

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 18th JULY 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/64/17 Apologies for absence

Apologies for absence were received from Cllrs Fox and Pawsey

F/65/17 Declarations of interest

Cllr Kemp declared a Pecuniary interest in Agenda Item 8 as there is a re-imbusement claim from his wife. There were no other 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/66/17 Minutes of the previous meeting

The minutes of the previous meeting on 13th June 2017 were **AGREED** as a true record. Proposed by Cllr Peet and Seconded by Cllr Meakin to **RECOMMENDED** they be **ADOPTED** by Council.

F/67/17 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 were being drafted by **Cllr Peet**. Carried forward.

Action carried forward from previous meeting: **Cllr Copus** reported that he has submitted a VAT reclaim and we have now received the claimed amount of £12,190.65 from HMRC. There remains a difference of some £342 between the accounts and the VAT reclaim and this needs to be understood and treated accordingly.

Action carried forward from previous meeting: Screen prints of the 3 electronic payments made in June were reviewed. It was agreed that these provided data to enable payments to be checked against invoices albeit after the payments have been made. This procedure will be adopted immediately and the Financial Regulations updated for Council approval.

Action carried forward from previous meeting: The promised credit from BT has yet to be confirmed as received. Council has approved 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 a meeting was booked with CDC (Andrew Howard) to progress this. Carried forward.

Action carried forward from previous meeting: **Cllr Copus** to update the Risk Assessment

F/68/17 Electronic Payments

Cllrs Kemp and Peet, as bank signatories, initialed the individual transaction prints for those payments made in June to confirm that the bank account details were as per the suppliers' invoices.

F/69/17 June 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	758
Xmas Event	2,500	800
Farmers Market	5,000	1,745
Totals	126,360	61,376

EXPENDITURE	Annual Budget	Actual to date
Outside Grounds maintenance		
Rosemary Gardens	4000	780
Hampers Common	4000	1,190
Cemeteries	1000	6,850
Other areas		1,225
Rosemary Gardens Maintenance	800	0
Hampers Common Maintenance	1,500	149
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	308
Church clock	250	0
General Maintenance	2,000	486
	25,476	17,407

	Allotments Lease	1,500	750
	Allotments Water	250	10
	Allotments Maintenance	750	0
		<hr/>	
		2,500	760
	Xmas Event - General	1,300	79
	Xmas Event - Tree pit	500	0
	Xmax Event - Lighting	500	0
		<hr/>	
		2,300	79
	Farmers Market	4,000	1,656
Admin	Office Rent & Service Charges	6,700	3,189
	Clerk's Salary	31,000	0
	Clerk's pension from 1/2/2017 @ 3%	756	0
	Office temp	1,000	5,212
	HR Consultancy	1,200	274
	Insurance	1,500	1,337
	SALC/SLCC Subscriptions/Contracts	900	868
	Audit Fee	1,000	320
	Annual meetings	150	175
	Office Expenditure	900	538
	Expenses/Postage	120	27
	Repayment of £80k loan for playgrounds	8,900	4,480
	Local Election	2,000	0
	Training	1,000	80
	Web Site	200	0
	Comms/IT	800	129
	Office Water	110	0
		<hr/>	
		58,236	16,630
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 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	7,334
	Petworth Sports		696

Unallocated budget/contingency	2,000	1,344
	33,811	12,838
Totals	126,323	49,370

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

F/70/17 Bank Reconciliation

BALANCE SHEET

Reserve at 1 April 2017 - general	27,336	Nat West balances at	30/06/2017
Reserve at 1 April 2017 - for allotments	1,369	Current Account	10,265.75
Reserve at 1 April 2017 - for FM	3,122	Deposit Account	14,040.04
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	-4,072		
Plus: income	61,376		
Less: expenditure	-49,370		
Balance at 30/06/2017	24,305.79		24,305.79

Cllr Peet signed the Bank Statement balances as agreeing to the above system balances. It was noted that the 6p difference reported at the end of May had been corrected by making a payment 6p higher than this month's invoices.

F/71/17 Invoices for approval

Supplier	Gross	VAT	Net	Budget line
Barnsfold Nurseries	808.80	134.80	674.00	Hanging Baskets - Maintenance
Southern Electric	3.48	0.16	3.32	Street Lighting
	26.18	1.24	24.94	Street Lighting
Total £44.90	15.24	0.72	14.52	Street Lighting
WSCC	886.32	147.72	738.60	Street Lighting
HJS Land Services	3,295.00	0.00	260.00	Rosemary Gardens
			440.00	Hampers Common
			1,900.00	Cemeteries
			695.00	Other areas

Julie Aguilar	285.00		285.00	Petworth Pages contribution
Austens	91.21	15.20	76.01	Hampers Common Maintenance
Reed	374.98	62.50	312.48	Office temp
	328.10	54.68	273.42	Office temp
	398.41	66.40	332.01	Office temp
Link Hire				
	38.40	6.40	32.00	Unallocated budget/contingency
Fiona Kemp	89.69		29.93	Neighbourhood Plan
			4.77	Office Expenditure
			54.99	Expenses/Postage
				Traffic consultant recommended
Quality Traffic Surveys	840.00	140.00	700.00	works

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.

It was noted that although the Street/Footpath Lighting invoices are now at the much lower contracted amounts, we are being charged for some lights which are on the public highway. **Cllr Kemp** undertook to identify a WSCC contact to discuss this with.

F/72/17 Receipts

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

Chanctonbury Game	35.00	Farmers Market
Kens Eggs	35.00	Farmers Market
Olives & Things	105.00	Farmers Market
Selsey Willows	70.00	Farmers Market
Veg Out	35.00	Farmers Market
Black Dog Nursery	35.00	Farmers Market
Troels Bendix/LRD		
Marmalade	35.00	Farmers Market
Indoor market	60.00	Farmers Market
Mrs Bs Bees	35.00	Farmers Market
HMRC	12,190.65	VAT reclaim

and specifically that the VAT reclaim had been received. There are 2 Farmers Market stallholders in sufficient arrears to require pressure being applied.

F/73/17 Matters to be discussed at the Chairman's discretion

Cllr Copus reported that 2 further Grant applications had been received. From the Petworth Joint Sports Association for £1000 of urgent pest control treatment and for £100 from Victim Support. Following detailed discussion of these two applications it was **AGREED** to be **RECOMMENDED** to Council that they be granted, proposed by Cllr Copus and seconded by Cllr Kemp.

The meeting closed at 8.35 pm

Signed by Chair F&GP Committee when Minutes agreed