



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 19TH JANUARY 2021 AT 7PM VIA VIDEO CONFERENCING

MINUTES

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

No members of the public were present

01/21 CHAIRMAN'S ANNOUNCEMENTS

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

02/21 APOLOGIES FOR ABSENCE

There were none.

03/21 DECLARATIONS OF INTEREST

Cllr Copus declared an interest having submitted an expense claim under agenda item 12.

04/21 MINUTES OF THE PREVIOUS MEETING

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

05/21 MATTERS ARISING FROM THOSE MINUTES

There were none.

06/21 PUBLIC PARTICIPATION SESSION

No members of the public were present.

07/21 SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages to the end of December 2020 were presented by the Clerk. She reported that all allotments have been paid for, that 2 payments from the December 2020 Farmers Market are unpaid and that reminders for outstanding Petworth Pages income were sent out on 18th January 2021. She advised that invoices for the Spring edition of Petworth Pages were issued on the 18th January and that invoices for the January Farmers Market would be issued on the 20th January.

08/21 DECEMBER 2020 ACCOUNTS

Cllr Copus presented the detailed income and expenditure statement and reported that the current run rate at the 9 month point in the year was 76.6%. He advised that excluding the Coronavirus income and expenditure, the run rate was 68% which is less than the flat run rate

of 75%. The Clerk reported that she would identify the expenditure recently posted to subscriptions and advise the committee.

09/21 FULL YEAR FORECAST

Cllr Copus reported that the full year forecast displays a surplus of £5,358 at the end of the year. He advised that this surplus is the difference between the income received to assist the Council through the Coronavirus with the actual expenditure on the Coronavirus efforts. The Clerk reported that she will apply for Section 106 funding for numerous projects including the phone box, the concrete steps at Station Road allotments, the relocation of bins within Rosemary Gardens and the installation of a water supply & fountain at Rosemary Gardens. She advised that the receipt of these grants will result in an increased surplus at the end of the 2020/21 financial year.

10/21 BANK RECONCILIATION AS AT END DECEMBER 2020

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

11/21 UPCOMING COSTS

Under the proposal of Cllr Copus, seconded by Cllr Kemp and unanimously approved, it was resolved to purchase printer ink and paper from Amazon for Cllr Spruson to the value of £17.11 and a gift for Ms Leesa Barrett to the value of £40 to acknowledge her efforts in organising the stalls for the Farmers Market over recent years.

12/21 INVOICES FOR APPROVAL

The Clerk presented the invoices requiring payment. Cllr Fox advised on the detail of the invoices received from Blok N Mesh and recommended they are paid. Under the proposal of Cllr Fox, seconded by Cllr Kemp, it was unanimously resolved that all invoices be approved for payment.

Supplier / Payee	Net (£)	VAT (£)	Total (£)	Goods & Services
Cloudy IT	236.55	47.31	283.86	licenses, support etc.
Nick Blunt	525	105	630	Gate at Station Road allotments
HJS Land Services	170	34	204	December grounds maintenance - 2 visits to Rosemary Gardens
Leesa Barrett	250		250	Oct, Nov & Dec markets plus £40 to transfer information to FM Manager
Leesa Barrett	100		100	Xmas prize draw vouchers
Aubergine	2098	419.6	2517.6	Website set up, annual SSL hosting inc 2 hours support, quarterly compliance scan reports & migration of content (21 hours)
Alan Copus	18.5	3.7	22.2	External socket/timer
Nest			285.83	January schedule
Laura Smith			2963.64	January pay
HMRC			1418.84	January HMRC
BT	236.99	47.39	284.38	1st Dec-14th Jan, phone, mobile & broadband
Krokus	30		30	Bus shelter clean on 11th December 2020
Etherington & Spicer	120	24	144	Repair to Station Road allotment gate
Etherington & Spicer	825	165	990	Station Road concrete steps
The Leconfield Estates	108.41		108.41	Tillington Road allotments water based on meter reading (62 cubic metres from 15th July - 1st Dec 2020)
Southern Electric	47.50	2.36	49.86	2nd December - 4th January street lights
Blok n Mesh	82.37	16.47	98.84	June fencing hire @ Hampers

Blok n Mesh	85.12	17.02	102.14	May fencing hire @ Hampers
Blok n Mesh	123.65	24.73	148.38	July fencing hire @ Hampers and write off charge
Blok n Mesh	54.91	10.98	65.89	August fencing hire @ Hampers
Blok n Mesh	53.14	10.63	63.77	September fencing hire @ Hampers
Blok n Mesh	54.91	10.98	65.89	October fencing hire @ Hampers
Blok n Mesh	54.91	10.98	65.89	December fencing hire @ Hampers
Blok n Mesh	53.14	10.63	63.77	November fencing hire @ Hampers

13/21 2021/2022 BUDGET

Cllr Copus presented the draft budget for the 2021/2022 financial year, advising that following discussion at the December Finance & General Purposes committee meeting, he has increased the expenditure for the Farmers Market and maintenance in Rosemary Gardens. He reported that the draft budget shows a 5.16% increase which equates to a net budget increase of £4,883. Under the proposal of Cllr Copus, seconded by Cllr Peet with all in agreement, it was unanimously resolved to recommend the budget for adoption by Full Council.

14/21 GRANT APPLICATIONS

Cllr Copus reported that an email has been received from Mr A Rees requesting the Council's support with improvements to the Leconfield Hall. Cllr Copus asked Cllr Peet to request Mr Rees submit a grant application. He also requested Cllr Peet asks Mr Rees to advise Cllr Atkins of the plans for the Hall, so they can be included within the Infrastructure Business Plan prior to its presentation to Full Council on 21st January 2021.

15/21 ACTION LIST

This was reviewed and updated (see attached schedule)

16/21 DATE OF NEXT MEETING

Tuesday 16th February 2021 was noted as the next committee meeting date.

Meeting closed 8.13pm

Signed: _____
Chairman

Dated: _____