



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 16<sup>TH</sup> FEBRUARY 2021 AT 7PM VIA VIDEO CONFERENCING**

### MINUTES

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

No members of the public were present.

**17/21 CHAIRMAN'S ANNOUNCEMENTS**

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

**18/21 APOLOGIES FOR ABSENCE**

Cllr N Fox.

**19/21 DECLARATIONS OF INTEREST**

The Clerk declared an interest having submitted an expense claim under agenda item 12. Cllr Peet and Cllr Fynes declared an interest in the Leconfield Hall grant application to be considered under agenda item 13.

**20/21 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 19<sup>th</sup> January 2021 were approved and signed by the Chairman as a true and accurate record of the meeting.  
Proposed Cllr Copus, seconded Cllr Sproson, unanimously agreed.

**21/21 MATTERS ARISING FROM THOSE MINUTES**

There were none.

**22/21 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**23/21 SALES INCOME**

The sales income for allotments, Farmers Markets and Petworth Pages to the end of January 2021 were presented by the Clerk. She reported that all allotments have been paid for, that all payments from the January 2021 Farmers Market have been received and that there are 7 unpaid invoices for adverts in the spring 2021 edition of Petworth Pages.

**24/21 JANUARY 2021 ACCOUNTS**

Cllr Copus presented the detailed income and expenditure statement and reported that the current run rate at the 10 month point in the year was 82.6%. He advised that excluding the

Coronavirus income and expenditure, the run rate was 73.5% which is less than the flat run rate for the time of year.

**25/21 FULL YEAR FORECAST**

Cllr Copus reported that the full year forecast displays a surplus of £14,614 at the end of the year. He advised that this forecasted surplus has increased since the last meeting as we have received confirmation that recent applications for Section 106 funding have been successful.

**26/21 BANK RECONCILIATION AS AT END JANUARY 2021**

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

**27/21 UPCOMING COSTS**

Under the proposal of Cllr Copus, seconded by Cllr Peet and unanimously approved, it was resolved to purchase an invoice certification stamp from Stamps 4 U at a cost of £71.92 and to recommend to Full Council the purchase of 17 troughs and planters at a total cost of £1,200.76.

**28/21 INVOICES FOR APPROVAL**

The Clerk presented the invoices requiring payment. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved that all invoices be approved for payment.

<b>Supplier / Payee</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>Goods &amp; Services</b>
Cloudy IT	236.55	47.31	283.86	licenses, support etc.
Rialtas	185	37	222	Year-end training session
Eyelevel Design	4700	940	5640	Spring edition of Petworth Pages
Laura Smith	10.55	0.97	11.52	Courier collection & delivery of Cllr Kemp's iPad for repair
Hayley Marriott	200		200	January Farmers Market Management
Wicksteed Playgrounds	120	24	144	Annual play area inspections
BT	113.49	22.69	136.18	1st January - 14th February 2021
Amazon	13.24	2.64	15.88	Ink cartridge for Cllr Sproson
Laura Smith			2963.64	February salary
HMRC			1418.84	February HMRC
Nest			285.83	February schedule
Amazon	4.76	0.96	5.72	Printer paper for Cllr Sproson
Southern Electric	40.52	2.02	42.54	5th January- 1st February street lights
Blok n Mesh	54.91	10.98	65.89	January fencing hire at Hampers Common
Business Stream	79		79	Station Rd allotments water, 1st October - 13th January. Based on actual reading of 1149 taken on 13th Jan - 46m3 used since 1st October

**29/21 GRANT APPLICATIONS**

Under the proposal of Cllr Kemp, seconded by Cllr Copus, the committee resolved to recommend to Full Council the award of £2,000 to the Leconfield Hall to go towards the cost of purchasing and installing new lighting into the upstairs of the Hall. Under the proposal of Cllr Copus, seconded by Cllr Fynes, the committee resolved to recommend to Full Council the award of £650 to Petworth Football Club to go towards the cost of purchasing a set of youth goals.

**30/21 ACTION LIST**

This was reviewed and updated (see attached schedule)

**31/21**

**DATE OF NEXT MEETING**

Tuesday 16<sup>th</sup> March 2021 was noted as the next committee meeting date.

Meeting closed 7.45pm

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

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