



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 15<sup>th</sup> OCTOBER 2019 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH**

### MINUTES

**Present:** Cllr A Copus (Chairman), Cllr N Fox (Vice-Chairman), Cllr J Fynes, Cllr C Kemp, Cllr L Singleton, Cllr M Peet, Cllr C Sproson & L Smith (Clerk)

No members of the public were present

**119/19 CHAIRMAN'S ANNOUNCEMENTS**

Cllr Copus requested that mobile phones should be turned off. He pointed out the fire escape route.

Cllr Copus reported that an email had been received from Mr Craig Hawes regarding the lack of response to an email sent to the Clerk from Mr Jonathan Golden on 5<sup>th</sup> April 2019. He advised that in the email, Mr Golden refers to the removal of the turnstiles and benches from Jubilee Path, during the repairs to the wall and suggests that any damage to the benches as a result of their removal would be "an insurance issue for PTC". It was agreed that the Clerk would draft an email for approval by the Committee in which we will give Mr Golden's contractors permission to move the benches in order to undertake the repairs to the wall, with any costs incurred borne by the contractor or his client. The Clerk to also advise that this permission is subject to a condition survey taking place and agreed by both parties prior to any benches being removed.

**120/19 APOLOGIES FOR ABSENCE**

None

**121/19 DECLARATIONS OF INTEREST**

Cllr Copus, Cllr Singleton & Cllr Peet advised that they have expenses for approval under item 10.

**122/19 MINUTES OF THE PREVIOUS MEETING**

The Minutes were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Copus, seconded Cllr Peet, unanimously agreed.

**123/19 MATTERS ARISING FROM THOSE MINUTES**

Cllr Copus advised that Chichester District Council have now been invoiced for the cemetery maintenance income, however it has not yet been received.

Cllr Copus reported that a response has been received from Nat West regarding the £5 error and the issue identified as being an error on a cheque received from Tiffins Tea Rooms. The Clerk was asked to return £5 cash to Tiffins Tea Rooms as they have overpaid for their stall at the Christmas Event.

Cllr Copus advised that Cllr Singleton needs to take 2 forms of ID to the bank in order to complete the set up of the new mandate.

Cllr Copus reported that despite a request for the monies owed from Petworth Marquee Hire and the threat of legal action, the debt has not yet been paid. The Clerk was asked to undertake the small claims process online.

**124/19 PUBLIC PARTICIPATION SESSION**  
No members of the public were present

**125/19 SEPTEMBER 2019 ACCOUNTS**

Cllr Copus presented the detailed income and expenditure statement which showed, at this six month stage of the year, that overall we are within the budget with expenditure being incurred below the annual run rate.

Cllr Copus reported that a response to our recent letter to Peninsula advising of our dissatisfaction at the term of the renewed contract has not yet been received.

Cllr Copus asked the Clerk to establish whether a rebate is due from Flude Commercial.

Cllr Copus reported that he and the Clerk will undertake a forecasting exercise prior to the next meeting given that we have some relatively significant expenditure coming up in the near future.

**126/19 BANK RECONCILIATION AS AT END SEPTEMBER 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.

**127/19.1 UPCOMING COSTS**

Traffic Works:

A discussion took place regarding the proposed traffic works and it was agreed that Cllr Copus would request clarification on priorities and prices from Cllr Scallon ahead of the upcoming Full Council meeting.

**127/19.2 Christmas Event 2019:**

Cllr Copus proposed that 10 new lights are purchased at a cost of £930. This was seconded by Cllr Kemp and unanimously agreed.

**127/19.3 Town Council Mobile Phone:**

Cllr Kemp advised that the current Town Council mobile isn't fit for purpose and proposed an upgrade to the handset at an additional cost of £25 per month. It was agreed that as this was an unbudgeted cost, it would be recommended to Full Council at the upcoming meeting.

**127/19.4 Poppy Appeal Wreath Donation:**

Cllr Copus proposed a donation of £50 for this year's Poppy Appeal. This was seconded by Cllr Peet and unanimously agreed.

**128/19 INVOICES FOR APPROVAL - list attached**

Having considered the invoices received, Cllr Copus proposed that these should be approved, seconded Cllr Singleton with all in agreement. Cllr Copus asked the Clerk to establish why there has been an increase in the monthly payment to Peninsula. Cllr Kemp asked the Clerk to send an invoice to Petworth Business Association to cover the cost of the 4 new Car Park instruction signs.

**129/19 ELECTRONIC PAYMENTS**

Cllr Copus reported that Cllrs Kemp and Singleton have reconciled the payments for April, July & August. Cllr Kemp and Cllr Singleton will reconcile September's payments before the next meeting.

**130/19 SALES INCOME**

The sales income for allotments, Farmers Markets and Petworth Pages were presented by Cllr Copus and discussed by the Committee.

The Clerk was asked to advise Cllr Desai of the outstanding payments from advertisers in the Autumn edition of Petworth Pages to ensure their adverts aren't included in the Winter edition, unless their debts are paid.

**131/19 FINANCIAL REGULATIONS**

Cllr Copus presented the proposed amendments to the Council's Financial Regulations. He reported that these changes are in line with recommendations made by NALC and proposed that the revised regulations are put to Full Council at the upcoming meeting. This was seconded by Cllr Singleton and unanimously agreed.

**132/19 EXTERNAL AUDIT**

Cllr Copus reported that we have recently received the external audit report for the 2018/19 financial year. He advised that there were no comments made by the auditor and no matters requiring attention hence we are in a very strong position. Cllr Copus asked the Clerk to circulate the internal audit report prior to the upcoming Full Council meeting.

**133/19 ACTION LIST**

This was reviewed and updated (see attached schedule)

**134/19 DATE OF NEXT MEETING**

Tuesday 19<sup>th</sup> November 2019 was noted as the next committee meeting date.

Meeting closed 8.31pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Chairman