



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE NEXT MEETING ON THE 12th DECEMBER 2017.

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 14th NOVEMBER 2017 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

Present: Cllr Alan Copus (Chairman)
Cllr Neville Fox
Cllr Chris Kemp
Cllr Rosa Pawsey
Cllr Michael Peet
Melanie Kite – Clerk

F/107/17 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded those present of the fire exit and mobile phones.

F/108/17 APOLOGIES FOR ABSENCE

Cllr Rob Evans

F/109/17 DECLARATIONS OF INTEREST

Cllr Alan Copus and the Clerk declared a particular interest in an invoice having been submitted by each of them.

F/110/17 MINUTES OF THE PREVIOUS MEETING

Amendment to Item F/103/17 - The Minute should read recommend for approval
The Minutes of the meeting held on 17th October 2017 were approved after the amendment made.

Proposed Cllr Copus, seconded Cllr Pawsey, unanimously approved.

Cllr Steve Meakin arrived at 19:05

F/111/17 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the meeting.

Hampers Common Playground Slide

Compensation from Leconfield 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 get this resolved as soon as possible.

Horsham Road Cemetery

The Clerk was asked to have this as “high importance “in order that an invoice can be issued.

Transfer of Ownership of PTC Street Lights

Completed. The Clerk has written to WSCC to notify it of the Council’s decisions.

Following the agreement for WSCC to maintain two more street lights in Petworth the Clerk was asked to contact Mr. Tony Mccarthy to ask that the Invoice for the street lighting is amended.

VAT Reclaim

Cllr Copus still to investigate a difference between the accounts and the VAT reclaim.

Item F/103/17 - 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.

The invoice is still to be sent as the completion of the CIC has not yet been finalised.

An agreement on whether the CIC should pay monthly or annually, as the PTC would prefer, has to be decided.

F/112/17 PUBLIC PARTICIPATION SESSION

Adjournment of the meeting for public questions.

No members of the public were present.

Meeting re-convened

F/113/17 DRAFT BUDGET 2018/2019

No changes had been made from the last meeting.

A question on whether the Estate might increase the rent on their land was discussed. Should the rent rise the council should consider whether the rent on the allotments was adequate.

Cllr Kemp explained that The Leconfield Estate are required to give us 12 months’ notice of a rent revision. As this has not been received then we should assume that it will remain the same for the 2018/19 year.

Confirmation of the CDC support grant for the year still has not been received.

F/114/17 ELECTRONIC PAYMENTS

Cllr Kemp and Cllr Pawsey initialled October’s bank statement transactions as correct against the suppliers’ invoices.

F/115/17 OCTOBER 2017 ACCOUNTS

Cllr Copus gave an overall explanation on payments and income schedule. There were a number of large specific ‘one off’ payments in October which have affected cash flow.

Income

	Annual Budget	Actual to date
Precept	112,800	112,800

Support Grant	3,345	3,345
Hampers Common		
Hire	300	550
Interest	15	2
Allotment Rents	2,400	774
Xmas Event	2,500	2,040
Farmers Market	5,000	4,991

EXPENDITURE

	Annual Budget	Actual cash to date
Outside		
Grounds maintenance		
Rosemary Gardens	3000	1,885
Hampers Common	5000	3,040
Jubilee Walk		
Cemeteries	1000	16,050
Other areas		3,755
Rosemary Gardens Maintenance	800	0
Hampers Common Maintenance	1,500	409
Hampers Common Lease	350	0
Safety checks	576	345
Waste & Dog Bins	1,200	1,073
Hanging Baskets - Maintenance	800	674
Hanging Baskets - Watering	2,000	0
Garden Watering		
Planters	200	0
CCTV	5,000	5,000
Street Lighting	1,800	1,170
Church clock	250	0
General Maintenance	2,000	532
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	25,476	33,934
Allotments Lease	1,500	1,500
Allotments Water	250	139
Allotments Maintenance	750	0
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	2,500	1,639
Xmas Event - General	1,300	294
Xmas Event - Tree pit	500	0
Xmax Event - Lighting	500	0
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	2,300	294
Farmers Market	4,000	2,743
Admin		
Office Rent & Service Charges	6,700	5,789
Clerk's Salary	31,000	631
Clerk's pension from 1/2/2017 @ 3%	756	0
Office temp	1,000	8,511

HR Consultancy	1,200	638
Insurance	1,500	1,337
SALC/SLCC Subscriptions/Contracts	900	868
Audit Fee	1,000	720
Annual meetings	150	305
Office Expenditure	900	558
Expenses/Postage	120	146
Repayment of £80k loan for playgrounds	8,900	8,960
Local Election	2,000	0
Training	1,000	168
Web Site	200	30
Comms/IT	800	324
Office Water	110	0
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	58,236	28,985
Misc		
Grants Awarded	4,000	2,000
Repayment of £10k loan for skatepark	1,221	0
Skatepark	500	0
Watershed work		3,498
Traffic consultant recommended works	2,500	4,580
War Memorial	0	0
Street light refurbishment	3,200	0
Bus shelter	2,500	6,047
Jubilee walk	500	0
Chairman's allowance	250	0
Petworth Pages contribution	1,140	855
Jubilee Walk Info Boards, Gates etc	3,500	0
Grove Lane allotment wall	4,500	0
Cemetery seat	500	178
Office redecoration	500	0
Neighbourhood Plan	7,000	12,728
Petworth Sports		1,945
Unallocated budget/contingency	2,000	1,476
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	33,811	33,307
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	Totals	
	126,323	100,902
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F/116/17

BANK RECONCILIATION AS AT END OCTOBER 2017

Balances as of 31st October 2017.

