

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 13th JUNE 2017 IN THE TOWN COUNCIL OFFICE AT 7.00 PM

Cllrs Present: Mr Alan Copus (Chair) Mr Michael Peet
Mr Chris Kemp
Mr Steve Meakin

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

F/52/17 Election of Chairman

Cllr Copus was elected Chairman, proposed by Cllr Kemp and seconded by Cllr Peet

F/53/17 Election of Vice Chairman

Cllr Meakin was elected Vice Chairman, proposed by Cllr Copus and seconded by Cllr Peet

F/54/17 Apologies for absence

Apologies for absence were received from Cllrs Fox and Pawsey

F/55/17 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/56/17 Minutes of the previous meeting

The minutes of the previous meeting on 16th May 2017 were **AGREED** as a true record. Proposed by Cllr Peet and Seconded by Cllr Meakin to **RECOMMENDED** they be **ADOPTED** by Council.

F/57/17 Matters Arising

Action carried forward from previous meeting: Reimbursement for damaged slide at Hampers Common. **Cllr Kemp** will ask Debbie to obtain quotes for an equivalent slide, safety surface and seat. He will then discuss these with the Estate. Carried forward

Action carried forward from previous meeting: Petworth Pages Terms of Reference to be drafted by Cllr Copus. In order to make progress on this, **Cllr Peet** agreed to prepare a draft document. Carried forward.

Action carried forward from previous meeting: **Cllr Copus** to complete and submit a VAT reclaim as soon as practical. Carried forward

Action carried forward from previous meeting: Cllr Copus reported that he had spoken again to Nat West about the visibility of electronic payments. They had suggested that a print of each payment is taken at the time. He will do this for this month's payments for review at the next meeting. Carried forward.

Action carried forward from previous meeting: Cllrs Peet and Copus had proposed to Council (who had agreed) that the ESAT anti-virus package be installed on the office laptop. This has been done.

Action carried forward from previous meeting: Charges from BT for our Broadband package continue to be queried with them by Debbie. The promised credit has yet to be received. The bill this month was some £40 higher than normal because we exceeded the call limit on our package. It was proposed by Cllr Copus and seconded by Cllr Peet that we ask Council to approve an additional payment to BT of £10 per month to provide unlimited call usage. Carried forward.

Action carried forward from previous meeting: We need to progress CDC giving us £6500 to cover the costs of the cemetery maintenance which they undertook previously. Cllr Kemp reported that they now had all the relevant documentation from our contractor and once they are happy with it we will invoice them for the £6500. Carried forward.

Action carried forward from previous meeting: It was noted that, in accordance with Council authority, Cllrs Kemp and Copus had selected Inspire from the quotations received and taken out a new policy with them.

Action carried forward from previous meeting: It was noted that the Annual Accounting Statement had been approved at the May Council meeting. Cllr Copus reported that it has since been sent to the External Auditor and displayed on the public notice board together with the Inspection Notice.

F/58/17 Grant Applications

Cllr Copus presented the 7 Applications which had so far been received. Following discussion of each of them it was proposed by Cllr Copus and seconded by Cllr Meakin to **RECOMMEND** that Council grants £250 each to Revitalise, the United Reform Church, the Air Ambulance and Petworth Festival

F/59/17 May 2017 Accounts

INCOME	Annual Budget	Actual to date
Precept	112,800	56,401
Support Grant	3,345	1,673
Hampers Common Hire	300	0
Interest	15	1
Allotment Rents	2,400	737
Xmas Event	2,500	480
Farmers Market	5,000	1,430
Totals	126,360	60,720

EXPENDITURE	Annual Budget	Actual to date
Outside Grounds maintenance		
Rosemary Gardens	4000	520
Hampers Common	4000	660
Cemeteries	1000	4,350

	Other areas		770
	Rosemary Gardens Maintenance	800	0
	Hampers Common Maintenance	1,500	144
	Hampers Common Lease	350	0
	Safety checks	576	345
	Waste & Dog Bins	1,200	1,073
	Hanging Baskets - Maintenance	800	0
	Hanging Baskets - Watering	2,000	0
	Planters	200	0
	CCTV	5,000	5,000
	Street Lighting	1,800	267
	Church clock	250	0
	General Maintenance	2,000	431
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		25,476	13,561
	Allotments Lease	1,500	750
	Allotments Water	250	10
	Allotments Maintenance	750	0
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		2,500	760
	Xmas Event - General	1,300	79
	Xmas Event - Tree pit	500	0
	Xmax Event - Lighting	500	0
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		2,300	79
	Farmers Market	4,000	1,036
Admin	Office Rent & Service Charges	6,700	1,300
	Clerk's Salary	31,000	0
	Clerk's pension from 1/2/2017 @ 3%	756	0
	Office temp	1,000	3,690
	HR Consultancy	1,200	182
	Insurance	1,500	0
	SALC/SLCC Subscriptions/Contracts	900	868
	Audit Fee	1,000	0
	Annual meetings	150	30
	Office Expenditure	900	333
	Expenses/Postage	120	27
	Repayment of £80k loan for playgrounds	8,900	4,480
	Local Election	2,000	0
	Training	1,000	0
	Web Site	200	0
	Comms/IT	800	114
	Office Water	110	0
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		58,236	11,024
Misc	Grants Awarded	4,000	0
	Repayment of £10k loan for skatepark	1,221	0
	Skatepark	500	0
	Traffic consultant recommended works	2,500	3,180

