



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 20th AUGUST 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 L Singleton & L Smith (Clerk)

No members of the public were present

89/19 CHAIRMAN'S ANNOUNCEMENTS

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

Cllr Copus proposed that the Committee consider paying Alistair Baldwin's monthly invoice for the Farmers Market in the week following the Farmers Market, each month. This was seconded by Cllr Fox and unanimously agreed.

Cllr Fox proposed that the Committee consider paying Sussex Land Works invoice for the works taking place at Rosemary Gardens within their payment terms of 14 days. This was seconded by Cllr Kemp and it was unanimously agreed that Cllr Fox approves the invoice upon receipt and passes it to the Clerk for payment.

Cllr Copus advised the committee of a request for approval of planting to the value of £1,700 from Cllr Hewlett. It was agreed that this request along with the future, long term plans for planting in the Town, would be reviewed at a Planting & Petworth in Bloom working group meeting to involve Cllr Copus, Cllr Kemp, Cllr Fox, Cllr Scallan and Cllr Hewlett.

90/19 APOLOGIES FOR ABSENCE

Cllr M Peet & Cllr C Sproson

91/19 DECLARATIONS OF INTEREST

There were none

92/19 MINUTES OF THE PREVIOUS MEETING

The Minutes were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Copus, seconded Cllr Kemp, unanimously agreed.

93/19 MATTERS ARISING FROM THOSE MINUTES

The Clerk was asked to chase the Cemetery Maintenance Income payment from CDC as this was still yet to be received.

The Clerk was asked to chase Nat West Bank regarding the error of £5 which has still not been corrected.

94/19 PUBLIC PARTICIPATION SESSION

No members of the public were present

95/19 JULY 2019 ACCOUNTS

Cllr Copus presented the detailed income and expenditure statement which showed, at this four month stage of the year, that overall we are within the budget with expenditure being incurred below the annual run rate.

96/19 BANK RECONCILIATION AS AT END JULY 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. The 2 statements were initialled as reconciled by Cllr Singleton.

97/19 BANKING MANDATE

It was unanimously agreed that Cllr Singleton, Cllr Peet & L Smith should be added to the banking mandate. Cllr Singleton signed the relevant forms at the meeting. Cllr Copus agreed to submit the forms and advised that the changes to the mandate should be endorsed by the Council at the September 2019 meeting.

98/19 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.

99/19 ELECTRONIC PAYMENTS

Due to time constraints the payments for April to July have not been checked and signed. Cllrs Kemp and Singleton agreed to do this at a later date.

100/19 SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages were presented by Cllr Copus and discussed by the Committee.

The Clerk was asked to chase Petworth Marquee Hire for the outstanding monies owed for the summer edition of Petworth Pages.

It was unanimously agreed that future payments for the indoor Farmers Market should be made in the same way as the outdoor Farmers Market. The Clerk was asked to advise Cllr Desai that invoices will be raised to the indoor market traders in advance of the monthly Market and that these should be paid by BACS, cheque or cash. Where cash is paid, this should be posted through the Town Council office door in advance of or on the day of the Market with a note clearly identifying which stall the payment relates to. The Clerk will then issue an electronic receipt for all cash payments received.

101/19 GRANT APPLICATION

No applications had been received.

Cllr Copus proposed that the following resolution to the grants policy was recommended by the committee to the Council in order to consider revenue applications in the future: *Grants are awarded towards specific events or projects of a capital nature. In very exceptional circumstances, Council may consider making an award to support a revenue activity.* This proposal was seconded by Cllr Fox.

102/19 ACTION LIST

This was reviewed and updated (see attached schedule)

103/19

DATE OF NEXT MEETING

Tuesday 17th September 2019 was noted as the next committee meeting date.

Meeting closed 8 36pm

Signed: _____

Dated: _____

Chairman