



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 14th JANUARY 2020 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

- Present:** Cllr A Copus (Chairman), Cllr C Sproson, Cllr J Fynes, Cllr C Kemp, Cllr N Fox, Cllr E Singleton & L Smith (Clerk)
- No members of the public were present
- 1/20 CHAIRMAN'S ANNOUNCEMENTS**
Cllr Copus requested that mobile phones should be turned off and he pointed out the fire escape route.
- 2/20 APOLOGIES FOR ABSENCE**
Cllr M Peet
- 3/20 DECLARATIONS OF INTEREST**
None
- 4/20 MINUTES OF THE PREVIOUS MEETING**
The Minutes of the meeting held on 17th December 2019 were approved and signed by the Chairman as a true and accurate record of the meeting.
Proposed Cllr Kemp, seconded Cllr Sproson, unanimously agreed.
- 5/20 MATTERS ARISING FROM THOSE MINUTES**
Cllr Copus advised that the Clerk has not yet received a response from the Auditor with regards to the grants queries and that this will be followed up. Cllr Copus asked the Clerk to add this item to the action list.
- 6/20 PUBLIC PARTICIPATION SESSION**
No members of the public were present
- 7/20 DECEMBER 2019 ACCOUNTS**
Cllr Copus presented the detailed income and expenditure statement which showed that at this nine-month stage of the year, the Council is operating slightly above the run rate at 76.6%. He reported that the latest forecast is for a £9,000 surplus at the end of the current financial

year. Cllr Copus advised that a number of VAT adjustments have been made and the payments made for the monthly payroll have now been allocated to the correct cost centres. He advised that the Clerk will investigate the payments made for grounds maintenance during the current year as the cost of maintaining the cemeteries is higher than anticipated. He asked the Clerk to move the costs of the sail flags from the Christmas Event to the Farmers Market. Cllr Copus reported that the forecast for the remainder of the year and the draft budget for 2020/21 have been adjusted having given consideration to the December accounts and these will be presented under item 13.

8/20 BANK RECONCILIATION AS AT END DECEMBER 2019

The current account and reserve account bank statements had been reconciled to the accounting system balances. The 2 statements were initialled as reconciled by Cllr Kemp.

9/20 UPCOMING COSTS

Cllr Copus advised that the purchase of 2 more stars for the Christmas Event would be deferred to the 2020/21 financial year. Under the proposal of Cllr Copus, seconded by Cllr Singleton and unanimously agreed, the Clerk's participation in the Surrey & Sussex Association of Local Council's CiLCA training day on the 4th February 2020, at a cost of £320 was approved.

10/20 INVOICES FOR APPROVAL

Having considered the invoices received, Cllr Copus proposed that these should be approved, seconded by Cllr Kemp with all in agreement. Cllr Fynes offered to send the Clerk the price schedule for the Leconfield Hall as the cost of hire for the Christmas Event appear high. Cllr Copus agreed to read the water meter at Station Road to ensure the invoice from Business Stream is accurate.

11/20 ELECTRONIC PAYMENTS

Cllr Copus reported that Cllr Kemp and Cllr Singleton will reconcile September, October, November & December's payments before the next meeting.

12/20 SALES INCOME

The sales income for allotments, Farmers Markets, Christmas Event and Petworth Pages to the end of December 2019 were presented by the Clerk who advised that the majority of monies owed have been received. Cllr Copus offered to send details of payments received in January 2020 to the Clerk in order to identify whether any of the discussed monies owed have now been received.

13/20 2020/21 BUDGET

Cllr Copus presented the full year forecast and the draft budget. Following discussions, a number of areas of the draft budget were adjusted resulting in a Band D increase of 4.59%. An email received from Tom Compton, Chairman of Tillington Parish Council, requesting Petworth Town Council donate a percentage of its annual precept to the Sylvia Beaufoy Centre, was discussed by the committee. It was agreed that Cllr Copus would reply to Mr Compton's email, advising that whilst the Town Council would not donate a percentage of its precept to the Sylvia Beaufoy Centre, the committee would welcome an application for a discretionary grant in accordance with the published grant terms and conditions. Under the proposal of Cllr Copus, seconded by Cllr Kemp and unanimously agreed, the draft budget will be recommended to Full Council for approval at the meeting on 16th January 2020.

14/20 PETWORTH IN BLOOM/PLANTING WORKING GROUP

The committee considered the revised terms of reference received from Maggie South. The positioning and legal structure of Petworth in Bloom was discussed by the committee and it was agreed to establish a Planting & Horticulture Working Group which will report to the Open Spaces committee and be accountable to, and managed by, Petworth Town Council. It was agreed that the Town Council's entry in to the "In Bloom" competition, would be one of the Planting & Horticulture Working Group objectives. Cllr Copus asked the Clerk to

produce a draft Terms of Reference for the Planting & Horticulture Working Group and to circulate the document to the Finance & General Purposes committee for comment. It was agreed that a meeting with Cllr Hewlett and Maggie South would then take place to discuss the draft terms of reference, policies and procedures.

15/20

TERMS OF REFERENCE FOR THE VISITORS WORKING GROUP

Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously agreed that the Terms of Reference for the Visitors Working Group would be recommended to Full Council at the meeting in February 2020.

16/20

ACTION LIST

This was reviewed and updated (see attached schedule)

17/20

DATE OF NEXT MEETING

Tuesday 18th February 2020 was noted as the next committee meeting date.

Meeting closed 9.05pm

Signed: _____

Dated: _____

Chairman