



Petworth Town Council

clerk@petworth-tc.gov.uk

The Old Bakery, Golden Square,
Petworth,
West Sussex, GU28 0AP
T: 01798 344883

FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 14th JULY 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

Present: Cllr A Copus, Cllr J Fynes, Cllr M Peet, Cllr C Sproson, Cllr E Singleton, Cllr C Kemp, Cllr H Desai & L Smith (Clerk)

No members of the public were present

97/20

CHAIRMAN'S ANNOUNCEMENTS

Cllr Copus requested that mobile phones should be turned off.

98/20

APOLOGIES FOR ABSENCE

Cllr N Fox

99/20

DECLARATIONS OF INTEREST

There were none.

100/20

MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 16th June 2020 were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Copus, seconded Cllr Peet, unanimously agreed.

101/20

MATTERS ARISING FROM THOSE MINUTES

There were none.

102/20

PUBLIC PARTICIPATION SESSION

No members of the public were present

103/20

SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages to the end of June 2020 were presented by the Clerk. It was agreed that the outstanding payments would be chased by the Clerk & Cllr Desai. The Clerk advised that Petworth Marquee Hire have paid their outstanding invoices.

104/20

JUNE 2020 ACCOUNTS

Cllr Copus presented the detailed income and expenditure statement and reported that the current run rate was 26.5%. He advised that excluding the Coronavirus income and expenditure, the run rate was 19.2% which is below the budgeted run rate for the time of year.

105/20 FULL YEAR FORECAST

Cllr Copus reported that the full year forecast will be circulated to the committee with the minutes of the meeting. He advised that the forecast has resulted in a potential lost of £2,000 at the end of the financial year however this could increase to a loss of £12,000 should a recent application for a grant to support the Helpdesk project be unsuccessful.

106/20 BANK RECONCILIATION AS AT END JUNE 2020

The current account and reserve account bank statements had been reconciled to the accounting system balances and signed by Cllr Copus.

106/20 UPCOMING COSTS

Under the proposal of Cllr Copus, seconded by Cllr Peet and unanimously approved, it was resolved to purchase the following items & services:

Chain link gate at Station Road allotments: £525 (Nick Blunt Fencing)

Painting of railings at Rosemary Gardens: £1,250 (K&R Decorators)

6 foot metal trough for Golden Square: £137.95 (McVeigh Parker)

X4 grit bins; 2 Parris Black & Gold and 2 Glasdons Green. Total of £822

20mph traffic consultation: £325 (Wilbar Associates)

1 box of 50 face masks: £12.50 (Petworth Business Association)

Cllr Copus asked the Clerk to submit a Section 106 funding application to cover the costs of the works to be undertaken by K&R Decorators at a cost of £1,250.

107/20 INVOICES FOR APPROVAL

The Clerk presented the invoices requiring payment. Cllr Kemp asked Cllr Desai to check the water metre at Station Road allotments. Cllr Copus proposed that all invoices should be approved, seconded by Cllr Peet with all in agreement.

108/20 GRANT APPLICATIONS

Under the proposal of Cllr Copus, seconded by Cllr Kemp and with all in agreement, it was resolved to award a £200 grant to the Arun & Chichester Citizens Advice Bureau.

The Clerk was asked to contact Petworth Festival to request an updated application form in order for the committee to consider awarding a grant for their 2020 events.

109/20 WEBSITE

The committee considered Report 02-2020 and under the proposal of Cllr Copus, seconded by Cllr Singleton with all in agreement, it was unanimously resolved to contract Aubergine to redesign the Council's website in order to comply with Website Content Accessibility Guidelines 2.1 AA rating and meet accessibility guidelines as set in the Public Sector Bodies Accessibility regulations. Cllr Copus asked the Clerk to share the report with Full Council in order to provide them with an opportunity to provide feedback on this decision at the meeting on 16th July 2020.

110/20 HELPDESK/COMMUNITY HUB

Cllr Singleton advised that following discussion with the Helpdesk team, it has been decided that due to the reduction in requests for assistance, the Helpdesk opening hours will reduce from Monday 20th July, to 10am – 2pm. Cllr Singleton also advised that there will be no further payments required to cover the Helpdesk team's expenses. Cllr Desai reported that a 5th volunteer has been recruited to the Helpdesk team and that Cathy Young will be manning the desk on Thursdays. It was agreed that this would be reviewed on a monthly basis to ensure the Helpdesk is able to meet the needs of local residents over the coming months.

111/20 ACTION LIST

This was reviewed and updated (see attached schedule)

112/20

DATE OF NEXT MEETING

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

Meeting closed 8.01pm

Signed: _____

Dated: _____

Chairman