War Memorial	0	0
Street light refurbishment	3,200	0
Bus shelter	2,500	0
Jubilee walk	500	0
Sign posts	0	0
Queen's 90th birthday celebrations	0	0
Chairman's allowance	250	0
Petworth Pages net contribution	1,140	285
Jubilee Walk Info Boards, Gates etc	3,500	0
Grove Lane allotment wall	4,500	0
Cemetery seat	500	0
Office redecoration	500	0
Neighbourhood Plan	7,000	5,000
Petworth Sports		
Unallocated budget/contingency	2,000	741
	<u>33,811</u>	<u>9,205</u>
	<u>126,323</u>	<u>35,666</u>

It was noted that the Income was on track, with all Allotment monies for 2107/18 year having now been received. The high cash Expenditure in the two months is offset by £17k of accruals made at the end of the last financial year, thus bringing net actual expenditure below budget.

F/60/17 Bank Reconciliation

BALANCE SHEET

Reserve at 1 April 2017 - general	27,336	Nat West balances at	31/05/2017
Reserve at 1 April 2017 - for allotments	1,369	Current Account	4,639.32
Reserve at 1 April 2017 - for FM	3,122	Deposit Account	34,039.85
Reserve at 1 April 2017 - for Playparks	-5,923		
Reserve at 1 April 2017 - for Bus shelter	3,000		
Less: Recoverable VAT 2015/16	669		
Less: Recoverable VAT 2016/17	-13,202		
Less: Recoverable VAT 2107/18	-2,747		
Plus: income	60,720		
Less: expenditure	-35,666		
Balance at	31/05/2017	38,679.11	38,679.17

Cllr Kemp signed the Bank Statement balances which were 6p higher than the accounts as a result of an invoice being underpaid by that amount. This will be corrected in June.

F/61/17 Invoices for approval

Date	Supplier	Gross	VAT	Net	Budget line
26/05/2017	Steeple	30.00	5	25.00	Annual meetings
01/06/2017	LDZ Designs Ltd	20.00		20.00	Farmers Market
28/04/2017	Nexus	1,500.00	250	1,250.00	Neighbourhood Plan
24/05/2017	Viking	96.43	16.07	80.36	Office Expenditure
26/05/2017	Viking	11.47	1.91	9.56	Office Expenditure
					Traffic consultant recommended
12/06/2017	Quality Traffic Surveys Ltd	840.00	140	700.00	works
02/06/2017	Southern Electric	3.36	0.16	3.20	Street Lighting
		24.63	1.17	23.46	Street Lighting
	Total £42.42	14.43	0.68	13.75	Street Lighting
16/06/2017	BT	18.00	3	15.00	Comms/IT
	BT	88.56	14.76	73.80	Comms/IT
08/06/2017	SSALC	96.00	16	80.00	Training
10/06/2017	Tim Ticehurst	570.00	0	570.00	Farmers Market
14/05/2017	Auditing Solutions	384.00	64	320.00	Audit Fee
25/05/2017	Pitchcare/Alex Rees	299.34	49.89	249.45	Unallocated budget/contingency
19/05/2017	Reed	369.12	61.52	307.60	Office temp
		369.12	61.52	307.60	Office temp
	£1628.86 total	562.46	93.74	468.72	Office temp
		328.10	54.68	273.42	Office temp
		0.06			Office temp
02/06/2017	Flude	2,119.20	353.2	1,766.00	Office Rent & Service Charges
28/05/2017	Debbie	35.40	5.9	29.50	Web Site
31/05/2017	Leconfield Hall	278.00		148.00	Farmers Market
				130.00	Annual meetings
27/05/2017	Hennings	120.28	16.59	103.69	Annual meetings
27/05/2017	Fiona	41.49		41.49	Annual meetings
31/05/2017	Austens	6.49	1.08	5.41	Hampers Common Maintenance
31/05/2017	HJS Land Services	3,745.00		2,500.00	Cemeteries
				260.00	Rosemary Gardens
				530.00	Hampers Common
				455.00	Other areas
22/05/2017	Fire Risk UK	139.2	23.2	116.00	Office Expenditure
11/05/2017	Johnston Publishing	686.25	114.37	571.88	Unallocated budget/contingency
14/06/2017	Surrey Hills solicitors	834.00	138.00	696.00	Petworth Sports
07/06/2017	Steeple	30.00	5.00	25.00	General Maintenance

The above invoices were reviewed in detail and **AGREED** to be **RECOMMENDED** to Council for payment, proposed by Cllr Copus and seconded by Cllr Peet.

F/62/17 Receipts

NOTED that there are the following receipts so far in June:

05/06/2017 Pure Delights 35.00 Farmers Market

05/06/2017	Leesa	55.00	Xmas Event
06/06/2017	Chanctonbury Game	35.00	Farmers Market
06/06/2017	Mud Foods	35.00	Farmers Market
13/06/2017	Watson	21.00	Allotment Rents
13/06/2017	Petworth Vision	35.00	Farmers Market
13/06/2017	Lodge Hill Farm	35.00	Farmers Market

and that the Allotment and Farmers Market Receipts were both satisfactory

F/63/17 Matters to be discussed at the Chairman's discretion

It was noted that the Risk Assessment needs to be update and Cllr Copus will do this

The meeting closed at 9.02 pm

Signed by Chair F&GP Committee when Minutes agreed