

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL
PURPOSES COMMITTEE HELD ON
TUESDAY 14th FEBRUARY 2017
IN THE TOWN COUNCIL OFFICE AT 7.00 PM

Cllrs Present: Mr Alan Copus (Chair) Dr. Rosa Pawsey
Mr Chris Kemp Mr. Michael Peet
Mr Steve Meakin Mr. Hugo Petersons

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

F/10/17 Apologies for absence

Apologies for absence were received from Cllr Fox.

F11/17 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/12/17 Minutes of the previous meeting

The minutes of the previous meeting on 17th January 2017 were **AGREED** as a true record. Proposed by Cllr Kemp and Seconded by Cllr Pawsey

RECOMMENDED to be **ADOPTED** by Council.

F/13/17 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. Done discharged.

Note that Cllr Peet arrived at 19.09 hours

Action carried forward from previous meeting: Cllr Copus advised that he has submitted a claim to our insurers to recover some of Debbie's costs. **Cllrs Copus and Petersons** confirmed that the Council is unable to claim for Statutory Sick Pay

Action carried forward from previous meeting: Cllrs Pawsey & Copus would establish what, if any, SDNPA grants were still awaited. It is confirmed that none were in the pipeline.

F/14/17 Hampers Common Letting Agreement

The draft documents were discussed and the following changes were identified: to include Insurance cover and to set charges at £50 per day but £30 for charities. With those amendments it was **AGREED** to be **RECOMMENDED** to Council for adoption. Proposed by Cllr Kemp, seconded by Cllr Petersons

F/15/17 Allotment Letting and Tenancy Agreements

The draft documents were discussed and the following changes were identified to the Agreement: Delete 4g, reword 4l to ensure reasonable care is taken and amend 12a to 30 days. With those amendments it was **AGREED** to be **RECOMMENDED** to Council for adoption. Proposed by Cllr Copus, seconded by Cllr Pawsey. Cllr Copus to ask Debbie to make the document changes for Thursday's Council meeting.

F/16/17 Office Fixed Wire Testing

Following consideration of the 3 quotations it was **AGREED** to be **RECOMMENDED** to Council that Robert Young undertake this work. Proposed by Cllr Copus and seconded by Cllr Peet

F/17/17 Accounts – January 2017

INCOME	2016/17 Budget	Actual cash to date
Precept	104,800	106,200
Support Grant	3,484	3,484
Hampers Common Hire	200	490
Interest	20	12
Allotment Rents	2,500	2,302
Xmas Event	2,500	2,282
Farmers Market		6,264
Q90 birthday grant		250
New Homes Bonus		1266
Watershed Grant		1960
Totals	113504	124510

EXPENDITURE

2016/17 Actual %

		Budget	cash to date	cash to date
Outside	Rosemary Gdns/Hampers Com Contract	6,000	8,433	141%
	Rosemary Gardens Maintenance	500	1,441	288%
	Hampers Common Maintenance	500	1,098	220%
	Safety checks		1,237	
	Hampers Common Lease	800	323	40%
	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	1,736	96%
	Church clock	250	122	49%
	General Maintenance	2,000	2,545	127%
		20,850	21,794	105%
	Allotments Lease	500	1,500	300%
	Allotments Water	500	573	115%
	Allotments Maintenance	1,500	55	4%
		2,500	2,128	85%
	Xmas Event - General	1,300	2,024	156%
	Xmax Event - Lighting	1,000	805	81%
		2,300	2,829	123%
	Farmers Market		2,925	
Admin	Office Rent & Service Charges	6,700	7,199	107%
	Clerk's Salary	31,000	26,299	85%
	Clerk's pension from 1/2/2017 @ 3%	126	0	0%
	Office temp		3,955	
	HR Consultancy		1,610	
	Insurance	1,500	1,213	81%
	SALC/SLCC Subscriptions/Contracts	900	831	92%
	Audit Fee	1,000	1,385	139%
	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	72	36%
	Comms/IT	700	738	105%
	Office Water	110	109	99%

