

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 16th MAY 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

F/42/17 Apologies for absence

Apologies for absence were received from Cllr Fox

F/43/17 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/44/17 Minutes of the previous meeting

The minutes of the previous meeting on 18th April 2017 were **AGREED** as a true record. Proposed by Cllr Pawsey and Seconded by Cllr Meakin to **RECOMMENDED** they be **ADOPTED** by Council.

Note: Cllr Peet arrived at 7.18pm

F/45/17 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** confirmed that absence from stress is not covered by our insurance policy. Therefore we are unable to recover any of Debbie's costs

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** to speak to Nat West about the lack of information to check that correct internet banking payments have been made. Nat West said that the procedure is to ring up, quote the very long transaction reference and then they will advise the receiving

bank account. It was agreed that this is not practical for us when we have many such transactions. **Cllr Copus** will investigate what better alternative and chargeable services are available. 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. Whilst this order is completed, Debbie has installed the one month free trial version so that we have earlier protection.

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.

F/46/17 Grounds Maintenance Contract

The proposed updated schedule of works previously issued was considered and would be supported when presented at Thursday's Council meeting. **Cllr Kemp** undertook to progress CDC giving us £6500 to cover the costs of the cemetery maintenance which they undertook previously.

F/47/17 Insurance

Five renewal quotations have been received but only 2 of these reflected the Asset Register updated at the 31 March 2017 position. It is expected that these amended quotes will be received in time for Thursday's Council meeting

F/48/17 2016/17 Year End Accounts

Cllr Copus presented the accounts and the Annual Accounting Statement which had been successfully reviewed by the Internal Auditor. There was an accounting surplus of some £9k in the year as follows:

Surplus of £9k arises mainly from savings on:

Street lights £10k
Traffic recommended works £5k
Bus shelter £3k
Farmers Market £3k
War memorial £3k
Local election £2k

offset by spend mainly on :

Temp £9k
Grounds maintenance £4k
Safety checks £2k
HR consultancy £2k
Cemeteries £2k

The Annual Accounting Statement and Year on Year variances was considered in detail:

ACCOUNTING
STATEMENT

31/03/2016 31/03/2017

1 Balances b/f	40,173	29,596
2 Precept	81,800	106,200
3 Total other receipts	106,162	30,626
4 Staff costs	-29,556	-37,277
5 Loan interest	0	-8,893
6 All other payments	-168,983	-109,476
7 Balances c/f	29,596	10,776
8 Total cash	9,864	16,371
9 Total fixed assets	215,759	223,877
10 Total borrowings	80,000	72,768

	Var £	Var %	Explanation of variances
1 Balances b/f			
2 Precept	24,400	30%	Increased to provide extra staffing, street lighting, loan repayment, bus shelter, £80k loan received in 2015/16
3 Total other receipts	-75,536	-71%	2015/16
4 Staff costs	-7,721	26%	Clerk now full time (£8k) plus sick absence cover (£7k)
5 Loan interest	-8,893		First year of repayments
6 All other payments	59,507	-35%	Playpark spend in 2015/16 (£94k) offset by additional 2016/17 spend on N Plan (£14k), Farmers Market (£5k), Cemeteries (£2k), HR consultancy (£2k)
7 Balances c/f	-18,820	-64%	
8 Total cash	6,508	66%	
9 Total fixed assets	8,118	4%	Playpark (£4k), picnic benches (£1k), Farmers Market barriers/signs (£2k), Xmas event (£1k)
10 Total borrowings	-7,232	-9%	Repayments made

The Annual Governance Statement was carefully considered. This will be presented at the next Council meeting for agreement and signed off together with the Accounting Statement

F/49/17 April 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	0
Allotment Rents	2,400	568
Xmas Event	2,500	100
Farmers Market	5,000	700
Totals	126,360	59,441

EXPENDITURE		Annual	Actual	% cash	Accruals
		Budget	to date	to date	b/f
Outside	Grounds maintenance				
	Rosemary Gardens	4000	260	7%	-260
	Hampers Common	4000	220	6%	-220
	Cemeteries	1000	1,850	185%	-1850
	Other areas		265		-265
	Rosemary Gardens Maintenance	800	0	0%	
	Hampers Common Maintenance	1,500	0	0%	
	Hampers Common Lease	350	0	0%	236
	Safety checks	576	0	0%	-345
	Waste & Dog Bins	1,200	1,073	89%	-1,000
	Hanging Baskets - Maintenance	800	0	0%	
	Hanging Baskets - Watering	2,000	0	0%	
	Planters	200	0	0%	
	CCTV	5,000	5,000	100%	
	Street Lighting	1,800	225	12%	-974
	Church clock	250	0	0%	
	General Maintenance	2,000	0	0%	
		<u>25,476</u>	<u>8,893</u>	35%	<u>-4,678</u>
	Allotments Lease	1,500	750	50%	
	Allotments Water	250	10	4%	-10
	Allotments Maintenance	750	0	0%	
		<u>2,500</u>	<u>760</u>	30%	<u>-10</u>
	Xmas Event - General	1,300	79	6%	-79
	Xmas Event - Tree pit	500	0	0%	
	Xmax Event - Lighting	500	0	0%	
		<u>2,300</u>	<u>79</u>	3%	<u>-79</u>
	Farmers Market	4,000	538	13%	-659
Admin	Office Rent & Service Charges	6,700	1,300	19%	-734
	Clerk's Salary	31,000	0	0%	0
	Clerk's pension from 1/2/2017 @ 3%	756	0	0%	0
	Office temp	1,000	0	0%	-2,059
	HR Consultancy	1,200	91	8%	0
	Insurance	1,500	0	0%	202
	SALC/SLCC Subscriptions/Contracts	900	0	0%	0
	Audit Fee	1,000	0	0%	0
	Annual meetings	150	0	0%	0
	Office Expenditure	900	108	12%	-297
	Expenses/Postage	120	0	0%	0
	Repayment of £80k loan for playgrounds	8,900	4,480	50%	0
	Local Election	2,000	0	0%	0
	Training	1,000	0	0%	0
	Web Site	200	0	0%	-72
	Comms/IT	800	15	2%	0

