



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 19th NOVEMBER 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 & L Smith (Clerk)

No members of the public were present

135/19 CHAIRMAN'S ANNOUNCEMENTS

Cllr Copus requested that mobile phones should be turned off. He pointed out the fire escape route and advised the committee that an additional grant application has been received since the agenda for the meeting was issued hence this would be included under the grants item later in the meeting.

Cllr Copus reported that the Council had received an interim internal audit on the 13th November and that pleasingly, no major issues were identified. He advised that the auditor has made a number of recommendations including the Council having two credit cards; one held by the Clerk and one by the Chair of the Finance & General Purposes Committee, to reduce the need for Councillors and the Clerk to use their personal cards in order to purchase goods and claim reimbursement of the cost. Cllr Copus also reported that the auditor recommended that a number of financial reports are produced at the end of each month to improve the Council's corporate governance, that proper descriptions of goods & services procured must be entered on the accounts package to ensure that the payment document is properly recorded, that a financial procedures document should be drafted to ensure the high standard of data processing is maintained by the Council in the event of illness or staff changes, that all grants awarded by the Council must be in accordance with the Council's powers to lawfully award grant aid that a playground management policy should be developed by the Council identifying the legal requirements associated with running a playground, that signage on playgrounds and recreation areas should be updated, that personnel conducting playground inspections must attend a RoSPA playground inspector certificated course and thereafter attend update/CPD courses every 2 years, that the Council should consider using Risk Wizard to manage its risk management requirements, that it is a mandatory requirement for all personnel to have a pay slip each month, that Council is also required to have an investments strategy to support with future planning and finally, that Members should consider outsourcing the Council's payroll. Cllr Copus reported that the interim internal audit is on the agenda for Full Council to consider on 21st November 2019.

- 136/19 APOLOGIES FOR ABSENCE**
Cllr C Sproson
- 137/19 DECLARATIONS OF INTEREST**
Cllr Copus, Cllr Kemp & the Clerk advised that they have expenses for approval under item 10.
- 138/19 MINUTES OF THE PREVIOUS MEETING**
The Minutes of the meeting held on 15th October 2019 were approved and signed by the Chairman as a true and accurate record of the meeting.
Proposed Cllr Copus, seconded Cllr Peet, unanimously agreed.
- 139/19 MATTERS ARISING FROM THOSE MINUTES**
Cllr Copus advised that following our correspondence with Peninsula, they have agreed to end our contract on 19th September 2020.
Cllr Copus reported that Flude Commercial have confirmed a credit of £2,188.80 on our account from the service charge year ending 31st December 2018 which will offset future payments.
Cllr Copus confirmed that the Clerk has sent an invoice to Petworth Business Association to cover the cost of the 4 new Car Park instruction signs.
- 140/19 PUBLIC PARTICIPATION SESSION**
No members of the public were present
- 141/19 OCTOBER 2019 ACCOUNTS**
Cllr Copus presented the detailed income and expenditure statement which showed, at this seven-month stage of the year, that overall we are 5% over the budget with expenditure being incurred above the annual run rate. He advised that this is due to the improvement works at Rosemary Gardens, the cost of which are shown in the October accounts.
- 142/19 BANK RECONCILIATION AS AT END OCTOBER 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.
- 143/19 UPCOMING COSTS**
The goods detailed below were unanimously approved:
Four sail flags at £79 each. Total of £316
Six light batons at £18.69 each. Total of £112.14
Megaphone at £67.89
Three Sports Ground signs at £102 each. Total of £306
Three defibrillator batteries at £148 each. Total of £444
Apple TV at £149
- 144/19 INVOICES FOR APPROVAL**
Having considered the invoices received, Cllr Fox proposed that these should be approved, seconded by Cllr Singleton with all in agreement. Cllr Copus asked the Clerk to request a copy of the contract in place with Auditing Solutions Ltd.
- 145/19 ELECTRONIC PAYMENTS**
Cllr Copus reported that Cllr Kemp and Cllr Singleton will reconcile September & October's payments before the next meeting.
- 146/19 SALES INCOME**
The sales income for allotments, Farmers Markets and Petworth Pages were presented by the Clerk who advised that all payments for the summer and autumn editions of Petworth Pages,

including the 2 payments due from Petworth Marquee Hire, have now been received. The Clerk also advised that all stall holder pitches for the upcoming Christmas Event have been sold with all payments for pitches received.

147/19 2019/20 FULL YEAR FORECAST & 2020/21 DRAFT BUDGET

Cllr Copus presented the full year forecast and the draft budget which shows a 1.78% increase. Following discussions, a number of areas of the draft budget were adjusted. Cllr Copus requested the Clerk ask Chichester District Council what the position is regarding the rateable tax base next year and to establish the submission date for the 2020/21 budget.

148/19 PETWORTH PAGES

Cllr Kemp presented a paper received from Kerry Coughtrey of Eyelevel Design which outlined the current financial position and the proposed changes to the cost of printing, editorial, design and advertising sales as well as details of how the additional costs would be offset by increased income through advertising. Following a proposal by Cllr Kemp, seconded by Cllr Copus, the proposed changes were unanimously agreed.

149/19 GRANT APPLICATIONS

The application for financial support towards the cost of promotional banners for Petworth Fair was discussed by the committee. It was unanimously agreed that the grant should not be awarded due to uncertainty over the working group's legal status however under the proposal of Cllr Kemp, seconded by Cllr Peet, it was agreed that the committee would seek Full Council approval to cover the cost of the banners directly.

The grant applications received from 4Sight Vision and West Sussex Mediation Service were discussed. Cllr Copus asked the Clerk to contact the auditor for guidance regarding these applications following the recommendations made through the recent inspection.

150/19 ACTION LIST

This was reviewed and updated (see attached schedule)

151/19 PTC CREDIT CARDS

Cllr Copus reported that the auditor advised the Council to secure 2 credit cards with a maximum limit of £500 with one held by the Clerk and one by the Chair of the Finance & General Purposes Committee. Under the proposal of Cllr Scallon, seconded by Cllr Kemp, it was unanimously agreed to seek Full Council approval for 2 credit cards, each with a maximum limit of £500.

152/19 DATE OF NEXT MEETING

Tuesday 17th December 2019 was noted as the next committee meeting date.

Meeting closed 9.49pm

Signed: _____

Dated: _____

Chairman