

PETWORTH TOWN COUNCIL

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WAS HELD ON TUESDAY 6TH MAY 2014 IN THE TOWN COUNCIL OFFICE AT 7.00 PM

PRESENT: Mr B Walsh, (Chairman), Mr K Lintill
Mr C Kemp, Mr A Copus,
Dr R Pawsey and Mrs A Simmons.

ASSISTANT CLERK: Mrs H Cruikshank

1. There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meetings held on Tuesday 4th March and Friday 14th March, having been circulated were approved and seconded.

4. MATTERS ARISING

- (a) Standing Orders: Mr Walsh asked whether the Finance Committee were now happy with this document. Mr Copus said that he thought standing order number 65 should have added in at the end of the sentence, "or earlier if required", a sub-heading of 'Committees' after number 52 needed deleting and standing order 70a) should have the '(see SO 8)' at the end of the sentence removed. All agreed with these amendments. The Standing Order document would now go onto the agenda for discussion at June's Full Council meeting where it would be recommended by the Finance committee to be adopted. Assistant Clerk to email the document to all Councillors so they have plenty of time to read it before June's meeting.
- (b) Photocopier: Following a query at the last meeting regarding the large photocopier, the Assistant Clerk confirmed that the equipment is in contract until 1st December 2014 with a 1 month's notice required for termination. She would ensure termination takes place by 1st November and will fill in the Konica site survey and arrange collection.

5. END OF YEAR MARCH 2014

Having circulated copies of the finance report for April 13-March 14, the bank reconciliation as at 31st March 2014 and the Income and Expenditure 2013/14, Mr Walsh reported that the Town Council overall did okay. With an income of £66,442 and expenditure of £62,262, there was a slight underspend. There were some unexpected expenses with some overspends and underspends, all of which were accounted for and therefore the Town Council can be very pleased.

Copies of the Annual Return Accounting Statements and the Annual Governance Statement 2013/14 were circulated and the Finance Committee agreed the figures and also agreed that there was a sound system of internal control, including the preparation of the accounting statements.

Mr Walsh asked whether the Finance Committee were happy for all these documents to be submitted

to Full Council for approval. Mr Copus enquired whether the accounts could be presented without the two VAT figures and netted off. Mr Walsh said he would amend the document and send out to all Councillors to be signed off at the AGM where the Chairman will present the year-end figures.

6. NEW ACCOUNTS PACKAGE

Mr Walsh explained that the current Quicken accounts package which the Clerk uses is not compatible with the new Town Council computer and the Assistant Clerk thought that it was best if a new package was purchased. She asked whether Councillors had a preferred format they would like to use. As no one was forthcoming with suggestions, the Assistant Town Clerk said to save money she would happily use her own spreadsheets and package she had created for her other Councils if this was acceptable. The Finance Committee agreed this.

Assistant Clerk's note: Following her resignation, the Assistant Clerk has withdrawn her offer.

7. CURRENT FINANCIAL SITUATION

Mr Walsh circulated copies of the finance report for April 2014 and he asked if anyone had any questions they wished to ask. He highlighted that the Church Clock was under budget at £976. With regard to the Town Council underwriting the cost of the Neighbourhood Plan, it had been confirmed by the legal team at SALC that it was perfectly in order for these costs to be underwritten in the Town Council reserves. To date, £17,000 had been achieved in way of grants and pledges which leaves £23,000 which currently needed to be underwritten. Hopefully in time this amount will reduce with more grants money coming in. Dr Pawsey said it was important to keep an eye on the Town Council reserves. She suggested that there should be a breakdown on the finance report to show the split between the Town Council balance to date and the underwritten amount for the outstanding Neighbourhood Planning costs to show that this amount has not been forgotten. Mr Kemp agreed this would show responsible financial control. The Finance Committee agreed this change to the format and Mr Walsh said he would amend the report and re-circulate.

8. GRANTS INCLUDING GRANT TO SYLVIA BEAUFOY CENTRE

Councillor Ken Lintill declared an interest in the Petworth Community Minibus grant request.