		55,996	53,976	96%
Misc	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%
		113,467	96,023	85%

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 its unbudgeted income

In order to complete the War Memorial grant application, **Cllr Kemp** will obtain and submit photos of the repaired areas

F/18/17 Bank Reconciliation

BALANCE SHEET

Reserve at 1 April 2016 - general	24,478	Nat West balances at	31/01/2017
Reserve at 1 April 2016 - for allotments	99	Current Account	14,861.09
Reserve at 1 April 2016 - for NP	12,829	Deposit Account	14,965.95
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	-9,933		
Plus: income	124,510		
Less: expenditure	-96,023		
Less: N Plan expenditure	-24,880		
Plus: N Plan grant	4,000		
Balance at 31/01/2017	29,827.04		29,827.04

Cllr Meakin signed the bank statements to confirm that the actual bank balances are as above

It was proposed that **Cllr Copus** submit a VAT reclaim before the financial year end to assist with our cashflow

F/19/17 Invoices for approval

HMRC	836.76		836.76	Clerk's Salary	Jan month
Viking	55.38	4.83	50.55	Office Expenditure	stamps, markers etc
Viking	73.57	12.26	61.31	Office Expenditure	key cabinet etc
IOW Computer Geek	64.99	9.99	55.00	Web Site	hosting & name 1 yr
Bexley Printers	271.00		271.00	Farmers Market	2000 flyers
Reed	105.08	17.51	87.57	Office temp	w/e 30/12/16
Reed	496.24	82.71	413.53	Office temp	w/e 6/1/17
Reed	461.21	76.87	384.34	Office temp	w/e 13/1/17
Reed	572.12	95.35	476.77	Office temp	w/e 20/1/17
Reed	554.62	92.44	462.18	Office temp	w/e 27/1/17
Reed	607.15	101.19	505.96	Office temp	w/e 3/2/17
RMK	83.10	13.85	69.25	Office Expenditure	PAT testing
Leconfield Hall	127.00		127.00	Annual meetings	27/4/16 meeting
Leconfield Hall	143.00		143.00	Farmers Market	Lower Hall 28/01/20
Julie Aguilar	285.00		285.00	Petworth Pages net contribution	Spring 2017 issue
Julie Aguilar	27.30		27.30	N Plan	travel to London me
Austens	36.75		36.75	Office Expenditure	rubbish sacks
Chris Kemp	15.80		15.80	Office Expenditure	keys for safe
Chris Kemp	39.30		39.30	N Plan	London visit
Fiona Kemp	75.13		75.13	Xmas Event - General	Thank you event
				Rosemary Gdns/Hampers Com	
HJS Land Services	420.00		420.00	Contract	RG 4 visit + clearanc
Link Hire	174.00	29.00	145.00	Farmers Market	January
	18.00	3.00	15.00	Xmas Event - General	Collection
Nexus	1,800.00	300.00	1,500.00	N Plan	Draft Plan, review W
Julie Aguilar	537.34		537.34	N Plan	assessment
					Feb net of 0.8% pens

AGREED to be **RECOMMENDED** to Council for payment, proposed by Cllr Copus and seconded by Cllr Meakin.

F/20/17 Receipts

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

Johnson	11.00	Allotment Rents
Tullens	35.00	Farmers Market
Harveys Farm	35.00	Farmers Market
Leesa	35.00	Farmers Market
Olives & Things	65.00	Farmers Market
Kens Eggs	35.00	Farmers Market
Parr	50.00	Allotment Rents
Palmer	10.25	Allotment Rents
NFU Alastair		
Mcaloon	35.00	Farmers Market
Slindon Bakery	140.00	Farmers Market

and that the Farmers Market Receipts were satisfactory with the arrears having been received

F/21/17 Matters to be discussed at the Chairman's discretion

There were none

The meeting closed at 9.10 pm

Signed by Chair F&GP Committee when Minutes agreed