



# Petworth Town Council

[clerk@petworth-tc.gov.uk](mailto: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 18<sup>th</sup> FEBRUARY 2020 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, Cllr E Singleton & L Smith (Clerk)

No members of the public were present

**18/20 CHAIRMAN'S ANNOUNCEMENTS**

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

**19/20 APOLOGIES FOR ABSENCE**

Cllr N Fox

**20/20 DECLARATIONS OF INTEREST**

The Clerk advised that she has expenses for approval under item 10.

**21/20 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 14<sup>th</sup> January 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.

**22/20 MATTERS ARISING FROM THOSE MINUTES**

Cllr Copus advised that the Clerk moved the cost of the Sail Flags from the Christmas Event to the Farmers Market cost centre. He reported that a credit had been received from Business Stream following the submission of a water meter reading at Station Road allotments. The Clerk advised that she and Cllr Kemp recently met with Andy Howard from Chichester District Council to discuss the grounds maintenance of the cemeteries during 2020/21 and that we are expecting to receive a Service Level Agreement in due course.

**23/20 PUBLIC PARTICIPATION SESSION**

No members of the public were present

**24/20 JANUARY 2020 ACCOUNTS**

Cllr Copus presented the detailed income and expenditure statement which showed that at this ten-month stage of the year, the Council is operating slightly below the run rate at 81.6%.

**25/20 BANK RECONCILIATION AS AT END JANUARY 2020**

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.

**26/20 UPCOMING COSTS**

Cllr Copus advised that following a recent inspection of Hampers Common play area, it is recommended to replace the chains on 4 swings at a cost of £242.40. Cllr Peet advised that Roger Hanauer may have 2 swing seats in storage which could be used. Cllr Copus proposed that subject to a response from Roger Hanauer, the purchase of equipment to a total of £242.40 is made. This proposal was seconded by Cllr Peet and unanimously approved.

**27/20 INVOICES FOR APPROVAL**

Having considered the invoices received, Cllr Copus proposed that these should be approved, seconded by Cllr Kemp with all in agreement. Cllr Copus reported that the Clerk has received a response from Business Stream regarding the account for Station Road allotment advising that Southern Water have granted an allowance of 114m<sup>3</sup> of water, for the period 16 April 2018 to 10 April 2019 which equates to a credit of £156.53. Cllr Copus asked the Clerk to explore this further, requesting further detail as to how this allowance was calculated.

**28/20 ELECTRONIC PAYMENTS**

Cllr Copus reported that Cllr Kemp and Cllr Singleton will reconcile September, October, November, December & January's payments before the next meeting. Cllr Copus advised that he will liaise with SSALC to seek advice regarding whether electronic payments can be reconciled by 1 Councillor, rather than 2, in the future.

**29/20 SALES INCOME**

The sales income for allotments, Farmers Markets and Petworth Pages to the end of January 2020 were presented by the Clerk who advised that the majority of monies owed have been received. Cllr Copus offered to send details of payments received in February 2020 to the Clerk in order to identify whether any of the discussed monies owed have now been received.

**30/20 GRANT APPLICATION**

None received.

**31/20 PETWORTH IN BLOOM/PLANTING WORKING GROUP**

The committee considered the revised terms of reference and following the proposal by Cllr Copus, seconded by Cllr Singleton, it was unanimously agreed to recommend the terms of reference are adopted by Full Council at the meeting on 20<sup>th</sup> February 2020.

**32/20 ACTION LIST**

This was reviewed and updated (see attached schedule)

**33/20 DATE OF NEXT MEETING**

Tuesday 17<sup>th</sup> March 2020 was noted as the next committee meeting date.

Meeting closed 8.26pm

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

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

Chairman