



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 16th JANUARY 2018.

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 12th DECEMBER 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/121/17 CHAIRMAN'S ANNOUNCEMENTS

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

F/122/17 APOLOGIES FOR ABSENCE

Cllr Rob Evans, Cllr S. Meakin

F/123/17 DECLARATIONS OF INTEREST

None declared.

F/124/17 MINUTES OF THE PREVIOUS MEETING

Amendment to Item F/111/17 - The Minute should read "Following the agreement for WSCC to maintain two more streets, of street lights in Petworth, the Clerk was asked to contact Mr. Tony McCarthy to ask that the Invoice for the street lighting is amended"

The Minutes of the meeting held on 14th November 2017 were approved after the amendment made.

Proposed Cllr Copus, seconded Cllr Pawsey, unanimously approved.

F/125/17

MATTERS ARISING FROM THE MINUTES

Hampers Common Playground Slide

The Clerk confirmed that a letter had been sent to the Leconfield Estate but as yet no reply had been received.

Horsham Road Cemetery

The money has been received from CDC for the maintenance of the cemeteries which also includes the Horsham road cemetery.

VAT Reclaim

Cllr Copus has begun to look in to this.

Petworth Sports CIC - The invoice for the rental of the ground should now be forwarded to the CIC having been formally established.

Clerk to speak to the two sports clubs to get their asset register; following receiving these to obtain a quotation from the PTC's insurers to add the PPS CIC under its schedule. This will be recharged to the CIC.

F/126/17

PUBLIC PARTICIPATION SESSION

Adjournment of the meeting for public questions.

No members of the public were present.

Meeting re-convened

F/127/17

DRAFT BUDGET 2018/2019

This is still in draft form. It is hoped that the Heads of Terms for the lease on the car park will be received before being finalised for approval at the January meeting.

F/128/17

ELECTRONIC PAYMENTS

Cllr Kemp and Cllr Pawsey initialled November bank statement transactions as correct against the suppliers' invoices.

F/129/17

NOVEMBER 2017 ACCOUNTS

Cllr Copus gave an overall explanation on payments and income schedule.

INCOME	Annual Budget	Actual to date
Precept	112,800	112,800
Support Grant	3,345	3,345
Hampers Common Hire	300	550
Cemeteries		6,500
Interest	15	3
Allotment Rents	2,400	774
Xmas Event	2,500	2,435
Farmers Market	5,000	5,931
Watershed grant	3,498	3,498
Bus shelter	3,729	3,729
Totals	126,360	139,566

EXPENDITURE

Outside

Grounds maintenance
Rosemary Gardens
Hampers Common
Jubilee Walk

Annual Budget **Actual cash to date**

3000 2,210
5000 3,480
 120

Cemeteries	1000	17,300
Other areas		4,070
Rosemary Gardens Maintenance	800	0
Hampers Common Maintenance	1,500	409
Hampers Common Lease	350	0
Safety checks	576	521
Waste & Dog Bins	1,200	1,073
Hanging Baskets - Maintenance	800	674
Hanging Baskets - Watering	2,000	1,452
Garden Watering		0
Planters	200	0
CCTV	5,000	5,000
Street Lighting	1,800	1,253
Church clock	250	0
General Maintenance	2,000	562
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	25,476	38,124
Allotments Lease	1,500	1,500
Allotments Water	250	211
Allotments Maintenance	750	0
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	2,500	1,711
Xmas Event - General	1,300	1,004
Xmas Event - Tree pit	500	0
Xmax Event - Lighting	500	0
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	2,300	1,004
Farmers Market	4,000	2,991
Admin		
Office Rent & Service Charges	6,700	5,789
Clerk's Salary	31,000	3,190
Clerk's pension from 1/2/2017 @ 3%	756	0
Office temp	1,000	8,756
HR Consultancy	1,200	730
Insurance	1,500	1,337
SALC/SLCC Subscriptions/Contracts	900	868
Audit Fee	1,000	720
Annual meetings	150	305
Office Expenditure	900	577
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	448
Office Water	110	47
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	58,236	32,069

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	100
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	188
Office redecoration	500	0
Neighbourhood Plan	7,000	12,728
Petworth Sports		1,945
Unallocated budget/contingency	2,000	1,476
	<u>33,811</u>	<u>33,417</u>

Totals

126,323	109,315
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F/130/17 BANK RECONCILIATION AS AT END NOVEMBER 2017

This was checked and signed as correct by Cllr M Peet.

