

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON
TUESDAY 18th APRIL 2017
IN THE TOWN COUNCIL OFFICE AT 7.00 PM

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

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

F/31/17 Apologies for absence

Apologies for absence were received from Cllrs Meakin and Peet

F/32/17 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/33/17 Minutes of the previous meeting

The minutes of the previous meeting on 14th March 2017 were **AGREED** as a true record.
Proposed by Cllr Copus and Seconded by Cllr Kemp

RECOMMENDED to be **ADOPTED** by Council.

F/34/17 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. The insurers have just advised that absence from stress is not covered by our policy. **Cllrs Copus** to check that that is the case.

Action carried forward from previous meeting: Cllr Copus confirmed that the war memorial is not included on the Asset Register and Insurance cover. Following discussion it was agreed that it should be included at nil cost/value as its funding had been by public subscription and any major repair/replacement would be funded similarly.

Action carried forward from previous meeting: Cllr Copus to submit a VAT reclaim as soon as practical

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 and also discuss with the Internal Auditor when he visits on May 12th.

Action carried forward from previous meeting: Cllr Kemp to seek Council agreement to sign new Southern Electric Street (Footpath) Lighting contracts. This has been done.

F/35/17 Social Media and Email Policy

The paper previously issued was considered and the only change proposed was that the Clerk and Chairman must be copied in on every media posting/transaction. Subject to this change the paper was **AGREED** to be **RECOMMENDED** to Council for adoption, proposed by Cllr Pawsey and seconded by Cllr Fox.

F/36/17 Fire extinguishers

The three quotations were considered and it was **AGREED** to **RECOMMENDED** to Council that John Lock be asked to provide these at a cost of £116 with a £36pa maintenance charge. Proposed by Cllr Copus and seconded by Cllr Kemp.

F/37/17 Accounts – March 2017

INCOME	2016/17 Budget	Actual cash to date
Precept	104,800	106,200
Support Grant	3,484	3,484
Hampers Common Hire	200	540
Interest	20	12
Allotment Rents	2,500	4,022
Xmas Event	2,500	2,382
Farmers Market		7,825
Q90 birthday grant		250
New Homes Bonus		1,266
Watershed Grant		1,960
Totals	113,504	127,941

EXPENDITURE	2016/17 Budget	Actual cash to date
Outside		
Rosemary Gdns/Hampers Com		
Contract	6,000	9,113
Rosemary Gardens Maintenance	500	1,441
Hampers Common Maintenance	500	1,098
Safety checks		1,199
Hampers Common Lease	800	323
Waste & Dog Bins	600	993
Hanging Baskets - Maintenance	1,200	593
Hanging Baskets - Watering	2,000	1,707
Planters	200	117
CCTV	5,000	1,250
Street Lighting	1,800	1,736
Church clock	250	122
General Maintenance	2,000	2,570
	<u>20,850</u>	<u>22,262</u>
Allotments Lease	500	1,500
Allotments Water	500	573
Allotments Maintenance	1,500	680
	<u>2,500</u>	<u>2,753</u>
Xmas Event - General	1,300	2,294
Xmax Event - Lighting	1,000	805
	<u>2,300</u>	<u>3,100</u>
Farmers Market		4,703
Admin		
Office Rent & Service Charges	6,700	6,679
Clerk's Salary	31,000	30,628
Clerk's pension from 1/2/2017 @ 3%	126	0
Office temp		7,400
HR Consultancy		1,792
Insurance	1,500	1,213
SALC/SLCC Subscriptions/Contracts	900	831
Audit Fee	1,000	1,385
Annual meetings	100	255
Office Expenditure	900	1,244
Expenses/Postage	300	72
Repayment of £80k loan for playgrounds	8,960	8,893
Local Election	2,000	0
Training	1,500	462
Web Site	200	-17
Comms/IT	700	828

Office Water	110	170
	55,996	61,836
Misc		
Grants Awarded	3,000	2,625
Repayment of £10k loan for skatepark	1,221	0
Skatepark	0	350
Traffic consultant recommended works	10,000	1,262
War Memorial	0	2,000
Street light refurbishment	10,000	0
Bus shelter	3,000	0
Jubilee walk	500	403
Sign posts	1,000	0
Queen's 90th birthday celebrations	100	250
Chairman's allowance	500	85
Hampers Green picnic tables	0	1,160
Watershed works A272 etc	0	1,960
Petworth Pages net contribution	500	1,140
N Plan		
Unallocated budget/contingency	2,000	1,580
	31,821	12,815
	<u>113,467</u>	<u>107,469</u>

