



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 21st MAY 2019 AT 7.00PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

Present: Cllr A. Copus, Cllr N Fox, Cllr J Fynes, Cllr C. Kemp, Cllr M Peet, Cllr L Singleton

No members of the public were present

As there was no Clerk available, Cllr Copus took notes of the Meeting and chaired it for the first Agenda item

43/19 ELECTION OF CHAIRMAN

It was proposed by Cllr Kemp, seconded by Cllr Fox and agreed unanimously that Cllr Copus be elected Chairman of the Committee

44/19 ELECTION OF VICE-CHAIRMAN

It was proposed by Cllr Copus, seconded by Cllr Kemp and agreed unanimously that Cllr Fox be elected Vice-Chairman of the Committee

45/19 CHAIRMAN'S ANNOUNCEMENTS

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

46/19 APOLOGIES FOR ABSENCE

There were none

47/19 DECLARATIONS OF INTEREST

Cllrs Kemp and Singleton declared a particular interest in their expense reimbursement claims which had been submitted for approval

48/19 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on April 16th were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Copus, seconded Cllr Kemp, unanimously agreed.

- 49/19 MATTERS ARISING FROM THOSE MINUTES**
There were none not already covered by the Agenda
- 50/19 PUBLIC PARTICIPATION SESSION**
No members of the public were present
- 51/19 APRIL 2019 ACCOUNTS**
Cllr Copus presented the detailed income and expenditure which showed, at this very early stage of the year, that we are on track with the budget. There were however two 2 expenditure lines with credits which he would investigate
- 52/19 BANK RECONCILIATION AS AT END APRIL 2019**
The current account and reserve account bank statements had been reconciled to the accounting system balances and initialled as such by Cllr Kemp.
- 53/19 INVOICES FOR APPROVAL - list attached**
Having all considered the invoices, Cllr Kemp proposed that these should be approved, seconded Cllr Fox with all in agreement.
- 54/19 ELECTRONIC PAYMENTS**
Due to time constraints these were not checked and signed. To be done at a later date.
- 55/19 GRANTS**
The Sylvia Beaufoy Centre had applied for a grant of £2,000 to help set up a Homework Club for secondary school pupils getting off the bus after school. Following discussion of the application it was proposed by Cllr Fox, seconded by Cllr Singleton and agreed by all, that it be submitted to Full Council for approval on Thursday.
- 56/19 FARMER'S MARKET**
The schedule of payments received was still to be updated and would be reviewed next month
- 57/19 ACTION LIST**
The T&Cs for the Petworth Sports financial support (item 13) had been produced and will be attached to these Minutes
It was concluded that there was now no real prospect of receiving any reimbursement for the damaged slide at Hampers Common nearly 5 years ago (item 16). Council would be asked to approve this.
Re a new website (item 22), Cllr Peet would speak to Kerry at Fittleworth about their site
The Admin Asst (Debbie) would be asked to understand the Kashflow sales ledger package (item 23) and Cllr Copus would investigate the equivalent Rialtos version
- 58/19 DATE OF NEXT MEETING**
Tuesday 18th June 2019 was noted as the next committee meeting date.

Meeting closed 8 30pm

Signed: _____

Dated: _____

Chairman