	80.00	400.00	Audit Fee
26/09/2017	EFT	HJS Land Services	3,245.00		260.00	Rosemary Gardens
					530.00	Hampers Common
					1,900.00	Cemeteries
					555.00	Other areas
26/09/2017	EFT	Wicksteed	208.32	34.72	173.60	Hampers Common Mainten
26/09/2017	EFT	Datacenta	150.00	25.00	125.00	Comms/IT
26/09/2017	EFT	Vantage Publishing	78.00	13.00	65.00	Farmers Market
26/09/2017	EFT	Reed	281.23	46.87	234.36	Office temp
			287.09	47.85	239.24	Office temp
			275.38	45.90	229.48	Office temp
		1,347.57	333.96	55.66	278.30	Office temp
			169.91	28.32	141.59	Office temp

F/102/17 BANK RECONCILIATION AS AT END SEPTEMBER 2017

Balances held at the bank are as follows and will be adopted at the next Council meeting on 19th October 2017.

Cleared Balances

Current Account	5,750.78
Deposit Account	<u>67,112.69</u>
	72,863.47

BALANCE SHEET

Reserve at 1 April 2017 - general	27,336
Reserve at 1 April 2017 - for allotments	1,369
Reserve at 1 April 2017 - for FM	3,122
Reserve at 1 April 2017 - for Playparks	-5,923
Reserve at 1 April 2017 - for Bus shelter	3,000
Less: Recoverable VAT 2015/16	669
Less: Recoverable VAT 2016/17	-1,011
Less: Recoverable VAT 2107/18	-6,523

Plus: income		127,503
Less: expenditure		-76,678
Balance at	30/09/2017	72,863.47

Cllr Kemp initialled the bank statements. Recommended to Council for adoption.

F/103/17 INVOICES FOR APPROVAL

Invoice from The National Trust will be passed to the Sports Association CIC when a separate bank account in its name has been set up.

These were approved and will go for adoption at the next Council meeting on 19th October 2017.

Date	Supplier	Gross	VAT	Net	Budget line
15/09/2017	Reed	287.09	47.85	239.24	Office temp
22/09/2017	Reed	210.92	35.15	175.77	Office temp
29/09/2017	Reed	187.49	31.25	156.24	Office temp
06/10/2017	Reed	333.96	55.66	278.30	Office temp
27/09/2017	Leconfield Estates	750.00		750.00	Allotments Lease
28/09/2017	National Trust	1,000.00		1,000.00	Petworth Sports
28/09/2017	St John ambulance	353.28	58.88	294.40	Xmas Event - General
30/09/2017	Austens Home Hardware	36.34	6.06	14.39	Farmers Market
				15.89	General Maintenance
01/10/2017	HJS Land Services	4,440.00			
				325.00	Rosemary Gardens
				440.00	Hampers Common
				2,900.00	Cemeteries
				775.00	Other areas
02/10/2017	BT	18.00	3.00	15.00	Comms/IT
02/10/2017	SSALC	48.00	8.00	40.00	Training
03/10/2017	Southern Electric	3.48	0.16	3.32	Street Lighting
	Southern Electric	25.41	1.21	24.20	Street Lighting
	Southern Electric	14.92	0.71	14.21	Street Lighting
03/10/2017	K John Bridle	840.00		840.00	Hanging Baskets - Watering
	K John Bridle	612.00		612.00	Garden Watering
03/10/2017	Vantage Publishing	78.00	13.00	65.00	Xmas Event - General
03/10/2017	Vantage Publishing	180.00	30.00	150.00	Xmas Event - General
05/10/2017	Queensbury	7,256.04	1,209.34	6,046.70	Bus shelter
05/10/2017	Landbuild	4,197.60	699.60	3,498.00	Watershed work
12/10/2017	Viking	23.12	3.85	19.27	Office Expenditure
16/10/2017	Social Media	75.00		75.00	Farmers Market
16/10/2017	Petworth business Association	50.00		50.00	Farmers Market
19/10/2017	Cllr. Copus	10.00		10.00	Cemetery seat
16/10/2017	Julie Aguilar	285.00		285.00	Petworth Pages contribution
30/09/2017	Leconfield Hall	148.00		148.00	Farmers Market

F/104/17 RECEIPTS

These were noted.

Norbury Park has been sent a final demand letter for overdue payments on two months of Farmers' Markets.

Date recd	Payee	Amount	Budget line
03/10/2017	Lucy Bradshaw	60	Xmas Event
05/10/2017	Deedes	35	Farmers Market
06/10/2017	Noble & Stace	35	Farmers Market
06/10/2017	Mr. N. Harper	16.66	Allotment Rents
09/10/2017	Mud Foods	35	Farmers Market
12/10/2017	R. Ince	95	Xmas Event
16/10/2017	L. Friel	45	Xmas Event
23/10/2017	Wildwood	35	Farmers Market

F/105/17 DRAFT BUDGET 2018/2019

Cllr Copus explained that he had produced the first draft of the budget. This was discussed and a few changes made. This second draft will continue to be amended. There will be a final decision by FGP Committee on the budget and precept which it will recommend to Council. The budget will be considered by Full Council in January 2018.

F/106/17 MATTERS TO BE DISCUSSED AT THE CHAIRMAN'S DISCRETION

Football Club – Grant

Following a pitch inspection the Football Club have requested a Grant from PTC for the purchase of new machinery to repair and maintain the football pitches. The PTC will be applying for a Matched Fund Grant application.

Proposed Cllr Kemp seconded Cllr Copus, all in favour.

Cllr Kemp, Chairman, informed the Members that he will be donating £50 of his Chairman's allowance to the Petworth Village Minibus for their kind help at the Boys Memorial Service.

Meeting closed: 9:37pm

Signed: _____ Dated: _____
Chairman