

## PETWORTH TOWN COUNCIL

### A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WAS HELD ON TUESDAY 7TH JANUARY 2014 IN THE TOWN COUNCIL OFFICE AT 7.00 PM

PRESENT: Mr B Walsh, (Chairman), Mr K Lintill,  
Mrs J Fynes, Mr C Kemp, Mr A Copus,  
Dr R Pawsey and Mrs A Simmons.

CLERK: Mrs J Huggett

IN ATTENDANCE: Mrs H Cruikshank (Assistant Clerk)  
Mrs J Shepherd (Councillor) For item 4 (a)

Mr Walsh wished everyone a happy new year and welcomed Mrs Shepherd to the meeting.

1. There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on Tuesday 5th November 2013, having been circulated and passed at the Council meeting on Thursday 21st November 2013, were signed, subject to the following amendments.

7. Accounts Format: Paragraph 4, penultimate line. After 'was right for' delete 'the' and insert 'this'.

8. Accounts Paid. Littlejohn. Delete '£350' and insert '£300'.

Mr Walsh said Item 4 (a) will be deferred until Mr Lintill arrives.

5. CURRENT FINANCIAL SITUATION

Mr Walsh had previously circulated copies of the current financial situation to 31st December 2103 and he asked if anyone had any questions they wished to ask.

McCarthy & Stone: Mr Copus asked what this money is for. The Clerk explained it has been paid to this Council by the District Council, £19,355 is going to the Hampers Green Centre for a new roof and £1,706 to the Friendship Centre for double glazing.

Vat Refund: Mr Copus said he didn't consider that the VAT refunds of £797 and £1,815 should be included in the budget. A short discussion followed, the Clerk said she has been doing the accounts in the same format for 13 years, it has always worked well, no one has ever queried this and she did not understand why the system should be changed. Rather than discuss this now Mr Walsh said he will meet with Mr Copus.

Bank Balances as at 31st December 2013

Current Account	681.10	
Deposit Account	<u>65,063.59</u>	<b>£65,743.69</b>

6. BUDGET 2014/2015

Mr Walsh said he and the Clerk have prepared a draft budget based on the last three month's expenditure and income from last year, it was only a guesstimate but he considered it to be close to reality. He then took Councillors through the various headings explaining his reasons for any changes and asked if anyone had any questions. Mr Kemp asked what the cost will be for the tree work in Rosemary Gardens. The Clerk said Mr Robbins anticipates it will be about £1,000. He also asked about the ditch drainage work Mr Chandler has mentioned on Hampers Common. Mr Walsh said if this has to be done then it will come out of contingency. Mrs Fynes wanted to know if there is to be further large expenditure on the play area. The Clerk said the equipment is inspected by Wicksteed each year, currently it is all in good condition.

***Expenditure***

Rosemary Gardens Maintenance: Mr Kemp said there is the tree work which should be allowed for. To be increased to £1,500.

Christmas Event: Mr Kemp said there will be additional expenditure on light bulbs for the Christmas tree as these were broken when the tree was blown over during the storms. It was agreed to increase this to £2,000.

Grants: To be reduced to £4,000.

CCTV/Farmers' Market: Mr Kemp questioned why the Council should continue to contribute to both of these. He realised that CCTV is a deterrent but the District Council, with the Farmers' market coming to Petworth monthly, could ask for more. The Clerk said this hasn't yet been agreed.

Contingency: To be reduced to £2,000.

Petworth Pages: Mrs Fynes said no accurate figures can be given which is why this has never been included in the budget. With her agreement it was increased to £3,800.

Computer: Mr Kemp asked about the computer. Mr Walsh said this is going to the full council meeting. Mr Kemp asked if there was a shortfall in contingency if the money could come from the reserves. Mr Walsh said it could.

***Income***

Precept: Mr Walsh said although he has shown figures for a rise of either 2% or 3% he recommends a 2% increase to £52,543.

District Council Grant: The Council has reduced its grant from £5,357 to £4,675.

VAT: Mr Copus reiterated what he had said earlier, the VAT element should not be included in the accounts as income. After a short discussion it was agreed that Mr Walsh remove it from the budget.

Petworth Pages Adverts: To be increased to £4,500.

After further discussion it was proposed by Mr Kemp, seconded by Mr Copus, that the budget, with the 2% increase, be adopted. This was unanimously agreed. Mr Walsh will take it to the full Council meeting on 16th January for ratification.

