



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 14th APRIL 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

- Present:** Cllr A Copus (Chairman), Cllr C Kemp, Cllr M Peet, Cllr C Sproson, Cllr E Singleton & L Smith (Clerk)
- No members of the public were present
- 51/20 CHAIRMAN'S ANNOUNCEMENTS**
Cllr Copus requested that mobile phones should be turned off.
- 52/20 APOLOGIES FOR ABSENCE**
Cllr N Fox & Cllr J Fynes
- 53/20 DECLARATIONS OF INTEREST**
There were none.
- 54/20 MINUTES OF THE PREVIOUS MEETING**
The Minutes of the meeting held on 17th March 2020 were approved and signed by the Chairman as a true and accurate record of the meeting.
Proposed Cllr Copus, seconded Cllr Kemp, unanimously agreed.
- 55/20 MATTERS ARISING FROM THOSE MINUTES**
There were none
- 56/20 PUBLIC PARTICIPATION SESSION**
No members of the public were present
- 57/20 MARCH 2020 ACCOUNTS**
Cllr Copus presented the detailed income and expenditure statement which showed that at this twelve-month stage of the year, the Council ended the financial year operating below the run rate at 94.8% with a surplus of £11,469. He reported that after accruals and prepayments, it is anticipated that the Council will complete the 2019/20 financial year with a surplus in the region of £7,000.
- 58/20 BANK RECONCILIATION AS AT END MARCH 2020**

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

59/20

UPCOMING COSTS

Cllr Copus reported that the Council needs to purchase appropriate software in order to hold virtual meetings during the Coronavirus pandemic, with legislation now passed allowing meetings to be held online up until the end of May 2021. He asked the Clerk to explore the Council's options for consideration at the upcoming Full Council meeting. Cllr Peet asked the Clerk to investigate whether any grants may be available to cover the cost of the required software. Cllr Copus advised that he had applied for a Chichester District Council grant which would help with additional costs incurred through the pandemic.

60/20

INVOICES FOR APPROVAL

Having considered the invoices received, Cllr Copus proposed that these should be approved, seconded by Cllr Peet with all in agreement. Cllr Copus asked the Clerk to contact Wicksteed to query the invoice received for play area equipment and to advise Kashflow that we no longer require a subscription.

61/20

ELECTRONIC PAYMENTS

Cllr Copus reported that Cllr Kemp and Cllr Singleton will reconcile September, October, November, December, January, February & March's payments once current restrictions have been lifted.

62/20

SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages to the end of March 2020 were presented by the Clerk who advised that approximately 50% of allotment income for the 2020/21 financial year has been received.

63/20

GRANT APPLICATION

Cllr Copus reported that a grant application had been received from Petworth Park Sports Association. He advised that the Association had requested £500 towards the cost of reseeded the playing areas. Under the proposal of Cllr Copus, seconded by Cllr Peet, the award of £500 was unanimously approved.

64/20

ACTION LIST

This was reviewed and updated (see attached schedule)

65/20

DATE OF NEXT MEETING

Tuesday 19th May 2020 was noted as the next committee meeting date.

Meeting closed 8.15pm

Signed: _____

Dated: _____

Chairman