BALANCE SHEET

Reserve at 1 April 2017 - general	27,336	Nat West	30/11/2017
Reserve at 1 April 2017 - for allotments	1,369	balances at	
Reserve at 1 April 2017 - for FM	3,122	Current Account	12,561.69
Reserve at 1 April 2017 - for Playparks	-5,923	Deposit Account	37,114.52
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	-9,137		
Plus: income	139,566		
Less: expenditure	-109,315		
Balance at	49,676.21		49,676.21

F/131/17 INVOICES FOR APPROVAL

Tim Ticehurst	494.61	494.61
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Austens Homeware	184.31	28.51	155.80
	138.23	23.04	115.19
	46.08	7.68	38.40
The Leconfield Hall	148.00		148.00
BT	68.02	11.34	56.68
Acorn Office Supplies	38.84	6.48	32.36
Richard Ince	95.00		95.00
Vantage	78.00	13.00	65.00
Sussex Local	24.02	4.02	20.00
HJS Land Services	730.00		730.00
CDC	447.14	74.52	372.62
Petworth Town Band	220.00		220.00
Auditing Solutions	384.00	64.00	320.00
Bexley Printers	116.00		116.00
Viking	103.50	17.25	84.27
Viking	18.44	3.07	14.99
Cllr R. Hanauer	110.53	10.63	99.00
	25.80		25.80
	20.26	3.38	16.88
	20.97		20.97
	43.50	7.25	36.25
Cllr A Copus	465.65	77.61	388.04
Mrs F. Kemp	26.64		26.64
K John Bridle	660.00		660.00
Harsha Desai	50.00		50.00
Lavant Workwear	150.74	25.12	125.62

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

F/132/17 RECEIPTS

Those Baker Girls	45.00	Xmas Event
Selsey Willows	35.00	Farmers Market
Veg-Out	35.00	Farmers Market
Ken's Eggs	35.00	Farmers Market
Olives and things	35.00	Farmers Market
Kaiser Smokehouse	35.00	Farmers Market
Nut Knowle Farm	35.00	Farmers Market
TullensFarm	35.00	Farmers Market
Catherine Beaumont	35.00	Farmers Market
Leesa's Just Not	35.00	Farmers Market
Slindon Bakery	35.00	Farmers Market
Black Dog	35.00	Farmers Market
Indoors	60.00	Farmers Market
Wildwood	35.00	Farmers Market
Noble & Stace	35.00	Farmers Market
Kate Bricknell	25.00	Xmas Event
Heidi Robinson	45.00	Xmas Event
Red Card	45.00	Xmas Event

G&T, Kemp	70.00	Xmas Event
Semlekan	45.00	Xmas Event
L'antiques	30.00	Xmas Event
Tiffins	45.00	Xmas Event
Chanctonbury	70.00	Farmers Market
Deedes	35.00	Farmers Market
Mud Foods	35.00	Farmers Market
Nut Knowle Farm	35.00	Farmers Market
Selsey Willows	35.00	Farmers Market
Veg-out	35.00	Farmers Market
Ken's Eggs	35.00	Farmers Market
Olive & Things	35.00	Farmers Market
Kaiser Smokehouse	35.00	Farmers Market
Catherine Beaumont	35.00	Farmers Market
Slindon Bakery	35.00	Farmers Market
Indoors	50.00	Farmers Market
CDC	6,500.00	Cemeteries
Paul Palmer	45.00	Xmas Event
Noble & Stace	35.00	Farmers Market
Interest	1.30	Interest

No correspondence has been received from the Small Claims Court in regard to the debtor with the Farmers Market. This will be followed up by Cllr Copus.

Harvey's Farm owe for attendance in June and July and will be contacted.

F/133/17

MATTERS TO BE DISCUSSED AT THE CHAIRMAN'S DISCRETION

The Internal Audit report, which will be presented at the Full Council meeting on Thursday, was discussed. The overall report was good and did not highlight any significant problems or particular areas which need immediate attention.

The Clerk will be making adjustments where highlighted by the Auditor.

Meeting Closed at 9:06pm

Signed: _____

Dated: _____

Chairman