BALANCE SHEET			
Reserve at 1 April 2017 - general	27,336		Nat West balances at 31/10/2017
Reserve at 1 April 2017 - for allotments	1,369		Current Account 8,250.76
Reserve at 1 April 2017 - for FM	3,122		Deposit Account 42,113.22
Reserve at 1 April 2017 - for Playparks	-5,923		
Reserve at 1 April 2017 - for Bus shelters	3,000		
Less: Recoverable VAT 2015/16	669		
Less: Recoverable VAT 2016/17	-1,011		
Less: Recoverable VAT 2107/18	-8,946		
Plus: income	131,650		
Less: expenditure	-100,902		
Balance at 31/10/2017	50,363.98		50,363.98

F/117/17 INVOICES FOR APPROVAL

Cllr Alan Copus	71.60	11.93	59.67	Christmas Decorations
Cllr Alan Copus	25.00		25.00	Small Claims Court
HJS Land Services	2,450.00		2,450.00	Ground maintenance
Mrs T. Stephens	82.51	13.75	68.76	Christmas Event
Austens Hardware	19.68	0.63	19.05	Cleaning Items
Harsha Desai	50.00		50.00	Farmers Market
Datacenta	60.00	10.00	50.00	Hosting
Wicksteed Playgrounds	211.20	35.20	176.00	Playground Inspection
Reed	175.78	29.30	146.48	Office temp
Reed	117.18	19.53	97.65	Office temp
Steeple	192.00	32.00	160.00	4 x Road Closure signs
Krokus	30.00		30.00	Bus shelter cleaning
Melanie Kite	21.00		21.00	CDC
Melanie Kite	32.80	5.47	38.27	Cable ties Online
Melanie Kite	2.6		2.6	Chichester car parking
Leconfield Estates	71.57		71.57	Water for allotments
Business Stream	46.51		46.51	Water Office
Cllr Alan Copus	24.99		24.99	Christmas Decorations
Lavant Workwear	137.04	22.84	114.20	Hi Visibility Jackets
Sussex Local	24.02	4.02	20.00	Advertising
SSE	42.42			Unmetered electricity
BT Business	70.88	11.81	59.07	Telephone & broadband
Leesas Not Just Alpines	58.04		58.04	Farmers Market
Carrington & Associates	70.40	8.40	62.00	Petworth Park Sports, CIC
Royal British Legion	50.00		50.00	Poppy wreath

The invoices due for payment were reviewed and agreed to be recommended to Council for Payment.

F/118/17 RECEIPTS

Lucy Bradshaw	60.00	Xmas Event
LRD Marmalade	35.00	Farmers Market
Noble	35.00	Farmers Market

Mr. Harper	16.66	Allotment Rents
Mud Foods	35.00	Farmers Market
R. Ince	95.00	Xmas Event
L. Friel	45.00	Xmas Event
C. Heitman	60.00	Xmas Event
		Watershed
CDC	3,729.68	grant
Wildwood	35.00	Farmers Market
Interest	0.53	Interest

These were noted as the income received up to 8th November.

F/119/17 TERMS OF REFERENCE - PETWORTH PARK SPORTS ASSOCIATION CIC

The document was introduced by Cllr Peet and Cllr Copus. As well as setting out the purpose and structure of the CIC it describes the roles and responsibilities of the two nominated members, Cllr Peet and Cllr Thorpe, representing Petworth Town Council (PTC) on the Board of Petworth Park Sports Association CIC.

An amendment was made under PTC Directors' Responsibilities, – Ensure that the CIC has a viable plan to grow sporting participation in the Town and is actively pursuing such a plan within its recognised operational constraints

Cllr Peet explained that it will be the members of the association who manage and run the sports ground on a day to day basis and that the two PTC Councillors are there to ensure that the Association is carrying out its overall duties and to grow sports in Petworth.

The document will be put to Full Council for approval on 16th November 2017.

F/120/17 MATTERS TO BE DISCUSSED AT THE CHAIRMAN'S DISCRETION

The Chairman informed Members that an Internal Audit would be taking place on Thursday 17th November 2017.

A Discretionary Policy, required for joining the LGPS, was discussed and amendments made. The document will be presented at Full Council for approval in an 'Exclusion of Members of the Public' Session.

Meeting closed: 8:52pm

Signed: _____

Dated: _____

Chairman

