



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 20TH OCTOBER 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

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

No members of the public were present

145/20 CHAIRMAN'S ANNOUNCEMENTS

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

146/20 APOLOGIES FOR ABSENCE

Cllr N Fox

147/20 DECLARATIONS OF INTEREST

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

148/20 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 15th September 2020 were approved and signed by the Chairman as a true and accurate record of the meeting.
Proposed Cllr Copus, seconded Cllr Peet, unanimously agreed.

149/20 MATTERS ARISING FROM THOSE MINUTES

There were none.

150/20 PUBLIC PARTICIPATION SESSION

No members of the public were present

151/20 SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages to the end of September 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. Cllr Peet

reported that a plot is becoming available at Tillington Road allotments and asked the Clerk to establish which plot it is before offering it to the waiting list.

152/20 SEPTEMBER 2020 ACCOUNTS

Cllr Copus presented the detailed income and expenditure statement and reported that the current run rate at the 6 month point in the year was 53%. He advised that excluding the Coronavirus income and expenditure, the run rate was 44% which is below the budgeted run rate for the time of year. Cllr Copus confirmed that the precept income for the year has been received, that the HR Consultancy contract and therefore costs have now come to an end and that allotment income is higher than budgeted due to plots becoming vacant being offered to and taken by those on the waiting list.

153/20 FULL YEAR FORECAST

Cllr Copus reported that the full year forecast displays a deficit of £6,857 at the end of the year. He advised that there is the potential for the Coronavirus expenditure to reduce subject to the future plans for the Help Desk. Cllr Copus asked the Clerk to increase the forecast for general maintenance at Rosemary Gardens by £1,000 given the repairs required to the wall.

154/20 BANK RECONCILIATION AS AT END SEPTEMBER 2020

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

155/20 UPCOMING COSTS

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

Tawny Nurseries – winter plants: £256.80

J Parker Bulbs – winter bulbs: £281

Tawny Nurseries – hanging baskets: £532

156/20 INVOICES FOR APPROVAL

The Clerk presented the invoices requiring payment. She advised that she is seeking clarity from Blok N Mesh to ensure we are not double paying. Cllr Copus asked the Clerk to write to Austens to reinstate the Council's account with them. The Clerk reported that the Business Stream invoice is based upon an estimated reading and that she would confirm it is an accurate figure by organising a reading of the water meter at Station Road allotments before payment is made. Cllr Copus proposed that subject to the response from Blok N Mesh and the reading of the water meter, all invoices should be approved for payment, seconded by Cllr Kemp with all in agreement.

157/20 GRANT APPLICATIONS

There were none.

158/20 ACTION LIST

This was reviewed and updated (see attached schedule)

159/20 DATE OF NEXT MEETING

Tuesday 17th November 2020 was noted as the next committee meeting date.

Meeting closed 7.51pm

Signed: _____

Dated: _____

Chairman