

## PETWORTH TOWN COUNCIL

### A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WAS HELD ON TUESDAY 3RD SEPTEMBER 2013 IN THE TOWN COUNCIL OFFICE AT 7.00 PM

PRESENT: Mr B Walsh, (Chairman), Mr K Lintill,  
Mrs J Fynes, Mr C Kemp, Mr A Copus  
and Mrs A Simmons.

CLERK: Mrs J Huggett.

Mr Walsh welcomed Mr Copus to the committee.

1. Apologies were received from Dr R Pawsey.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on Tuesday 2nd July, having been circulated and passed at the Council meeting on Thursday 18th July, were signed.

4. MATTERS ARISING

(a) War Memorial: Mr Walsh said it seems that no one knows the ownership of the War Memorial. The Clerk confirmed that it does not belong to either the church or the British Legion. Mrs Fynes said it is in need of a clean and the low wall behind it needs some attention. Mr Walsh said it looks as if the Town Council could end up by being responsible for this. Mr Kemp said he will have a look at the wall and prepare an estimate of the potential cost for repairs.

5. CURRENT FINANCIAL SITUATION

The Clerk had previously circulated copies of the current financial situation to 31st August. Mr Walsh said the only item that was noteworthy is Rosemary Gardens Maintenance that is overspent. This is because £342.23 has been spent on paint, etc. for the work being carried out by the Probation Service on the play area. Otherwise overall it is on target.

SALC/SLCC: Mr Copus asked what SALC and SLCC stood for. The Clerk said Sussex Association of Local Councils and Society of Local Council Clerks. Mr

Walsh said this year's subscription was paid from last year's accounts so there will be a saving.

Water Meter: Mr Kemp asked if with the installation of the water meter there has been a saving. The Clerk said the account is 48p in credit.

Petworth Pages: Mr Copus asked why Petworth Pages is shown separately from the main account. The Clerk said this is because no budget is set, the Council just collect the money from advertisements and pay for the printing, etc. so it is not part of the accounts. Mr Copus considered that in this case it shouldn't be shown at all. Mrs Fynes said it is a self-supporting enterprise, she collects all the advertising and with the help of her son the magazine is put together. It is impossible with some advertisers paying a year in advance, others paying for one or two editions, and then there are always some late payers, to say if each magazine makes a profit. However, on past figures produced by the Clerk each year has ended in the black.

Brought Forward 31.08.13	Current	590.74	
	Deposit	<u>30,992.10</u>	<b>31,582.84</b>

6. GRANTS

Mr Walsh said a request has been received from the United Reformed Church for a grant of £368.40 to provide a hot water tap and associated plumbing to the sink. This will do away with the need for a separate gas water heater which has not been working for some time. This was agreed.

7. ESTIMATES FOR WET POUR SURFACE IN ROSEMARY GARDENS

The three estimates received for the wet pour resurfacing had previously been circulated. Mr Copus said the Open Spaces committee had recommended that the estimate from Playsafe Playgrounds, although not the cheapest, be accepted. During the discussion that followed Mr Kemp said it is impossible to decide on a company from these estimates as they are all working to a different specification. He said he will take a look at the play area at the week-end and produce a new specification which the Clerk can then send to the three companies. Mr Walsh thanked him very much for volunteering to undertake this work.

8. ASSISTANT CLERK - UPDATE

Mr Walsh said they had been unable to make an appointment as the best qualified candidate had withdrawn. As Mr Lintill, the Chairman, was away on holiday in late August he had asked Mr Walsh to liaise with Mr Fox, Mr Chandler and Mr Kemp. This he had done and it had been agreed to re-advertise. This will be in the papers on Thursday 5th and 12th with a closing date of 24th September. At the next Council meeting he will be asking Councillors to agree that the interview panel are authorised to make the appointment.

9. WEBSITE

Mr Walsh read out an e-mail he had received from Dr Pawsey.

‘Website: It is progressing and I have received the first draft of it which looks good. The photo I’m proposing to use - panorama - should be OK to use. It is copyright John Pawsey, and I’ve received advice from the website designers that there would be no legal potential issues if taken from a public place (I think the church tower fits this - but it may be as well to check) and there are no people in it - which is the case. Next step is to upload all the information the website now needs, and for which I am compiling a detailed list.’

Following on from this Mr Walsh said one of the candidates had, during her interview, mentioned that she set up and was managing a website hosted by Spanglefish.co.uk. This is free although there is a Gold version which costs £24.95 a year. He had been on to the website which is aimed at parish and town councils, and considered it is worth while looking at it in more detail. Dr Pawsey had said she would not be managing the website and, after a discussion, it was agreed that a clause be added to the Assistant Clerk's Job Description as follows:

‘To assist in the development, management and maintenance of the Town Council website.’

The Clerk to ask Dr Pawsey to contact Mr Walsh when she came home.

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

HSBC Bank: Mr Walsh said as everyone will know the HSBC bank is closing its branch in Petworth on 5th October. The Clerk pays in large sums of money from Petworth Pages advertisements and allotment rents, the latter often in cash. It is not feasible to expect her to drive to Chichester or Storrington and he would like this committee’s agreement that the accounts be transferred to Nat West. This was agreed and Mr Walsh will put it to full Council for ratification.

11. ACCOUNTS PAID 1ST JULY TO 31ST AUGUST 2013

Mr J Bridle	459.50	Hanging Baskets - Watering
WSL	899.00	Petworth Pages - Printing
Time Talk	16.28	Office Phone - Jul
Southern Electric	268.23	Street Lighting
Playsafe Playgrounds	494.40	Rosemary Gardens - Repairs to Wet Pour
WSSC	853.84	Signs at the Welldiggers
Leconfield Estates	55.59	Allotments - Water
Mrs J Fynes	83.20	Plaque
Leconfield Hall	491.96	Grants
Cash	120.00	Petworth Pages - Delivery
Mrs J Fynes	24.15	Petworth Pages - Expenses
Mr N Fynes	44.80	Petworth Pages - Expenses
Parkfield Retail	89.35	Rosemary Gdens Maint/Hanging Baskets
Southern Water	60.37	Allotments - Water
Inland Revenue	507.46	PAYE - Apr/May/Jun

Naldretts Garden Services	497.50	Maintenance Contract - Jul
Mrs J Huggett	683.80	Salary, Expenses, Postage - Jul
Mr J Naldrett	50.00	Allotments - Maintenance
Time Talk	18.82	Office Phone - Aug
Mr J Bridle	372.00	Hanging Baskets - Watering
SALC	2.48	Councillors' Guide
G Chandler & Son	156.00	Rosemary Gardens - Play Area Paint
Viking	163.53	Stationery
Parkfield Retail	244.94	Rosemary Gdens Maint/Hanging Baskets
Nick Blunt Fencing	48.00	Allotments - Maintenance
Mr R Chandler	47.62	Rosemary Gardens - Play Area Paint
Naldretts Garden Services	497.50	Maintenance Contract - Aug
Mrs J Huggett	586.47	Salary, Expenses, Postage - Aug

There being no further business the meeting closed at 7.40 pm.