	Office Water	110	0	0%	0
		58,236	5,994	10%	-2,959
Misc	Grants Awarded	4,000	0	0%	
	Repayment of £10k loan for skatepark	1,221	0	0%	
	Skatepark	500	0	0%	
	Traffic consultant recommended works	2,500	635	25%	-3,180
	War Memorial	0	0		
	Street light refurbishment	3,200	0	0%	
	Bus shelter	2,500	0	0%	
	Jubilee walk	500	0	0%	
	Sign posts	0	0		
	Queen's 90th birthday celebrations	0	0		
	Chairman's allowance	250	0	0%	
	Petworth Pages net contribution	1,140	0	0%	
	Jubilee Walk Info Boards, Gates etc	3,500	0	0%	
	Grove Lane allotment wall	4,500	0	0%	
	Cemetery seat	500	0	0%	
	Office redecoration	500	0	0%	
	Neighbourhood Plan	7,000	4,453	64%	-4,443
	Unallocated budget/contingency	2,000	0	0%	-740
		33,811	5,088	15%	-8,363
		126,323	21,352	17%	-16,748

It was noted that the Income was on track, with substantial Allotment monies having received in last year. Although cash Expenditure in the month was high, this was offset by the respective accruals made at the end of the last financial year

F/50/17 Bank Reconciliation

This could not be reviewed as the live system balance currently shown did not agree to the bank balances.
Cllr Copus to correct for Thursday's Council meeting

F/51/17 Invoices for approval

Reed	392.56	65.43	327.13	Office temp	w/e 7/4/17
Reed	421.85	70.31	351.54	Office temp	w/e 14/4/17
Reed	374.98	62.50	312.48	Office temp	w/e 21/4/17
Reed	404.27	67.38	336.89	Office temp	w/e 28/4/17
Reed	363.26	60.54	302.72	Office temp	w/e 5/5/17
CDC	50.00		50.00	Farmers Market	Parking bay suspension
CDC	147.55	24.59	122.96	Office Rent & Service Charges	Insurance 1/11/16 to 31/10/17
Medisave	37.54	6.26	31.28	General Maintenance	De-fib pads Hampers Co
Link hire	168.00	28.00	140.00	Farmers Market	Barriers April
Krokus	30.00		30.00	General Maintenance	Bus shelter clean
Leconfield Hall	148.00		148.00	Farmers Market	22/04/2017
Southern Electric	3.48	0.16	3.32	Street Lighting	Continuous 1/4/17 to 3/4/17

	26.18	1.24	24.94	Street Lighting	Dusk to dawn 1/4/17 to
	15.24	0.72	14.52	Street Lighting	Half night pre dawn 1/4/17
Scottish Water Business Stream	4.27		4.27	Allotments Water	Station Rd 1/4/17 to 26/4/17
HJS Land Services	3,705.00		260.00	Rosemary Gardens	April month
			440.00	Hampers Common	April month
			2,500.00	Cemeteries	April month
			505.00	Other areas	April month
ESET	40.00	6.67	33.33	Comms/IT Unallocated	Internet security 1 year
Nick Blunt	480.00	80.00	400.00	budget/contingency	Install Disability gate
BT	18.00	3.00	15.00	Comms/IT	mobile phone May
				Petworth Pages net contribution	Spring 2017
Julie Aguilar	285.00		285.00	Office Expenditure	Office chair
Viking	43.16	7.19	35.97	Office temp	Clerking for April Council
Louise Steele	164.85		164.85	N Plan	Repayment of excess grant
Groundwork UK	536.87		536.87	Expenses/Postage	2106/17
Debbie Glover	27.30		27.30		Allots letters, stamps

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/50/17 Receipts

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

Johnson	22.00	Allotment Rents
Watson	21.00	Allotment Rents
Twite	20.00	Allotment Rents
Indoor market	80.00	Farmers Market
Sugar Rush	45.00	Xmas Event
Artful Teasing	45.00	Xmas Event
Ball	40.00	Allotment Rents
Shepherd	20.00	Allotment Rents
Fitzmaurice	55.00	Xmas Event
Ticehurst	60.00	Xmas Event
Mobile Catering	60.00	Xmas Event
Leavens	34.00	Allotment Rents
D M Palmer	20.50	Allotment Rents
Selsy Willows	35.00	Farmers Market

and that the Allotment and Farmers Market Receipts were both satisfactory

F/51/17 Matters to be discussed at the Chairman's discretion

There were none. The meeting closed at 8.53 pm

Signed by Chair F&GP Committee when Minutes agreed