

## PETWORTH TOWN COUNCIL

### AN EXTRAORDINARY MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WAS HELD ON WEDNESDAY 28TH MAY 2014 IN THE TOWN COUNCIL OFFICE AT 7.00 PM

PRESENT: Mr A Copus, (Chairman), Mr N Fox,  
Mrs J Fynes, Mr C Kemp, Dr R Pawsey  
and Mr R Rogerson.

CLERK: Mrs J Huggett

1. There were no apologies. Mrs E Hodgkins did not attend.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. ELECTION OF CHAIRMAN

Mr Copus was proposed by Mr Kemp, seconded by Dr Pawsey. As he was willing to stand and there were no other nominations, on a vote, he was unanimously elected.

Mr Copus took the chair and thanked Councillors for electing him.

4. ELECTION OF VICE-CHAIRMAN

Dr Pawsey was proposed by Mrs Fynes, seconded by Mr Kemp. As she was willing to stand and there were no other nominations, on a vote, she was unanimously elected.

5. ACCOUNTANCY PACKAGE

Mr Kemp said the Clerk uses Quicken which is not compatible with the office computer. Mr Copus said he will ask to look at the Assistant Clerk's accounts package. Dr Pawsey thought that only a basic package such as Excel would be required. Mr Kemp asked the Clerk how her salary is paid, she said she works out the Tax and National Insurance and this is paid quarterly to the Inland Revenue. The Assistant Clerk is paid gross, she does her own deductions. Mr Kemp also asked about the VAT return. The Clerk said although the VAT is calculated on the computer the return is written out by hand.

6. CHEQUE SIGNING PROTOCOL

Mr Copus said that in the model Standing Orders cheques should go to the full council meeting but he thought they should be agreed by the F&GP committee prior

to doing so. Dr Pawsey said at that meeting there should be evidence of the decision making made prior to the work being done. She considered this had not happened in the case of the bus shelter which is costing £1,700 more than the insurance claim. Mr Copus said the insurance must be brought up to date and there should be clearer decision making with more documentary evidence. Mr Kemp said where an item is not budgeted for there should be a process set in place. It was agreed that Mr Copus and Dr Pawsey get together to work out a cheque signing protocol.

7. SALC PACKAGE

Mr Kemp said he has been in touch with SALC and they have offered the Council a package which includes advice on advertising, job description and contract of employment, for a payment of £390. This offer also includes a discount on any further training for the new Clerk. SALC have also said there are Clerks wanting additional work. Mr Fox said he thought the Clerk should be fairly local, there is a certain amount of delivering of planning applications, etc. buy hand. Dr Pawsey said you can't discriminate against someone because of where they live. Mr Kemp said part of the job will include delivering. Mr Fox said he is also concerned that time is short and this must be put in hand straight away, plus some local advertising. Mr Kemp said the person at SALC who deals with this is on holiday until next Monday, he will be phoning her then. Mrs Fynes suggested she should advertise this in the next edition of Petworth Pages, but it was considered July was too late. It was agreed that Mr Kemp go ahead with the package offered by SALC and that he put this to the full Council meeting following for ratification.

8. MEETING FREQUENCY AND TIMING

Mr Copus said the committee should meet monthly, it was agreed to do so on the Tuesday prior to a full Council meeting when cheques will be signed.

There being no further business the meeting closed at 7.30 pm.