4. MATTERS ARISING

(a) Website: Dr Pawsey said as she had had no communication with the providers since November, and there are no financial implications, the Assistant Clerk has written cancelling the agreement. She has now carried out further research and has come up with four quotations, the cheapest two as follows:

Isle of Wight Geek	Set up £430	Annual Fee £35
Quick and Simple Web	Set up £400	Annual Fee £100

Her preference is for the Isle of Wight Geek, both she and Mrs Shepherd have looked at it and found it very proactive, she has received a very specific brief, it will only take about 10 days to produce it and the council will own the product. Mr Walsh asked Dr Pawsey if she had looked at the website he had created, she said she had. Mr Copus asked about Spanglefish. Mrs Shepherd said she had looked at it, she didn't like the advertising on it and she didn't consider it had the flexibility the council would need. Mr Walsh said it could be upgraded for a small fee to gold, he thought it easy to administer, it had only taken him two days to input all the information. He added that there was a way to suppress the adverts. A discussion followed during which Dr Pawsey answered further questions. Finally she asked that the committee give her its approval to go ahead. Mr Lintill said this cannot be decided to-night, her original website had gone to full council and before she went ahead the council must give its approval for this new one. Dr Pawsey will put it to the meeting on 16th January.

7. TO CONSIDER OTHER ITEMS AT THE CHAIRMAN'S DISCRETION

Standing Orders: Mr Kemp said he thought that the Model Financial Regulations and Standing Orders provided by Mrs Cruikshank were very clearly stated. Mr Walsh said he had been through them, had amended the current Standing Orders and rearranged the order so that all items came together. Mr Lintill said this is something that should be dealt with by this committee and not the full council. Mr Walsh will send out his draft proposals, together with the originals provided by Mrs Cruikshank, then a special meeting will be arranged to discuss them.

Office Computer: Dr Pawsey asked what information will be given to full Council. Mr Walsh said Councillors have already been sent the information. He has carried out research on various packages, he was between HP or Lenovo (IBM), but his recommendation is to go for the Lenovo which has a quad-core processor, better graphics and costs about £50 less. He will bring all the details with him to full Council. Dr Pawsey asked if he will be purchasing a projector and screen, Mr Walsh said no, he has spoken to the website designer for the District Council who has said that everyone he has dealt with has opted for a 50 ins TV screen, and he plans to do the same.

8. ACCOUNTS PAID 1ST NOVEMBER TO 31ST DECEMBER 2013

R & R Tyler	16.72	Christmas Event - Clips
West Sussex Print	899.00	Petworth Pages - Printing
Time Talk	11.82	Office Phone - Nov
Southern Water	79.42	Allotments
Southern Water	60.08	Office
Mr J Cann	180.00	Christmas Event -Magician
PBA	60.00	Subscription
Gala Lights	1,401.00	Christmas Event - LED Lights
G Chandler & Son	58.54	Rosemary Gardens - Paint
Community Assoc	400.00	Grant
Purple Bus	200.00	Grant
Mr J Bridle	132.00	Hanging Baskets - Watering Oct
Mrs J Fynes	12.45	Petworth Pages - Expenses
Mr N Fynes	22.40	Petworth Pages - Expenses
Parkfield Retail	22.00	Rosemary Gardens Maintenance
R & R Tyler	34.40	Christmas Event - Switches
SALC	105.00	Contingency - Course, Cllr C Kemp
Johnston Publishing	240.00	Christmas Event - Advertising
Naldrett Garden Services	497.50	Maintenance Contract - Nov
Mrs J Huggett	662.16	Salary, Expenses, Postage - Nov
Royal British Legion	17.00	Poppy Wreath
CDC	1,560.00	Office Rent
Bexley Printers	153.00	Christmas Event - Printing posters/flyers
Christmas Event	150.00	Christmas Event - Erecting Stalls
Parkfield Retail	72.20	Christmas Event/R Gardens Maint
SLCC	98.00	Clerk's Subscription
Mrs P Whittington	96.58	Christmas Event - Santa's Grotto
Naldrett Garden Services	497.50	Maintenance Contract - Dec
Mrs J Huggett	647.26	Salary, Expenses, Postage - Dec
Mr Q Gilpin	50.00	Christmas Event - Red Cross Cover
Kent County Council	18.98	Photocopier
Leconfield Estates	300.50	Hampers Common - Rent

There being no further business the meeting closed at 8.45 pm.