



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 16th JULY 2019 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

Present: Cllr A. Copus (Chairman), Cllr N Fox (Vice-Chairman), Cllr J Fynes, Cllr C. Kemp, Cllr M Peet, Cllr L Singleton, Cllr C Sproson

No members of the public were present
As there was no Clerk available, Cllr Copus took notes of the Meeting

75/19 CHAIRMAN'S ANNOUNCEMENTS

Cllr Copus requested that mobile phones should be turned off. He pointed out the fire escape route.

76/19 APOLOGIES FOR ABSENCE

There were none

77/19 DECLARATIONS OF INTEREST

There were none

78/19 MINUTES OF THE PREVIOUS MEETING

There were 2 changes made to the draft Minutes of the meeting held on June 18th: at 60/19 Cllr Sproson was listed as an apologee instead of an attendee and at 62/19 the date of the previous meeting should read 19th May. Subject to those changes the Minutes were approved and signed by the Chairman as a true and accurate record of the meeting. Proposed Cllr Copus, seconded Cllr Peet, unanimously agreed.

79/19 MATTERS ARISING FROM THOSE MINUTES

There was only one matter concerning the repair works required in Rosemary Gardens. Cllr Fox had normalised the 3 quotes received which identified Sussex Landworks as the preferred supplier. Following final specification by the Open Spaces Committee of the exact works required, Sussex Landworks had estimated this to cost £10,060 + VAT. It was agreed to recommend to Council that this work should proceed at up to £11k (including a contingency element) and that the cost would be partly funded from the reserves and from budget which will now not be needed. Proposed Cllr Fox, seconded Cllr Copus, all agreed.

- 80/19 PUBLIC PARTICIPATION SESSION**
No members of the public were present
- 81/19 JUNE 2019 ACCOUNTS**
Cllr Copus presented the detailed income and expenditure statement which showed, at this three month stage of the year, that overall we are within the budget with expenditure being incurred below the annual run rate. There were however 2 particular lines (Audit fees and Other Expenditure) which required investigation. Also the Cemetery Maintenance Income had yet to be received from CDC
- 82/19 BANK RECONCILIATION AS AT END JUNE 2019**
The current account and reserve account bank statements had been reconciled to the accounting system balances after allowing for a Bank error of £5 which has still not been corrected. Cllr Copus had spoken to Nat West about this and written to them. The 2 statements were initialled as reconciled by Cllr Kemp.
- 83/19 INVOICES FOR APPROVAL - list attached**
Having all considered the invoices received, Cllr Copus proposed that these should be approved, seconded Cllr Singleton with all in agreement.
- 84/19 ELECTRONIC PAYMENTS**
Due to time constraints these payments for April to June have not been checked and signed. Cllrs Kemp and Singleton agreed to do this at a later date.
- 85/19 SALES INCOME**
All Allotment income had now been received
There were only 3 FM receipts outstanding, 2 of which were for 1 stallholder where strong follow up has been taken
There are 2 Petworth Pages receipts outstanding for the Summer Edition mainly as a result of the invoices having been sent out later than normal.
- 86/19 GRANT APPLICATION**
The Petworth Heritage Weekend had applied for a grant of £350 towards the cost of hiring the Leconfield Hall. Following discussion of the Application it was proposed by Cllr Singleton, seconded by Cllr Peet and agreed by all, that it be submitted to Full Council for approval together with a recommendation that any use of the Park Sports ground has to be within the terms of our lease
- 87/19 ACTION LIST**
This was reviewed and updated (see attached schedule)
- 88/19 DATE OF NEXT MEETING**
Tuesday 20th August 2019 was noted as the next committee meeting date.

Meeting closed 8 37pm

Signed: _____

Dated: _____

Chairman