

PETWORTH TOWN COUNCIL

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE WAS HELD ON
TUESDAY 4TH MARCH 2014 IN THE TOWN COUNCIL OFFICE
AT 7.00 PM

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

ASSISTANT CLERK: Mrs H Cruikshank

1. Apologies were received from Mr K Lintill

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on Tuesday 7th January, having been circulated and passed at the Council meeting on Thursday 20th February were signed.

4. MATTERS ARISING

(a) Website: Dr Pawsey said the website was now up and running for Councillors to have a look at, she had sent the link out by email. She was very pleased with the work done by the IOW Geek and happy with the end result. She requested the invoice for the design of £390 now be paid promptly. However Dr Pawsey was concerned about the on-going back up of the website. The IOW Geek offers an extended service to back up the website at a cost of £120 per annum (payable in advance). This includes a monthly full back up of the entire website and comes with a guarantee that if the website is ever hacked or attacked then the backup copy is online within 2 hours. If there is ever a reason when this cannot be done then the website will be rebuilt free of charge. All agreed this seems a very sensible suggestion. Dr Pawsey to email the IOW Geek to get this service set up immediately. Mr Walsh thanked Dr Pawsey for all her hard work in producing the website and congratulated her on a great job.

(b) Standing Orders: Mr Walsh said given its importance, this item requires to be discussed at a separate meeting. An extraordinary meeting was arranged for Friday 14th March at 7pm.

Mr Walsh said agenda item 6 would be brought forward.

6. GRANTS

Mr Walsh reported that the Clerk had received a request from the Coultershaw Trust seeking further funding to help with the damage caused to the newly constructed boardwalk by the recent flooding. It was agreed an additional £200 be given to the Trust (the Town Council has already donated £500 this financial year).

Mr Walsh said a letter had also been received from the Petworth Festival requesting financial support for their 2014 projects including The Community Concert, Handel at the Piano and The Petworth Plays. Previous years the Town Council had donated £500- £1000. Mrs Fynes said the festival should be supported as it was a community inclusive event. Mr Kemp said since the budget for grants 2014/15 had been reduced overall, it was important that the funding money be spread as far as it can. It was proposed by Mr Kemp, seconded by Mr Copus that £750 be donated to the Petworth Festival. This was unanimously agreed.

Dr Pawsey suggested that if there was any money left in this year's grants budget, that it be donated to Youth services.

5. CURRENT FINANCIAL SITUATION

The Clerk had previously circulated copies of the current financial situation to 28th February. Mr Walsh reported that whilst some budget items were overspent, the overall total was under budget, so at present it looked as if all should be okay by year-end. He said the Locality Grant of £6,300 and £7,000 from the SDNP had both been received with a further £700 due later on in the year for the Neighbourhood Plan.

Mr Copus queried the spreadsheet layout; Mr Walsh explained that the new financial spreadsheet would be introduced in the new financial year.

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

Mr Kemp asked whether a decision had been made with regard to keeping the large photocopier/printer which is currently rented in the Town Council office. Mr Walsh said that the newly acquired printer was more than adequate to meet the needs of the Town Council and that the Clerk was looking into cancelling the contract with the supplier. Assistant Clerk to get an update from the Clerk.

8. ACCOUNTS PAID 1ST JANUARY TO 28TH FEBRUARY 2014

		£		
Time Talk	34.15		Office Phone - Dec	
Mrs J Huggett	120.00		Petworth Pages Delivery	
Mrs H Cruikshank	299.17		Salary - Dec	
CDC	5,000.00		CCTV	
Public Clocks	138.00		Church Clock Service	
Southern Electric	262.52		Street Lighting	
Southern Water	44.23		Allotments -Water	
West Sussex Print	834.00		Petworth Pages Printing	
Mrs C Goldthorp	22.77		Christmas Event - Torches	
Leconfield Hall	407.00		Christmas Event - Hall Hire	
Parkfield Retail	89.95		Christmas Event - cables, bolts, etc.	
Inland Revenue	469.90		PAYE Oct/Nov/Dec	
Mr B Walsh	1,345.14		Computer, TV Screen, Printer.	
CDC	690.14		Emptying Dog and Waste Bins	
Naldrett Garden Services	497.50		Contract - Jan	
Mrs J Huggett	660.65		Salary, Expenses and Postage - Jan	
Mrs H Cruikshank	299.17		Salary - Jan	
Anglian Windows	1,706.00		S106 - O60s Friendship Centre	
Viking	173.84		Stationery	
CDC	131.82		Office Insurance	
Mr B Walsh	46.67		Computer - Additional	
Parkfield Retail	5.00		Office Key	

Leconfield Estates	13.51	Allotment - Water
Time Talk	51.20	Office Phone - Jan
Kent County Council	33.44	Photocopier
Mrs J Huggett	50.00	Liam Fox - Computer set up
P Phillips Contractors	22,080.00	S106 - Hampers Green Centre
Naldrett Garden Services	497.50	Contract - Feb
Mrs J Huggett	657.86	Salary, Expenses and Postage – Feb
Mrs H Cruikshank	299.17	Salary – Feb

There being no further business the meeting closed at 7.34 pm.