



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 18th AUGUST 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, Cllr H Desai & L Smith (Clerk)

No members of the public were present

113/20 CHAIRMAN'S ANNOUNCEMENTS

Cllr Copus requested that mobile phones should be turned off.

114/20 APOLOGIES FOR ABSENCE

Cllr J Fynes

115/20 DECLARATIONS OF INTEREST

There were none.

116/20 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 14th July 2020 were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Copus, seconded Cllr Kemp, unanimously agreed.

117/20 MATTERS ARISING FROM THOSE MINUTES

There were none.

118/20 PUBLIC PARTICIPATION SESSION

No members of the public were present

119/20 SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages to the end of July 2020 were presented by the Clerk. It was agreed that the outstanding payments would be chased by the Clerk & Cllr Singleton. The Clerk reported that one stallholder at the last Farmers Market cancelled at short notice due to the weather. After discussion, Cllr Copus asked the Clerk to liaise with Ms Leesa Barrett to establish whether the stallholder falls within the Farmers Market cancellation policy or is an exception to the rule. It was also agreed that the new stall holders should be encouraged to attend given that there is space to accommodate them.

- 120/20 JULY 2020 ACCOUNTS**
Cllr Copus presented the detailed income and expenditure statement and reported that the current run rate was 35.2%. He advised that excluding the Coronavirus income and expenditure, the run rate was in line with the budgeted run rate for the time of year. He reported that the other income includes a refund for the office service charge from Flude Commercial to the value of £2,623.80 and the £314.24 balance of the Petworth in Bloom bank account as it is now closed.
- 121/20 FULL YEAR FORECAST**
Cllr Copus reported that the full year forecast displays a surplus of £2,246 at the end of the year however the £10,000 grant from Sussex Community Foundation has not yet been confirmed.
- 122/20 BANK RECONCILIATION AS AT END JULY 2020**
The current account and reserve account bank statements had been reconciled to the accounting system balances and signed by Cllr Copus.
- 123/20 UPCOMING COSTS**
Under the proposal of Cllr Kemp, seconded by Cllr Copus and unanimously approved, it was resolved to purchase the following items & service:
700 Farmers Market 6pp DL leaflets: £200 (Eyelevel Design)
Cllr Copus reported that Cllr Scallon will present a traffic proposal at the upcoming Full Council meeting. It was noted that there was sufficient budget available to cover the cost of this proposal.
- 124/20 INVOICES FOR APPROVAL**
The Clerk presented the invoices requiring payment. She advised that she is seeking clarity from BT with regards to the £125 one off charge on the latest invoice. The committee discussed the expense claim received from Cllr Hewlett. Cllr Copus asked the Clerk to seek clarity from Cllr Hewlett with regards to what the Petworth in Bloom donations have been received for, to remind her that all receipts and invoices need to be addressed to Petworth Town Council in order to reclaim the VAT and to also seek approval from the relevant committees prior to committing any expenditure. Cllr Copus asked the Clerk to request invoices from Petworth Park Sports for the mowing of the Sports Ground during May, June & July 2020. Cllr Copus proposed that subject to the response from BT, all invoices should be approved, seconded by Cllr Kemp with all in agreement.
- 125/20 GRANT APPLICATIONS**
Under the proposal of Cllr Copus, seconded by Cllr Kemp and with all in agreement, it was resolved to recommend Full Council award grants of £250 to the Petworth Festival and £200 to Victim Support.
- 126/20 SPORT & PHYSICAL ACTIVITY WORKING GROUP TERMS OF REFERENCE**
Under the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously agreed that the Terms of Reference for the Sports & Physical Activity Working Group would be recommended to Full Council at the meeting in August 2020
- 127/20 ACTION LIST**
This was reviewed and updated (see attached schedule)
- 128/20 DATE OF NEXT MEETING**
Tuesday 15th September 2020 was noted as the next committee meeting date.

Meeting closed 8.11pm

Signed: _____

Dated: _____

Chairman