



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 17TH NOVEMBER 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

Present: Cllr A Copus, Cllr C Sproson, Cllr E Singleton, Cllr N Fox, Cllr M Peet & L Smith (Clerk)

No members of the public were present

160/20 CHAIRMAN'S ANNOUNCEMENTS

Cllr Copus requested that mobile phones should be turned off & microphones muted when they aren't being used.

161/20 APOLOGIES FOR ABSENCE

Cllr C Kemp & Cllr J Fynes

162/20 DECLARATIONS OF INTEREST

Cllr Copus & L Smith declared an interest having submitted expense claims under agenda item 12.

163/20 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 20th October 2020 were approved and signed by the Chairman as a true and accurate record of the meeting.
Proposed Cllr Copus, seconded Cllr Sproson, unanimously agreed.

164/20 MATTERS ARISING FROM THOSE MINUTES

There were none.

165/20 PUBLIC PARTICIPATION SESSION

No members of the public were present

166/20 SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages to the end of October 2020 were presented by the Clerk. It was agreed that an allotment holder who has not paid her fee despite the plot being measured by a Cllr in her presence, should be advised that she must pay otherwise the allotment will be offered to those on the waiting list. It was agreed that the Clerk would ask Cllr Scallon to speak with the allotment holder before a letter is sent to her by recorded delivery. The Clerk advised that reminders for outstanding Petworth Pages income would be sent out during the week commencing 23rd November 2020.

167/20 OCTOBER 2020 ACCOUNTS

Cllr Copus presented the detailed income and expenditure statement and reported that the current run rate at the 7 month point in the year was 63%. He advised that excluding the Coronavirus income and expenditure, the run rate was 54% which is less than the flat run rate of 58%.

168/20 FULL YEAR FORECAST

Cllr Copus reported that the full year forecast displays a deficit of £4,498 at the end of the year. He advised that there is the potential for the Coronavirus expenditure to reduce. Cllr Copus asked the Clerk to establish the cost of the recent Councillors training, to reduce the HR Consultancy projection to the actual paid, to check the IT & Communications projection is accurate and to increase the allotment income projection to the actual received. Under the proposal of Cllr Copus, seconded by Cllr Peet with all in favour, it was unanimously agreed that Cllr Copus would seek Full Council's approval to waive the Petworth Park Sports Association license fee for the remainder of the year. It was also agreed that a Neighbourhood Plan working group meeting should take place to develop the scope for the Neighbourhood Plan review. Cllr Copus asked the Clerk to request outstanding invoices from Mr J Bridle.

169/20 BANK RECONCILIATION AS AT END OCTOBER 2020

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

170/20 UPCOMING COSTS

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

Etherington & Spicer – concrete steps at Station Road allotments: £825

Amazon – printer ink and paper: £26

The committee considered a request from Mr A Rees of Petworth Park Cricket Club to instruct Total Play to install a 2-lane cricket net facility at the Sports Ground. Cllr Copus asked the Clerk to circulate the terms of business for the works to the committee for consideration and he requested Councillors submit their feedback to the Clerk by 24/11/20.

171/20 INVOICES FOR APPROVAL

The Clerk presented the invoices requiring payment. Cllr Fox offered to follow up on the queries regarding the Blok N Mesh queries and asked the Clerk to send him the original quote, the order sent to them and all the invoices received to date. Cllr Copus proposed that subject to the response from Blok N Mesh, all invoices should be approved for payment, seconded by Cllr Fox with all in agreement.

172/20 2021/2022 BUDGET

Cllr Copus presented the draft budget for the 2021/2022 financial year, advising that it shows a 5.3% increase. Cllr Copus asked the Clerk to confirm the costs for the website, IT and communications. Cllr Sproson queried whether the cost of the proposed water supply in Rosemary Gardens should be included and it was agreed that this would be discussed further at the next Open Spaces committee meeting.

173/20 GRANT APPLICATIONS

There were none.

174/20 ACTION LIST

This was reviewed and updated (see attached schedule)

175/20 DATE OF NEXT MEETING

Tuesday 15th December 2020 was noted as the next committee meeting date.

Meeting closed 8.31pm

Signed: _____

Chairman

Dated: _____