The following grants were agreed: Petworth Community Minibus (£500), Citizens Advice (£200), Victim Support (£100), 4SIGHT (£270), St Mary's Church (£300) and Petworth Festival (£750). It was agreed to put the Sylvia Beaufoy Centre grant on hold until Councillors had attended the AGM to be able to decide an amount to donate.

9. ASSISTANT CLERK'S EXPENSES

Mr Walsh asked whether the Finance Committee would think about paying the Assistant Clerk mileage. The Assistant Clerk added that with her other part-time roles, she is paid this and also asked whether the Council would consider paying a small amount of homeworking costs as she does currently work roughly half of her eight hours from home. Assistant Clerk to calculate some figures so the Finance Committee can see what sort of money is being requested and its effect on the budget.

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

Mr Walsh said the bins in Rosemary Gardens were now being contracted to be emptied by CDC on a weekly basis on Thursdays. This of course has a financial implication. He added that the replacement bus shelter project on Tillington Road has been approved by the Insurance Company to go ahead. However there is a shortfall between the insured value of £4556 and the quoted price of £6244 which the Town Council will have to pay.

Mr Walsh added that an invoice from AiRS had been received for £350 for their advice and help with applications for the Neighbourhood Plan. Several Councillors thought this support was free. Mr Walsh said that the understanding was that if the contract had been given to AiRS then it would have

been but since it wasn't there was a cost inevitably incurred. It was agreed that the relationship between the Town Council and AiRS should have been clearer from the start to avoid any confusion.

8. ACCOUNTS PAID 1ST TO 31ST MARCH 2014

Time Talk	34.15	Office Phone - Mar
Coultershaw Trust	200.00	Grants
Flude & Co	1,049.40	Service Charge
Dr R Pawsey	43.06	Website
Naldrett Garden Services	300.00	Allotments - Hedge Cutting
Isle of Wight Geek	410.00	Setting Up Website
Window Washers	5.00	Office - Window Cleaning
Leconfield Estates	500.00	Allotments - Rent
Petworth URC	28.50	Christmas Events - Party Hall Hire
Petworth Town Band	210.00	Christmas Events - Town Band
Parkfield Retail	32.99	Rosemary Gardens - Refuse Bags
CDC	1,560.00	Office - Rent
Mrs H Cruikshank	299.17	Salary - Mar
Naldrett Garden Services	497.50	Contract - Mar
Mrs J Huggett	683.56	Salary, Expenses and Postage - Mar
Mrs J Huggett	150.00	Postage for 2014
Sylvia Beaufoy Centre	1,000.00	Grants
Mrs F Kemp	41.42	Christmas Events - Party Food

ACCOUNTS PAID 1ST TO 30TH APRIL 2014

Mrs J Huggett	120.00	Petworth Pages Delivery
Time Talk	33.29	Office Phone
Mr M South	26.38	Rosemary Gardens - Slide Repair
West Sussex ALC	798.98	Council's Subscription
Khameleon Window Clean	30.00	Cleaning Bus Shelter
Richard White Clocks	960.00	Church Clock Regulator
SSALC	17.00	Clerk's Magazine
Southern Water	46.82	Office - Water
Southern Electric	271.07	Street Lighting
Petworth Festival	750.00	Grants
Kent County Council	33.44	Photocopier
Windsor Waste	1,606.80	S106 - Hampers Green Centre
Inland Revenue	329.34	PAYE - Jan/Feb/Mar
Wicksteed Leisure	54.00	Rosemary Gardens - Play Inspection
Wicksteed Leisure	54.00	Hampers Common - Play Inspection
West Sussex Print	899.00	Petworth Pages - Printing
Mr G Rix	16.21	Church Clock - Regulator Installation
AirS	450.00	Neighbourhood Plan - Support
Mrs H Cruikshank	299.17	Salary - Apr
Naldrett Garden Services	497.50	Contract - Apr
Mrs J Huggett	651.34	Salary, Expenses and Postage - Apr

There was a query regarding the amount paid to AiRS. Assistant Clerk to investigate.

There being no further business the meeting closed at 8.21pm