



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 18<sup>th</sup> JUNE 2019 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH**

### MINUTES

- Present:** Cllr A. Copus (Chairman), Cllr N Fox (Vice-Chairman), Cllr J Fynes, Cllr C. Kemp, Cllr L Singleton
- No members of the public were present  
As there was no Clerk available, Cllr Copus took notes of the Meeting
- 59/19 CHAIRMAN'S ANNOUNCEMENTS**  
Cllr Copus requested that mobile phones should be turned off. He pointed out the fire escape route.
- 60/19 APOLOGIES FOR ABSENCE**  
Cllrs Peet and Sproson were unable to attend
- 61/19 DECLARATIONS OF INTEREST**  
There were none
- 62/19 MINUTES OF THE PREVIOUS MEETING**  
The Minutes of the meeting held on June 18<sup>th</sup> were approved and signed by the Chairman as a true and accurate record of the meeting.  
Proposed Cllr Fox, seconded Cllr Kemp, unanimously agreed.
- 63/19 MATTERS ARISING FROM THOSE MINUTES**  
There were none not already covered by the Agenda
- 64/19 PUBLIC PARTICIPATION SESSION**  
No members of the public were present
- 65/19 MAY 2019 ACCOUNTS**  
Cllr Copus presented the detailed income and expenditure which showed, at this two month stage of the year, that overall we are within the budget. There were however 2 particular lines (Allotment income and PP Sports Income ) which required investigation

- 66/19**            **BANK RECONCILIATION AS AT END MAY 2019**  
The current account and reserve account bank statements had been reconciled to the accounting system balances after allowing for a Bank error of £5 which has since been corrected. The 2 statements were initialled as such by Cllr Kemp.
- 67/19**            **INVOICES FOR APPROVAL** - list attached  
Having all considered the invoices, Cllr Copus proposed that these should be approved, seconded Cllr Fox with all in agreement.
- 68/19**            **ELECTRONIC PAYMENTS**  
Due to time constraints these payments for April & May have not been checked and signed. Cllrs Kemp and Singleton agreed to do this at a later date.
- 69/19**            **SALES LEDGER**  
Allotment receipts were all in bar one which was being chased  
There were only 5 FM receipts outstanding, 2 of which were for 1 stallholder where stronger follow up is now required  
There are a number of Petworth Pages receipts outstanding for the Summer Edition mainly as a result of the invoices being sent out late
- 70/19**            **GRANT APPLICATION**  
The Citizens Advice Bureau had applied for a grant of £200 to help run their home visit service for people unable to travel to the Bureau. In order to meet our current assessment criteria, the Application viewed this activity as a project which was stretching that definition somewhat. Following discussion of the Application it was proposed by Cllr Copus, seconded by Cllr Singleton and agreed by all, that it be submitted to Full Council for approval on Thursday together with a recommendation that our Policy be enhanced to allow for the occasional non-capital or non-project proposal
- 71/19**            **ROSEMARY GARDENS WORKS**  
It was not possible to directly compare the 3 quotes received as they were not for the same work and/or similar areas of tarmac. Cllr Fox undertook to revisit the site, attempt to normalise the quotations and report back to the Open Spaces Committee for further consideration.
- 72/19**            **ACTION LIST**  
This was reviewed and updated (see attached schedule)
- 73/19**            **YEAR END INTERNAL AUDIT REPORT**  
The 8 Recommendations were discussed and it was noted that they are all either already implemented or are being actively progressed
- 74/19**            **DATE OF NEXT MEETING**  
Tuesday 16th July 2019 was noted as the next committee meeting date.

Meeting closed 8 52pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Chairman