



# Petworth Town Council

Melanie Kite  
Clerk to 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 16<sup>th</sup> APRIL 2019 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH**

### MINUTES

**Present:** Cllr A. Copus (Chairman), Cllr R. Evans, Cllr N. Fox, Cllr C. Kemp, Cllr R. Pawsey, Cllr M. Peet  
Melanie Kite, Clerk

No members of the public were present

**43/19 CHAIRMAN'S ANNOUNCEMENTS**

Cllr Copus requested that mobile phones should be turned off. He pointed out the fire escape route and that the meeting is being recorded.

This is the last committee meeting before the local elections. Cllr Evans and Cllr Pawsey have resigned as Councillors.

The Chairman extended his thanks and gratitude to Cllr Evans and Cllr Pawsey for their contribution as Members of the Finance and General Purposes Committee.

The Staffing Committee had considered a level of pay for the editor, designer and administrator of Petworth Pages. It recommended that £320.00 should be paid per job to each person for their work per quarterly magazine.

On the proposal of Cllr Copus, seconded Cllr Kemp the committee all agreed to accept this level of pay starting from the Summer issue 2019.

**44/19 APOLOGIES FOR ABSENCE**

No Members were absent.

**45/19 DECLARATIONS OF INTEREST**

Cllr Kemp and the Clerk declared a particular interest in that invoices had been submitted.

**46/19 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on March 19th were approved and signed by the chairman as a true and accurate record of the meeting.

Proposed Cllr Kemp, seconded Cllr Evans, unanimously agreed.

- 47/19 MATTERS ARISING FROM THE MINUTES**  
Work on re-designing the web site is in progress. A meeting with NetWise is to be arranged.
- 48/19 PUBLIC PARTICIPATION SESSION**  
No members of the public were present
- 49/19 MARCH 2019 ACCOUNTS**  
After accruals and adjustments there is a surplus of around £18,000 at the year end. The main cost centre to contribute to this are:  
Farmer's market £1,400, Christmas event £1,600. Due to the hot summer grass cutting was reduced giving rise to savings in Rosemary Gardens, Hampers Common, cemeteries and Jubilee Walk. General maintenance was £3,000 under budget.
- 50/19 BANK RECONCILIATION AS AT END MARCH 2019**  
The current account and reserve account bank statements were reconciled as agreed, and initialled back to the original bank statement by Cllr Kemp.
- 51/19 INVOICES FOR APPROVAL - list attached**  
Having considered the invoices Cllr Copus proposed that these should be approved, seconded Cllr Fox all in agreement.
- 52/19 ELECTRONIC PAYMENTS**  
Due to time constraints these will be reconciled at a later date.
- 53/19 FIXED ASSET REGISTER**  
Cllr Copus and the Clerk to amend before presenting at Full Council for approval.
- 54/19 ROTHERLEA**  
It had been agreed at Planning that the Neighbourhood Plan should be upheld and therefore the Rotherlea Development application challenged further.  
The Members having received the estimates from Nexus agreed that a legal opinion should be sought regarding taking the case to Judicial Review. This would be recommended to Full council.  
Proposed Cllr Copus, seconded Cllr Evans unanimously agreed.  
Estimated costs: To draft and compile the Instructions £1,200  
Preparing a written opinion approx. £1,500  
Drafting Grounds for Appeal approx. £2,500
- 55/19 FARMER'S MARKET**  
Most stallholders are fully paid up to March. There are no long-term debtors.
- 56/19 ACTION LIST**  
This was reviewed and two additions to the list made.
- 57/19 DATE OF NEXT MEETING**  
Due to the local elections and the annual town meeting being held on 16<sup>th</sup> May, the next finance meeting will be held on Tuesday 21<sup>st</sup> May.
- 58/19 EXCLUSION OF THE MEMBERS OF THE PUBLIC AND PRESS**  
To discuss personnel matters.

8:50pm The Clerk left the meeting and Minutes were taken by the Chairman.

Meeting closed pm

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

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

Chairman