It was **NOTED** that on a cash basis Income is some £14k better than budget and expenditure £6k better than budget, overall a very successful financial year. **Cllr Copus** will overlay the opening and closing accruals and prepayments onto these numbers to produce the final Year End Accounts

F/38/17 Bank Reconciliation

BALANCE SHEET

Reserve at 1 April 2016 - general	24,478	Nat West balances at	31/03/2017
Reserve at 1 April 2016 - for allotments	99	Current Account	11,405.31
Reserve at 1 April 2016 - for NP	12,829	Deposit Account	4,966.17
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	-12,682		
Plus: income	127,941		
Less: expenditure	-107,989		
N Plan	-30,519		
N Plan grants	7,466		
Balance at	31/03/2017	<u>16,371.48</u>	<u>16,371.48</u>

Cllr Pawsey signed the bank statements to confirm that the actual bank balances as at the end of the Financial Year are as above. It was **AGREED** to **RECOMMEND** to Council that the above Bank Reconciliation be adopted, proposed by Cllr Copus and seconded by Cllr Pawsey.

F/39/17 Invoices for approval

	Total	VAT	Net	
Leconfield Estates	10		10	Allotments Water
Link Hire	168	28	140	Farmers Market
John Bridle	345		345	Safety checks
Reed	373.63	62.27	311.36	Office temp
Reed	560.45	93.41	467.04	Office temp
Reed	624.67	104.11	520.56	Office temp
Reed	525.42	87.57	437.85	Office temp
Reed	386.7	64.45	322.25	Office temp
Southern Electric	221.03	10.52	210.51	Street Lighting
Southern Electric	14.76	0.7	14.06	Street Lighting
HJS Land Services	2595		745	Rosemary Gdns/Hampers Com Contract
			1850	Cemeteries
CDC	150		150	Farmers Market
				Traffic consultant recommended works
Leesa Barrett	634.8		634.8	
Austens	5.49	0.92	4.57	N Plan
Leconfield Hall	143		143	Farmers Market
Leconfield Hall	589		589	N Plan
Leconfield Hall	79		79	Xmas Event - General
Leconfield Hall	143		143	Farmers Market
Wire & test	188.86		188.86	Office Expenditure
Viking	20.68	3.45	17.23	N Plan
Viking	93.56	15.59	77.97	N Plan
Viking	129.28	21.55	107.73	Office Expenditure
Julie Aguilar	122.11		122.11	N Plan
Nexus	3714	619	1700	N Plan
			1395	N Plan
Alistair Baldwin	60		60	Farmers Market
RAL Display	888.6	148.1	740.5	Unallocated budget/contingency

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

F/40/17 Receipts

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

04/04/2017	Roche	55.00	Xmas Event
04/04/2017	Smith	40.00	Allotment Rents
04/04/2017	Hill	40.00	Allotment Rents
04/04/2017	Walker	14.00	Allotment Rents
04/04/2017	Giannitti	40.00	Allotment Rents
04/04/2017	Young	40.00	Allotment Rents
04/04/2017	Biggs	40.00	Allotment Rents
04/04/2017	Barrett	40.00	Allotment Rents
04/04/2017	Dormer	40.00	Allotment Rents
04/04/2017	Chandler	40.00	Allotment Rents
04/04/2017	Mud Foods Chanctonbury	35.00	Farmers Market
04/04/2017	Game	35.00	Farmers Market
05/04/2017	Selsey Willows	70.00	Farmers Market
07/04/2017	A Good Eye	45.00	Xmas Event
13/04/2017	Olives & Things	70.00	Farmers Market
13/04/2017	Lodge Hill Farm	35.00	Farmers Market
13/04/2017	Easton	30.00	Allotment Rents
13/04/2017	Steinitz	30.00	Allotment Rents
		58,073.1	
13/04/2017	CDC	0	Precept
18/04/2017	Ennos	40.00	Allotment Rents
18/04/2017	Marshall	40.00	Allotment Rents
18/04/2017	Stacey	40.00	Allotment Rents

and that the Allotment and Farmers Market Receipts were both satisfactory

F/41/17 Matters to be discussed at the Chairman's discretion

It was noted that there is no anti-virus software on the office laptop and Debbie was recommending that the ESAT package be installed. Cllrs Peet and Copus would review this package and make a recommendation to Council on Thursday

BT had been overcharging for our broadband package and in order to correct this have given us a cash credit of £499

The Loan balance at end of March was £72,767.78 with the first year's repayments having now been made.

The meeting closed at 8.47 pm

Signed by Chair F&GP Committee when Minutes agreed