



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 16<sup>th</sup> JUNE 2020 AT 7PM VIA VIDEO CONFERENCING

### MINUTES

**Present:** Cllr A Copus, Cllr N Fox, Cllr M Peet, Cllr C Sproson, Cllr E Singleton, Cllr C Kemp & L Smith (Clerk)

No members of the public were present

**81/20 ELECTION OF CHAIRMAN**

Under the proposal of Cllr Peet, seconded by Cllr Singleton, Cllr Copus was unanimously elected the Chairman of the Committee.

**82/20 ELECTION OF VICE CHAIRMAN**

Under the proposal of Cllr Copus, seconded by Cllr Kemp, Cllr Fox was unanimously elected the Vice Chairman of the Committee.

**83/20 CHAIRMAN'S ANNOUNCEMENTS**

Cllr Copus requested that mobile phones should be turned off. He advised that agenda item 11 would move to item 7 on the agenda and reported that as the recent internal audit did not bring about any recommendations for implementation, it was not necessary to include this as an agenda item for the meeting.

**84/20 APOLOGIES FOR ABSENCE**

Cllr J Fynes

**85/20 DECLARATIONS OF INTEREST**

The Clerk advised that she has submitted an expense claim to reimburse the cost of returning Cllr Peet's iPad to Cloudy IT for repair.

**86/20 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 19<sup>th</sup> May 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.

**87/20 MATTERS ARISING FROM THOSE MINUTES**

There were none.

- 88/20 PUBLIC PARTICIPATION SESSION**  
No members of the public were present
- 89/20 SALES INCOME**  
The sales income for allotments, Farmers Markets and Petworth Pages to the end of May 2020 were presented by the Clerk. It was agreed that given the challenges faced in receiving payment for Petworth Pages advertising from Petworth Marquee Hire, they would be required to pay up front for any future advertising. Cllr Kemp agreed to discuss the outstanding allotments payment with Mr Mike South.
- 90/20 MAY 2020**  
Cllr Copus presented the detailed income and expenditure statement and reported that as a result of the income received and the costs incurred due to the Coronavirus, it was difficult to establish the budgeted run rate without these unbudgeted figures. Cllr Kemp asked the Clerk to establish the run rate for budgeted income and expenditure, for the next Committee meeting.
- 91/20 BANK RECONCILIATION AS AT END MAY 2020**  
The current account and reserve account bank statements had been reconciled to the accounting system balances and signed by Cllr Copus.
- 92/20 UPCOMING COSTS**  
There were none.
- 93/20 INVOICES FOR APPROVAL**  
Cllr Copus asked the Clerk to seek clarification on the invoice received from Cloudy IT. The Clerk advised that she was querying the invoices received from BT for the Cloud Phone service as this installation has not yet taken place. Having considered the invoices received, Cllr Copus proposed that all invoices except the BT Cloud Phone should be approved, seconded by Cllr Kemp with all in agreement.
- 94/20 GRANT APPLICATION**  
There were none.
- 95/20 ACTION LIST**  
This was reviewed and updated (see attached schedule)
- 96/20 DATE OF NEXT MEETING**  
Tuesday 14<sup>th</sup> July 2020 was noted as the next committee meeting date.

Meeting closed 8.01pm

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

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

Chairman