

# PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL  
PURPOSES COMMITTEE HELD ON  
TUESDAY 14<sup>th</sup> MARCH 2017  
IN THE TOWN COUNCIL OFFICE AT 7.00 PM

**Cllrs Present:** Mr Alan Copus (Chair) Dr. Rosa Pawsey  
Mr Chris Kemp  
Mr Steve Meakin

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

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F/22/17 Apologies for absence

Apologies for absence were received from Cllrs Fox and Peet. Hugo Petersons has resigned from the Council

F/23/17 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/24/17 Minutes of the previous meeting

The minutes of the previous meeting on 14<sup>th</sup> February 2017 were **AGREED** as a true record. Proposed by Cllr Pawsey and Seconded by Cllr Kemp

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

F/25/17 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. Carried forward

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

**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. Cllr Copus to chase for a response.

**Action carried forward from previous meeting:** In order to complete the War Memorial grant application, **Cllr Kemp** has obtained and submitted photos of the repaired areas. The grant cash has since been received. **Cllr Copus** to check whether the memorial is included on the Asset Register and Insurance cover.

**Action carried forward from previous meeting:** **Cllr Copus** to submit a VAT reclaim before the financial year end. About a half of the data has so far been assembled. Recent receipt of grants had improved the overall cash position.

#### F/26/17 Internet Banking

A limited number of five payees have been set up on the internet banking system and their payments approved at the February Council meeting have been made. It was noted that the bank statement did not contain sufficient information to enable these payments to be verified against the bank details on the invoices. **Cllr Copus** to discuss this problem with Nat West. In the meantime it was agreed to continue to make any payments for these five payees.

#### F/27/17 Data Protection

The paper previously issued was considered and the following changes proposed: that the first bullet amended to the 'seven' rather than 'eight' principles and a website URL inserted for the Data Protection Act mentioned in Principle 6. Subject to those changes the paper was **AGREED** to be **RECOMMENDED** to Council for adoption, proposed by Cllr Meakin and seconded by Cllr Pawsey.

#### F/28/17 Document Retention

The paper previously issued was considered and it was **AGREED** to be **RECOMMENDED** to Council for adoption, proposed by Cllr Meakin and seconded by Cllr Pawsey.

#### F/29/17 Display Boards

It was **AGREED** to purchase 10 1000x700mm Boards plus mounting poles/base kit and carry bag which are initially to be used for the 31<sup>st</sup> March Neighbourhood Plan Public Consultation at a cost of £824 exc VAT. Proposed by Cllr Copus and seconded by Cllr Kemp.

#### F/30/17 Accounts – February 2017

<b>INCOME</b>	<b>2016/17 Budget</b>	<b>Actual cash to date</b>
Precept	104,800	106,200
Support Grant	3,484	3,484
Hampers Common		
Hire	200	490
Interest	20	12
Allotment Rents	2,500	2,373

Xmas Event	2,500	2,302
Farmers Market		6,825
Q90 birthday grant		250
New Homes Bonus		1,266
Watershed Grant		1,960
<b>Totals</b>	<b>113,504</b>	<b>125,162</b>

<b>EXPENDITURE</b>		<b>2016/17 Budget</b>	<b>Actual cash to date</b>	<b>% cash to date</b>
<b>Outside</b>	Rosemary Gdns/Hampers Com Contract	6,000	8,853	148%
	Rosemary Gardens Maintenance	500	1,441	288%
	Hampers Common Maintenance	500	1,098	220%
	Safety checks		1,199	
	Hampers Common Lease	800	323	40%
	Waste & Dog Bins	600	993	166%
	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	2,540	127%
		<u>20,850</u>	<u>21,972</u>	105%
	Allotments Lease	500	1,500	300%
	Allotments Water	500	573	115%
	Allotments Maintenance	1,500	55	4%
		<u>2,500</u>	<u>2,128</u>	85%
	Xmas Event - General	1,300	2,144	165%
	Xmax Event - Lighting	1,000	805	81%
		<u>2,300</u>	<u>2,949</u>	128%
	Farmers Market		4,378	
<b>Admin</b>	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		6,286	
	HR Consultancy		1,701	
	Insurance SALC/SLCC	1,500	1,213	81%
	Subscriptions/Contracts	900	831	92%
	Audit Fee	1,000	1,385	139%
	Annual meetings	100	255	255%

Office Expenditure	900	1,244	138%
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	753	108%
Office Water	110	109	99%
	<u>55,996</u>	<u>56,773</u>	101%

<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	1,140	228%
	Unallocated budget/contingency	2,000	1,480	74%
		<u>31,821</u>	<u>12,657</u>	40%
		<u><u>113,467</u></u>	<u><u>100,857</u></u>	89%

It was **NOTED** that overall we are within budget.

