



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 17th SEPTEMBER 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

104/19 CHAIRMAN'S ANNOUNCEMENTS

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

Cllr Sproson queried whether she had been formally appointed to the Finance & General Purpose Committee. The Clerk was asked to investigate this.

105/19 APOLOGIES FOR ABSENCE

None

106/19 DECLARATIONS OF INTEREST

There were none

107/19 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.

108/19 MATTERS ARISING FROM THOSE MINUTES

Cllr Copus advised that following the decision made at the August 2019 meeting to pay Alistair Baldwin's monthly invoice for the Farmers Market in the week following the Farmers Market, each month, this has now been actioned.

Cllr Fox advised that following the decision made at the August 2019 meeting to pay Sussex Land Works invoice for the works taking place at Rosemary Gardens within their payment terms of 14 days, an invoice has not yet been received hence no payment has yet been made.

Cllr Copus advised that although Chichester District Council have been chased for the cemetery maintenance income, this has not yet been received. The Clerk was asked to request this again.

Cllr Copus reported that despite another letter being sent to Nat West to rectify the £5 error, no response has been received. The Clerk was asked to write to them again.

Cllr Copus advised that the bank mandate paperwork needs to be hand delivered to Nat West hence he will action this in the near future.

Cllr Copus reported that despite a request for the monies owed from Petworth Marquee Hire, this has not yet been received. The Clerk was asked to request payment in full within 14 days or advise that legal action will be taken.

Cllr Copus advised that the revisions to the Grants Policy are on the agenda for this month's Full Council meeting for approval.

Cllr Copus advised that the invoicing system for the indoor Farmer's Market agreed at the August 2019 meeting is now in place.

109/19 PUBLIC PARTICIPATION SESSION

No members of the public were present

110/19 AUGUST 2019 ACCOUNTS

Cllr Copus presented the detailed income and expenditure statement which showed, at this five 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 request not to renew our contract with Peninsula Business Services resulted in the company advising that in order to avoid renewal in September 2019, 6 months' notice was required. The Clerk was asked to write to Peninsula advising of our dissatisfaction.

The Clerk was asked to ensure that the Internal Auditor's report is on the agenda for the October 2019 meeting.

111/19 BANK RECONCILIATION AS AT END AUGUST 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.

112/19.1 UPCOMING COSTS

Rosemary Gardens:

Subject to the quote being adjusted due to the removal of one bench from Rosemary Gardens since the quote was received, the cost of painting all the benches in the Gardens was proposed by Cllr Copus, seconded by Cllr Peet with all in agreement. Cllr Fox reported that repairs to the brickwork at Rosemary Gardens will cost £1,565. Cllr Copus proposed that as this would be unbudgeted expenditure, it should be recommended to Full Council on the 19th September 2019. This was unanimously agreed. The Clerk was asked to request a quote for the painting of the old railings around the play area.

112/19.2 Christmas Event 2019:

Cllr Copus proposed that a new star is purchased for the Christmas Tree at a cost of approximately £40. This expenditure was unanimously agreed. Cllr Copus advised that new lights are required for Lombard Street hence a request for the purchase of these will be made at a future meeting of this committee.

112/19.3 Planting:

Cllr Hewlett's costs for bulbs and plants for the autumn / spring flowering programme. It was agreed that further information was required before a decision can be made at the upcoming Full Council meeting. Cllr Copus to write to Cllr Hewett requesting this additional detail.

112/19.4 Traffic work:

Cllr Scallon's request for road markings and signage at a cost of £5,225 was discussed. Cllr Copus proposed that this expenditure is recommended to Full Council, seconded by Cllr Kemp and unanimously approved.

113/19 INVOICES FOR APPROVAL - list attached

Having considered the invoices received, Cllr Copus proposed that these should be approved, seconded Cllr Sproson with all in agreement. Cllr Copus advised that tax and national insurance for September 2019 is still to be submitted and will subsequently need to be paid.

114/19 ELECTRONIC PAYMENTS

Due to time constraints the payments for April, July & August have not been checked and signed. Cllrs Kemp and Singleton agreed to do this on Monday 23rd September.

115/19 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 chase the outstanding monies owed for the autumn edition of Petworth Pages.

116/19 GRANT APPLICATION

An application received from Petworth Festival for support towards their autumn literacy week was discussed. Cllr Kemp proposed that an award of £250 is recommended to Full Council. This was seconded by Cllr Singleton and unanimously agreed.

117/19 ACTION LIST

This was reviewed and updated (see attached schedule)

118/19 DATE OF NEXT MEETING

Tuesday 15th October 2019 was noted as the next committee meeting date.

Meeting closed 9pm

Signed: _____

Dated: _____

Chairman