



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 DECEMBER 2019 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 M Peet (from 7.18pm) & L Smith (Clerk)
- No members of the public were present
- 153/19 CHAIRMAN'S ANNOUNCEMENTS**
Cllr Copus requested that mobile phones should be turned off and he pointed out the fire escape route.
- 154/19 APOLOGIES FOR ABSENCE**
Cllr E Singleton & Cllr N Fox
- 155/19 DECLARATIONS OF INTEREST**
Cllr Peet & the Clerk advised that they have expenses for approval under item 10.
- 156/19 MINUTES OF THE PREVIOUS MEETING**
The Minutes of the meeting held on 19th November 2019 were approved and signed by the Chairman as a true and accurate record of the meeting.
Proposed Cllr Copus, seconded Cllr Kemp, unanimously agreed.
- 157/19 MATTERS ARISING FROM THOSE MINUTES**
Cllr Copus advised that the Clerk has received details of the fees charged by Auditing Solutions Ltd as well as a letter of engagement for the committee's perusal. It was agreed that the Clerk would sign and return the letter of engagement on behalf of the Council.
Cllr Copus reported that the Clerk has sought further guidance from the Auditor regarding the grant applications considered at the last meeting however a response has not yet been received.
- 158/19 PUBLIC PARTICIPATION SESSION**
No members of the public were present
- 159/19 NOVEMBER 2019 ACCOUNTS**

Cllr Copus presented the detailed income and expenditure statement which showed that at this eight-month stage of the year, the Council is operating slightly above the run rate at 74.3% with income received for the Christmas Event significantly over budget. He 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 November accounts and these will be presented under item 13.

160/19 BANK RECONCILIATION AS AT END NOVEMBER 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.

161/19 UPCOMING COSTS

The costs detailed below were unanimously approved:

Gift vouchers for the Farmers Market; £100

Petworth Players' use of the Leconfield Hall at the December Farmers Market due to no stall holders requiring the facility; £88

162/19 INVOICES FOR APPROVAL

Having considered the invoices received, Cllr Fox proposed that these should be approved, seconded by Cllr Kemp with all in agreement. Cllr Copus asked the Clerk to review the accounting records of her salary, NI and pension to ensure they are distributed to the correct cost centres. He also requested the Clerk investigate surface water drainage payments to Business Stream and Flude Commercial and that she identify the current position with regards to the leak allowance application concerning Station Road allotments.

163/19 ELECTRONIC PAYMENTS

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

164/19 SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages were presented by the Clerk who advised that only Rugs of Petworth's payment was outstanding for the autumn edition. She reported that almost all payments have been received for the winter edition. The sales income for the Farmers Market were also presented by the Clerk with a small number of debtors highlighted. She advised that the remaining monies owed would be requested prior to the next meeting.

165/19 2019/20 FULL YEAR FORECAST & 2020/21 DRAFT BUDGET

Cllr Copus presented the full year forecast and the draft budget which now includes the rateable tax base confirmed by Chichester District Council. Following discussions, a number of areas of the draft budget were adjusted and the Clerk circulated the revised document to those present for further review prior to the next meeting.

166/19 GROUNDS MAINTENANCE CONTRACT

Cllr Copus advised of the Open Space's committee's proposal that the grounds maintenance contract to cover the period from 1st January 2020 to 31st December 2022 is awarded to HJS Land Services. Cllr Kemp proposed the committee endorse this proposal, seconded by Cllr Peet with all in favour.

167/19 TERMS OF REFERENCE FOR PETWORTH IN BLOOM WORKING GROUP

Cllr Copus requested the Clerk circulate the draft terms of reference for Petworth in Bloom working group to the committee for their perusal prior to the next meeting.

168/19 TERMS OF REFERENCE FOR THE VISITORS WORKING GROUP

Cllr Copus requested the Clerk circulate the draft terms of reference for Visitors working group to the committee for their perusal prior to the next meeting.

169/19

ACTION LIST

This was reviewed and updated (see attached schedule)

170/19

DATE OF NEXT MEETING

Tuesday 14th January 2020 was noted as the next committee meeting date.

Meeting closed 9.03pm

Signed: _____

Dated: _____

Chairman