#### F/27/17 Bank Reconciliation

#### **BALANCE SHEET**

Reserve at 1 April 2016 - general	24,478	Nat West balances at	28/02/2017
Reserve at 1 April 2016 - for allotments	99	Current Account	10,764.18
Reserve at 1 April 2016 - for NP	12,829	Deposit Account	14,966.07
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	-11,210		

Plus: income			125,162	
Less: expenditure			-100,857	
Less: N Plan expenditure			-26,984	
Plus: N Plan grant			7,466	
Balance at	28/02/2017		<u>25,730.25</u>	<u>25,730.25</u>

Cllr Kemp signed the bank statements to confirm that the actual bank balances as at end February are as above

#### F/28/17 Invoices for approval

Nexus	2850	475	2375	N Plan	Revisions to draft plan, start consultation material, 2 SG meetings
Southern Water	61.68		61.68	Office Water	Last bill 16 Sept to 31 March 17
Southern Water	-0.15		-0.15	Allotments Water	Last bill 21 Oct to 31 March 17
Reed	449.53	74.92	374.61	Office temp	w/e 10/2/17
Reed	350.28	58.38	291.9	Office temp	w/e 17/2/17
Reed	537.1	89.52	447.58	Office temp	w/e 24/2/17
Hennings Maria	152.47	25.42	127.05	Xmas Event - General Unallocated	Thank you refreshments
Harding	100		100	budget/contingency	De-fib training
1&1	-71.86	-11.98	-59.88	Web Site	Cancelled contract refund
Krokus	30		30	General Maintenance	bus shelter clean
Landbuild	2352	392	1960	General Maintenance	A272 etc culvert
Steeple	318	53	265	N Plan	banner +3 panels
Link Hire	174	29	145	Farmers Market	Feb barriers
Austins	27.93	4.66	23.27	Xmas Event - General Rosemary	WD40, tape, sacks
HJS Land Services	880		260	Gdns/Hampers Com Contract	4 visits
			580	Allotments Maintenance	Sheepdown & Grove Rd hedges
			40	War Memorial	Tidy & weed
BT	64.8	5.4	59.4	Comms/IT	Feb & March
				Allotments	
Viking Bexley	46.15	1.09	45.06	Maintenance	Stamps, glue
Printers	338		338	N Plan	2000 A5 leaflets
Timber Resources	1392	232	1160	New Homes Bonus	Hampers Green picnic tables

**AGREED** to be **RECOMMENDED** to Council for payment, proposed by Cllr Kemp and seconded by Cllr Pawsey.

#### F/29/17 Receipts

**NOTED** that there are the following receipts so far in March:

01/03/2017	Leesa	35.00	Farmers Market
01/03/2017	Kens Eggs	35.00	Farmers Market
01/03/2017	Veg-Out Kaiser	70.00	Farmers Market
01/03/2017	Smokehouse	35.00	Farmers Market
01/03/2017	Nut Knowle	35.00	Farmers Market
01/03/2017	Baldwin	35.00	Farmers Market
01/03/2017	Tables	40.00	Farmers Market Traffic consultant recommended
01/03/2017	Wilkinsons Noble &	80.61	works
03/03/2017	Stace	35.00	Farmers Market
06/03/2017	Mud Foods	70.00	Farmers Market
08/03/2017	Parr	25.00	Allotment Rents
09/03/2017	Stephens	40.00	Allotment Rents
09/03/2017	Pawsey	30.00	Allotment Rents
10/03/2017	South Lodge Hill	30.00	Allotment Rents
10/03/2017	Farm	35.00	Farmers Market
13/03/2017	Whitney	34.00	Allotment Rents
13/03/2017	Allen	34.00	Allotment Rents

and that the Farmers Market Receipts were satisfactory

F/30/17 Matters to be discussed at the Chairman’s discretion

It was noted that Southern Electric had produced new 12 month contracts for the Street (Footpath) Lighting at a much reduced price. **Cllr Kemp** will seek Council agreement to sign these contracts

It was noted that Reed will increase the hourly rate charged for temporary staff by 0.5% wef 6<sup>th</sup> April as required by Government to fund the Apprenticeship Levy

The meeting closed at 9.00 pm

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