



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 21<sup>st</sup> AUGUST 2018 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

### MINUTES

**Present:** Cllr A. Copus (Chairman)  
Cllr N. Fox  
Cllr Chris Kemp  
Melanie Kite – Clerk

**95/18 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman requested that mobile phones should be turned off, and advised that the meeting would be recorded for the purposes of the minutes. He pointed out the fire escape route.

**96/18 APOLOGIES FOR ABSENCE**

Cllr R. Evans, Cllr R. Pawsey, Cllr M. Peet

**97/18 DECLARATIONS OF INTEREST**

Clerk and Cllr Kemp declared a particular interest in having submitted an expense claim form

**98/18 VICE-CHAIRMAN**

The vote for a vice-chair will be carried forward to the next meeting.

**99/18 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 17<sup>th</sup> July 2018 were approved.  
Proposed Cllr Copus, seconded Cllr Kemp, Cllr Fox agreed.

**100/18 MATTERS ARISING FROM THE MINUTES**

Cllr Copus enquired about the grant application from the Sylvia Beaufoy Youth Centre. A meeting date with the Chairman of the centre, D Cllr Lintill and councillors has still to be agreed.

**101/18 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

- 102/18 ELECTRONIC PAYMENTS**  
Cllr Copus and Cllr Fox agreed the July bank statement of payment transactions as correct against the suppliers' invoices.
- 103/18 JULY 2018 ACCOUNTS**  
Further amendments to cost codings and budget lines on the system is required. Allotment water bills requires monitoring. The Clerk reported that she is still querying the Station Road Allotment water bill. She has now submitted an official complaint which is in the process of being dealt with. Cllr Fox suggested the meters should be read by Open spaces on a monthly basis. The Clerk will put this request on the OS agenda. Overall, a third of the way through the year, spending is slightly under budget. The accounts are in a satisfactory state.
- 104/18 BANK RECONCILIATION AS AT END JULY 2018**  
The bank statements reconciled as agreed and signed by Cllr Copus.
- 105/18 INVOICES FOR APPROVAL**  
Following the council's Austen Hardware account being used without prior approval, it was agreed that it should only be used by councillors and Clerk who hold an account card. All invoices were approved for paying. (list attached)  
Proposed Cllr Copus, seconded Cllr Kemp, Cllr Fox agreed.
- 106/18 RECEIPTS**  
These were noted.  
There are 2 stallholders in arrears on the Farmer's Market.
- 107/18 INTERNAL AUDIT REPORT**  
Cllr Copus went through the recommendations. There were 17 recommendations but nothing of immediate importance and the Clerk would be looking to implement these before the next half year audit. It was noted that the Clerk had implemented a number of points which were brought up at the half year audit stage.  
It was recommended that the council obtains a formal evaluation of the Clerk/RFO's job description and NJC pay scale from SALC.  
The report was accepted and will be presented to Full Council.
- 108/18 GRANT APPLICATIONS –**  
St Mary's Church Bell ropes – the committee will recommend Full Council to approve a grant of £240.00  
Victim Support – the committee decided not to approve a grant on the grounds that the request is for general running expenses. The members also noted that the charity, although helps people of the town, is not primarily for Petworth town residents.  
The committee will not recommend Full Council to gift a grant to Victim Support.

Meeting Closed at 8:55pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Chairman