

# PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL  
PURPOSES COMMITTEE HELD ON  
TUESDAY 10<sup>th</sup> JANUARY 2017  
IN THE TOWN COUNCIL OFFICE AT 7.00 PM

**Cllrs Present:** Mr Alan Copus (Chair)  
Mr Chris Kemp  
Dr. Rosa Pawsey  
Mr. Hugo Petersons  
Mr. Neville Fox

**Cllrs Absent:** Mr. Rob Evans  
Mr. Michael Peet

**In Attendance:** Mr Steve Meakin

**Note:** As no Clerk was available Cllr Copus took notes of the meeting

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## F/1/17 Apologies for absence

Apologies for absence were received from Cllrs Evans and Peet.

## F/2/17 Declarations of interest

There were no declarations of Pecuniary, non-pecuniary or personal interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosure Pecuniary Interests) Regulations 2012**.

## F/3/17 Minutes of the previous meeting

The minutes of the previous meeting on 13<sup>th</sup> December 2016 were **AGREED** as a true record. Proposed by Cllr Kemp and Seconded by Cllr Pawsey

**RECOMMENDED** to be **ADOPTED** by Council.

## F/4/17 Matters Arising

**Action carried forward from previous meeting:** Reimbursement for damaged slide at Hampers Common. Debbie has checked through Council and Open Spaces minutes for the last 2 years and has not been able to identify a proposed reimbursement amount being recorded. **Cllr Kemp** will contact Richard Chandler to see if he can help.

**Action carried forward from previous meeting:** Petworth Pages Terms of Reference to be drafted by **Cllr Copus**.

**Action carried forward from previous meeting: Cllr Peet** to draft Terms of Reference for the Farmers Market. He will circulate his draft for comment

**Action carried forward from previous meeting: Cllr Copus** to progress provision of a staff pension for both Becca and Julie by 1/2/17. He presented his proposal which had been issued before the meeting. Following discussion it was **AGREED** to **RECOMMEND** to Council that the proposal be adopted, proposed by Cllr Fox and seconded by Cllr Peet

**Action carried forward from previous meeting: Cllr Copus** to advise our insurers that a claim will be submitted to recover temporary cover costs whilst the Clerk is off sick. Insurers are aware and the actual claim will be submitted once we have 10 weeks of invoices for Debbie. Also investigate whether we can claim for Statutory Sick Pay

**Action carried forward from previous meeting: Cllr Copus** to draft amendment to Financial Regulations for stationery prior approval. The Financial Regulations (4.5) already require normal expenditure to be approved by Chair F&GP if less than £250 or by the Chairman if less than £500. A monthly purchase limit of £250 has been set up by Viking

F/5/17 Accounts – December 2016

<b>INCOME</b>	<b>2016/17</b>	<b>Actual cash</b>			
	<b>Budget</b>	<b>to date</b>			
Precept	104,800	106,200			
Support Grant	3,484	3,484			
Hampers Common Hi	200	490			
Interest	20	11			
Allotment Rents	2,500	2,224			
Xmas Event	2,500	2,282			
Farmers Market		6,060			
Q90 birthday grant		250			
New Homes Bonus					
Watershed Grant		1,960			
<b>Totals</b>	<b>113,504</b>	<b>122,962</b>			

<b>EXPENDITURE</b>	<b>2016/17</b>	<b>Actual cash</b>	<b>% cash</b>
	<b>Budget</b>	<b>to date</b>	<b>to date</b>
<b>Outside</b> Rosemary Gdns/Hampers Com Contract	6,000	8,173	136%
Rosemary Gardens Maintenance	500	1,441	288%
Hampers Common Maintenance	500	1,052	210%
Safety checks		1,237	
Hampers Common Lease	800	0	0%
Waste & Dog Bins	600	1,192	199%
Hanging Baskets - Maintenance	1,200	593	49%
Hanging Baskets - Watering	2,000	1,707	85%
Planters	200	117	59%

	CCTV	5,000	1,250	25%
	Street Lighting	1,800	1,481	82%
	Church clock	250	122	49%
	General Maintenance	2,000	2,515	126%
		<u>20,850</u>	<u>20,879</u>	100%
	Allotments Lease	500	1,500	300%
	Allotments Water	500	474	95%
	Allotments Maintenance	1,500	55	4%
		<u>2,500</u>	<u>2,029</u>	81%
	Xmas Event - General	1,300	1,415	109%
	Xmax Event - Lighting	1,000	783	78%
		<u>2,300</u>	<u>2,198</u>	96%
	Farmers Market		2,925	
<b>Admin</b>	Office Rent & Service Charges	6,700	5,639	84%
	Clerk's Salary	31,000	24,312	78%
	Clerk's pension from 1/2/2017 @ 3%	126	0	0%
	Office temp		1,990	
	HR Consultancy		1,360	
	Insurance	1,500	1,213	81%
	SALC/SLCC Subscriptions/Contracts	900	831	92%
	Audit Fee	1,000	1,065	107%
	Annual meetings	100	128	128%
	Office Expenditure	900	1,010	112%
	Expenses/Postage	300	72	24%
	Repayment of £80k loan for playgrounds	8,960	8,893	99%
	Local Election	2,000	0	0%
	Training	1,500	462	31%
	Web Site	200	0	0%
	Comms/IT	700	642	92%
	Office Water	110	109	99%
		<u>55,996</u>	<u>47,726</u>	85%
<b>Misc</b>	Grants Awarded	3,000	2,625	88%
	Repayment of £10k loan for skatepark	1,221	0	0%
	Skatepark	0	350	
	Traffic consultant recommended works	10,000	1,423	14%
	War Memorial	0	4,900	
	Street light refurbishment	10,000	0	0%
	Bus shelter	3,000	0	0%
	Jubilee walk	500	403	81%
	Sign posts	1,000	0	0%

