



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 15<sup>TH</sup> DECEMBER 2020 AT 7PM VIA VIDEO CONFERENCING

### MINUTES

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

No members of the public were present

**176/20 CHAIRMAN'S ANNOUNCEMENTS**

Cllr Copus requested that mobile phones should be turned off & microphones muted when they aren't in use. Cllr Copus reported that he has received notification from the Local Government Pension Scheme regarding a deficit in relation to the Council's previous Clerk. He advised that he has requested a detailed calculation of the deficit for the Committee's consideration.

**177/20 APOLOGIES FOR ABSENCE**

Cllr E Singleton & Cllr N Fox

**178/20 DECLARATIONS OF INTEREST**

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

**179/20 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 17<sup>th</sup> November 2020 were approved and signed by the Chairman as a true and accurate record of the meeting.  
Proposed Cllr Fynes, seconded Cllr Kemp, unanimously agreed.

**180/20 MATTERS ARISING FROM THOSE MINUTES**

There were none.

**181/20 PUBLIC PARTICIPATION SESSION**

No members of the public were present

**182/20 SALES INCOME**

The sales income for allotments, Farmers Markets and Petworth Pages to the end of November 2020 were presented by the Clerk. She reported that all allotments have been paid for and that reminders for outstanding Petworth Pages income were sent out on 14<sup>th</sup> December 2020.

**183/20 NOVEMBER 2020 ACCOUNTS**

Cllr Copus presented the detailed income and expenditure statement and reported that the current run rate at the 8 month point in the year was 72.1%. He advised that excluding the Coronavirus income and expenditure, the run rate was 63.7% which is less than the flat run rate of 67%.

**184/20 FULL YEAR FORECAST**

Cllr Copus reported that the full year forecast displays a surplus of £2,775 at the end of the year.

**185/20 BANK RECONCILIATION AS AT END NOVEMBER 2020**

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

**186/20 UPCOMING COSTS**

Under the proposal of Cllr Copus, seconded by Cllr Peet and unanimously approved, it was resolved to instruct Etherington & Spicer to relocate the bins in Rosemary Gardens at a cost of £650. The committee considered the quotes from Southern Water and from Etherington & Spicer to install a water supply in Rosemary Gardens. It was agreed that Cllr Sproson would research water fountain options to establish the full cost of the proposed project for consideration by the Open Spaces committee. The committee considered the quote from Tawny Nurseries (£1,605.60) for the summer planting and under the proposal of Cllr Copus, seconded by Cllr Kemp, it was agreed that the Clerk would seek approval for this expenditure from Full Council via email given that the next meeting is on 21<sup>st</sup> January 2021. The committee considered the quote from Square Apple (circa £4,000) for the Phone Box project and under the proposal of Cllr Kemp, seconded by Cllr Sproson, it was agreed that the Clerk would seek approval for this expenditure from Full Council via email, advising that the expenditure is recommended by the Finance & General Purposes committee. Cllr Copus asked the Clerk to request an update on the National Trust's position with regards to the installation of the cricket nets at Petworth Park Sports Ground, from the Chairman of Petworth Park Cricket Club.

**187/20 INVOICES FOR APPROVAL**

The Clerk presented the invoices requiring payment. She advised that she has sent Cllr Fox further details regarding the Blok N Mesh invoices that have been queried by the committee. Cllr Kemp proposed that subject to the response from Cllr Fox regarding the Blok N Mesh invoices, all invoices should be approved for payment, seconded by Cllr Peet with all in agreement.

<b>Supplier / Payee</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>Goods &amp; Services</b>
Cloudy IT	241.05	48.21	289.26	licenses, support etc.
Harsha Desai	50		50	Farmers Market Facebook promotion for December
HJS Land Services	770	154	924	November grounds maintenance
Auditing Solutions	325	65	390	Internal audit
Amazon	26.07	5.22	31.29	Ink cartridges & paper
Austens	76.68	15.34	92.02	Xmas lights equipment
John Bridle	252		252	Watering August - October inclusive
John Bridle	270		270	Play area inspections August - November inclusive
John Bridle	85		85	Station Road allotments tap repair
Laura Smith	1.5		1.5	Royal Mail insufficient postage fee
SSALC	300	60	360	Councillors training session
Nest			285.83	December schedule
Laura Smith			2963.64	December pay

HMRC			1418.84	December HMRC
BT	91.99	18.39	110.38	1st Nov-14th Dec, phone, mobile & broadband
BT	61.5	4.3	65.8	Cloud phone
Ashley Baldwin	283.61		283.61	Installation of 2 outside sockets & timers
Alan Copus	28.9	3.78	32.68	10 mechanical timers & electricity for High Street lights
Tim Ticehurst	120		120	3 steel fence stays for Rosemary Gardens wall
Southern Electric	41.63	2.07	43.7	3rd November - 1st December 2020
Moore	400	80	480	Annual Audit
Amazon	10.11	2.02	12.13	Memory stick to transfer FM files from LB to FM Manager

**188/20 2021/2022 BUDGET**

Cllr Copus presented the draft budget for the 2021/2022 financial year, advising that it shows a 5.45% increase. Cllr Copus reported that the tax base for the 2021/22 financial year has been received from Chichester District Council. He advised that the basic tax base has increased by 1% but the addition for second homes is down by 35% and the reduction for Council Tax support is up by 11% resulting in a net reduction of 1.4% in our tax base. Cllr Kemp advised that there are likely to be further works required on the wall in Rosemary Gardens that should be included in the budget. He also suggested Cllr Copus review the Farmers Market costs due to the potential significant cost increase of suspending parking bays should the Market move back to the Town Centre. Cllr Copus advised that the next draft of the 2021/2022 budget will be considered at the Finance & General Purposes committee meeting in January and will require approval at the Full Council meeting on 21<sup>st</sup> January 2021.

**189/20 EXTERNAL AUDIT**

The committee noted the content of the External Auditor Report and Certificate 2019/2020. Cllr Copus asked the Clerk to include this item on the January 2021 Full Council meeting agenda.

**190/20 INTERIM INTERNAL AUDIT**

The committee noted the content of the Interim Internal Audit and Cllr Copus asked the Clerk to implement the four recommendations. He also asked the Clerk to include this item on the January 2021 Full Council meeting agenda.

**191/20 GRANT APPLICATIONS**

A grant application received from Petworth Park Sports, to fund the cost of a sports & physical activity survey, was considered by the committee. Under the proposal of Cllr Copus, seconded by Cllr Peet, it was unanimously agreed to recommend Full Council award the requested grant at the meeting on 21<sup>st</sup> January 2021.

**192/20 ACTION LIST**

This was reviewed and updated (see attached schedule)

**193/20 DATE OF NEXT MEETING**

Tuesday 19<sup>th</sup> January 2021 was noted as the next committee meeting date.

Meeting closed 8.17pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_