

PETWORTH TOWN COUNCIL

A MEETING OF THE GENERAL PURPOSES AND FINANCE COMMITTEE WAS HELD ON TUESDAY 7TH MAY 2013 IN THE TOWN COUNCIL OFFICE AT 7.00 PM

PRESENT: Mr G Allan (Chairman), Mr K Lintill,
Mrs J Fynes, Mr B Walsh, Dr R Pawsey.

CLERK: Mrs J Huggett.

1. Apologies were received from Mrs A Simmons.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

(a) The minutes of the meeting held on Tuesday 5th March, having been circulated and passed at the Council meeting on Thursday 21st March, were signed.

(b) The minutes of the meeting held on Tuesday 9th April, having been circulated and passed at the Council meeting on Thursday 18th April, were signed

4. MATTERS ARISING

There were no matters arising.

5. END OF YEAR ACCOUNTS TO 31ST MARCH 2013

Mr Allan took Councillors through the accounts for the year ending 31st March 2013. The end of year figure of £25,585.21 was better than he had expected, but it must be remembered that the bill for the Jubilee Board had not arrived in time to be paid in March, and there is still the possibility that one for the Lorry Route Signs could arrive. Together with the accounts are the Bank Reconciliation, the year comparison figures and the Annual Governance Statement, all of which are sent to the External Auditor. The latter also has to go full Council and agreed that the actions in the questions asked have been correctly carried out.

A short discussion followed. Finally it was proposed by Mr Allan that, as he will no longer be a Councillor, Dr Pawsey put the accounts to full Council on 16th May for ratification, together with the Annual Governance Statement. This was unanimously agreed.

6. CURRENT FINANCIAL SITUATION

Mr Allan referred to the current financial situation up to 30th April 2013. Being so early in the year there is nothing much to report but the Jubilee Board should be removed from Contingency. Mrs Fynes said there is still the cost of the writing to go inside, but this should not exceed the given budget of £2,000. Her husband had produced the artwork, he had spent some time doing it, there had been a small cost for materials which she didn't think he would charge for. Mr Allan said he must do so, especially as he is giving his time free.

Brought Forward 30.04.13	Current	902.73	
	Deposit	<u>49,248.29</u>	50,151.02

7. BUDGET 2013/2014

Mr Allan referred to the approved budget. Several changes were needed to include budgets for an Assistant Clerk, £3,500 and Jubilee Board, £2,000. There are no Business Rates to pay this year so that item could be deleted and Grants and Contingency could be reduced. He had thought to amend it to-night but the Clerk had pointed out that if this is left to the July meeting it will then be known if the £3,000 for a Bye-election is required. This was agreed.

8. GRANTS

Mrs Fynes declared an interest in the Coultershaw Trust and Mr Lintill in the Petworth Community Mini Bus. They will withdraw from all discussion when these grants are discussed.

The Clerk circulated details of the grant applications received showing, where applicable, the grants given the previous year. Mr Allan then took Councillors through the grants and, after a discussion on the merits of each one, the following were agreed.

	2012/2013	2013/2014
Coultershaw Trust	500.00	500.00
St Mary's Church		322.00
Citizens Advice Bureau	200.00	200.00
Victim Support	150.00	100.00
4SIGHT	270.00	270.00
Petworth Community Mini Bus	500.00	500.00

Mr Allan said additional details had been received from the Petworth Festival and he asked that this be looked at again. After further discussion it was agreed to give them £400.00 as it directly benefited the Primary School children.

9. ASSISTANT TO THE CLERK

Mr Allan referred to the advertisement that the Clerk had circulated. The Clerk had put this on the SALC website which is free, the cost to advertise in the Observer and County Times is excessive so the Clerk had asked for other options. There is nothing in the budget for this and he had not expected to spend more than £250 maximum. After a discussion it was agreed to only advertise in the Observer for two weeks, and to reduce the number of words, which it is hoped will bring it within the price range. Dr Pawsey suggested that advertisements be placed around the town.

10. TO CONSIDER OTHER ITEMS AT THE CHAIRMAN'S DISCRETION

Website: Dr Pawsey said she had looked at various parish websites and had obtained quotes from companies that produced three, Rogate - £800, Shere - £650 and Amberley - £250. As well as being the cheapest she liked the Amberley website, the cost is broken down into £150 for the set up and £100 for annual support and hosting. There are three levels, Bronze, Silver and Gold, this is for Bronze but the Council can upgrade at any time by just paying the difference in cost. The set up time takes about a month, the Council will have to supply the material, but the contract is not signed until the site is up and running and the invoice is sent when the site is published. She liked this one as it is based in Godalming, is only for Town and Parish Councils, and can be linked to other sites such as PBA, Community Association, Festival, etc. If the go ahead is given she needs copy and photos. After a short discussion it was unanimously agreed as this had been agreed previously and is within the budget of £300, it didn't need to go to full Council and Dr Pawsey was asked to go ahead. Mr Allan thanked her very much for the time and work she had put in.

11. ACCOUNTS PAID 1ST TO 31ST MARCH 2013

Parkfield Retail	37.66	Rosemary Gardens Maintenance
CDC	1,560.00	Office Rent
Time Talk	17.82	Office Phone - Mar
SALC	16.00	Clerk's Magazine
SALC	796.73	Council's Subscription
Viking	49.59	Stationery_
CDC	5,000.00	CCTV
Mrs A Bradley	30.00	Plants for War Memorial
Kent County Council	42.48	Photocopier
CDC	400.00	Refund S106 Money
Leconfield Estates	500.00	Allotment Rent
Gala Lights	480.00	Christmas Event - New Lights
Mr C McColl	362.60	Contract - Mar
Mr H Saxton	130.00	Contract - Mar
Mrs J Huggett	637.91	Salary, Expenses and Postage - Mar

ACCOUNTS PAID 1ST TO 30TH APRIL 2013

Cash	120.00	Petworth Pages - Delivery
Time Talk	19.52	Office Phone - Mar
Broxap	2,229.60	Jubilee Board
Wicksteed	108.00	Inspections - Play Equipment

Nick Blunt Fencing	36.00	Hampers Common – Repair Swing
Southern Electric	276.65	Street Lighting
Inland Revenue	318.86	PAYE - Jan/Feb/Mar
Mr J Robbins	19.64	Allotments - Markers
Southern Water	5.92	Allotments and Office
Leconfield Estates	11.13	Allotments - Water
WSL (Brighton)	899.00	Petworth Pages - Printing
Naldretts Garden Services	497.50	Maintenance Contract - Apr
Mrs J Huggett	698.24	Salary, Expenses, Postage - Apr

The Clerk said she would like to thank Mr Allan for all he had done while on the Town Council and as Chairman of this committee. She had enjoyed working with him and had valued his help and advice.

There being no further business the meeting closed at 8.25 pm.