Queen's 90th birthday celebrations	100	250	250%
Chairman's allowance	500	85	17%
Petworth Pages net contribution	500	855	171%
Unallocated budget/contingency	2,000	1,480	74%
	31,821	12,372	39%
	<b>113,467</b>	<b>88,128</b>	78%

It was **NOTED** that overall we are on track with the budget after specifically allowing for War Memorial costs which were accrued for in 2015/16 year and the unbudgeted Farmers Market costs which are more than offset by unbudgeted income

**Cllrs Pawsey & Copus** would establish what, if any, SDNPA grants were still awaited

**Cllr Copus** will look at prior years Neighbourhood Plan budgets to explain the line

'2015/16 grant delayed -7000'

(Secretary's note: the above funding reduction offsets the 'additional grant during 2015/16 of £7000)

#### F6/17 Bank Reconciliation

#### **BALANCE SHEET**

Reserve at 1 April 2016 – general	24,478	Nat West balances at	31/12/2016
Reserve at 1 April 2016 - for allotments	99	Current Account	18,714.48
Reserve at 1 April 2016 - for NP	12,829	Deposit Account	24,965.75
Reserve at 1 April 2016 - for playparks	-1,551		
Less: Playpark spend	-4,372		
Less: Recoverable VAT 2015/16	669		
Less: Recoverable VAT 2016/17	-8,269		
Plus: income	122,962		
Less: expenditure	-88,128		
Less: N Plan expenditure	-19,039		
Plus: N Plan grant	4,000		
Balance at 31/12/2016	<b>43,680.23</b>		<b>43,680.23</b>

It was **NOTED** that the accounts system balances showed agreement to the bank statements but, as this meeting was being held earlier in the month than usual, no printed bank statements had yet been received for the Committee to be able to verify this.

**Cllr Kemp** said that we had not received the War Memorial grant and he would ask Debbie for the papers on this and establish what is causing the delay

F7/17 Invoices for approval

31/12/2016	Austens	26.46	4.41	22.05	Xmax Event – Lighting
05/01/2017	Link Hire	18.00	3.00	15.00	Farmers Market
		174.00	29	145.00	Farmers Market
		36.00	6.00	30.00	Xmas Event - General
					Rosemary Gdns/Hampers Com
31/12/2016	HJS Land Services	260.00		260.00	Contract
07/12/2016	British Red Cross	309.60	51.60	258.00	Xmas Event - General
28/12/2016	Southern Electric	268.35	12.77	255.58	Street Lighting
23/12/2016	Southern Water	73.99		73.99	Allotments Water
12/12/2016	Health Assured	190.80	31.8	159.00	HR Consultancy
09/12/2016	Reed	326.93	54.49	272.44	Office temp
16/12/2016	Reed	64.22	10.70	53.52	Office temp
16/12/2016	Leconfield Estates	323.22		323.22	Hampers Common Lease
30/12/2016	Leconfield Estates	25.01		25.01	Allotments Water
16/12/2016	Bexley Printers	110.00		110.00	Xmas Event - General
13/12/2016	Fiona Kemp	33.06		33.06	Xmas Event - General
19/12/2016	Rusty (M R Welch)	150.00		150.00	Xmas Event - General
26/10/2016	Datacenta	60.00	10.00	50.00	Comms/IT
10/01/2017	Chris Kemp	47.72		37.72	Xmas Event - General
				10.00	Xmas Event - General
04/01/2017	BT	37.20	6.20	31.00	Comms/IT

**AGREED** to be **RECOMMENDED** to Council for payment and that BT should be paid by direct debit and paperless billing introduced to reduce the monthly bill. Proposed by Cllr Kemp and seconded by Cllr Petersons.

F8/17 Receipts

It was **NOTED** that there was only one receipt so far in January:

06/01/2017 CDC 1,266.00 New Homes Bonus

and that the Farmers Market Receipts were satisfactory although one stallholder might need some pressure applied.

F 9/17 Matters to be discussed at the Chairman’s discretion

Cllr Copus said that the agreed 2017/18 precept had been formally notified to CDC well before the deadline date

The meeting closed at 8.50 pm

Signed by Chair F&GP Committee when Minutes agreed .....