



Petworth Town Council

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 15th SEPTEMBER 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

Present: Cllr A Copus, Cllr C Sproson, Cllr E Singleton, Cllr C Kemp & L Smith (Clerk)

No members of the public were present

129/20 CHAIRMAN'S ANNOUNCEMENTS

Cllr Copus requested that mobile phones should be turned off.

130/20 APOLOGIES FOR ABSENCE

Cllr J Fynes, Cllr M Peet & Cllr N Fox

131/20 DECLARATIONS OF INTEREST

There were none.

132/20 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 18th August 2020 were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Kemp, seconded Cllr Copus, unanimously agreed.

133/20 MATTERS ARISING FROM THOSE MINUTES

There were none.

134/20 PUBLIC PARTICIPATION SESSION

No members of the public were present

135/20 SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages to the end of August 2020 were presented by the Clerk. It was agreed that the outstanding payments would be chased by the Clerk & Cllr Singleton.

136/20 AUGUST 2020 ACCOUNTS

Cllr Copus presented the detailed income and expenditure statement and reported that the current run rate was 47.7%. He advised that excluding the Coronavirus income and

expenditure, the run rate was 39.3% which is below the budgeted run rate for the time of year.

137/20

FULL YEAR FORECAST

Cllr Copus reported that the full year forecast displays a deficit of £1,639 at the end of the year. He advised that the Council has been awarded a £5,000 grant from Sussex Community Foundation, not the £10,000 that had been requested. Cllr Singleton advised that as the Christmas Event will not take place subject to discussion at the upcoming Council meeting, this will affect the forecast given. Cllr Copus asked the Clerk to adjust the forecast accordingly for the next meeting.

138/20

BANK RECONCILIATION AS AT END AUGUST 2020

The current account and reserve account bank statements had been reconciled to the accounting system balances and signed by Cllr Copus.

139/20

UPCOMING COSTS

Under the proposal of Cllr Copus, seconded by Cllr Singleton and unanimously approved, it was resolved to purchase the following items & service:

2 Blizzard Lights: £220

Southern Water application for a water supply at Rosemary Gardens: £86.57

Sara Burrell for Condition Survey at Petworth Park Sports Ground pavilion: £400

6 litter signs: £50

140/20

INVOICES FOR APPROVAL

The Clerk presented the invoices requiring payment. She advised that she is seeking clarity from BT with regards to the £125 one off charge on the latest invoice. Cllr Copus asked the Clerk to look back at the payments made to the Leconfield Hall in order to decide whether to make payment for the historic invoices recently received. Cllr Copus asked the Clerk to establish what payments have been made to Blok N Mesh to date to ensure we are not double paying. Cllr Copus proposed that subject to the response from Blok N Mesh and the review of payments made to the Leconfield Hall, all invoices should be approved for payment, seconded by Cllr Kemp with all in agreement.

141/20

GRANT APPLICATIONS

There were none.

142/20

FARMERS MARKET

Cllr Copus advised that the proposal circulate to the Committee has been recommended by the Farmers Market working group. It was unanimously agreed that the proposal would be recommended to Full Council at the upcoming meeting.

143/20

ACTION LIST

This was reviewed and updated (see attached schedule)

144/20

DATE OF NEXT MEETING

Tuesday 20th October 2020 was noted as the next committee meeting date.

Meeting closed 7.47pm

Signed: _____

Dated: _____

Chairman