



# 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> MARCH 2021 AT 7PM VIA VIDEO CONFERENCING**

### MINUTES

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

No members of the public were present.

**32/21 CHAIRMAN'S ANNOUNCEMENTS**

Cllr Copus requested that mobile phones should be turned off & microphones muted when they aren't in use. He welcomed Cllr Frossard to the meeting and advised that she will be formally appointed to the Finance & General Purposes committee at the Full Council meeting on 18<sup>th</sup> March 2021.

**33/21 APOLOGIES FOR ABSENCE**

Cllr C Sproson.

**34/21 DECLARATIONS OF INTEREST**

The Clerk declared an interest having submitted an expense claim under agenda item 12. Cllr Kemp declared an interest having submitted an invoice for approval under agenda item 12.

**35/21 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 16<sup>th</sup> February 2021 were approved and signed by the Chairman as a true and accurate record of the meeting.  
Proposed Cllr Kemp, seconded Cllr Peet, unanimously agreed.

**36/21 MATTERS ARISING FROM THOSE MINUTES**

There were none.

**37/21 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**38/21 SALES INCOME**

The sales income for allotments, Farmers Markets and Petworth Pages to the end of February 2021 were presented by the Clerk. She reported that allotments invoices for 2021/2022 will be issued in the next fortnight, that 3 payments from the February 2021 Farmers Market have not yet been paid and that there are 7 unpaid invoices for adverts in the spring 2021 edition of Petworth Pages. Cllr Peet advised that O'Hagans may not have attended the February Farmers Market and asked the Clerk to check with the Farmers Market Manager. Cllr Kemp reported that there are boxes of Petworth Pages in the office that haven't been distributed. He asked the Clerk to identify how many spare copies are being produced for the committee to

review. He also asked the Clerk to speak to Cllr Desai to identify whether the post codes to which Petworth Pages is delivered are correct or whether any post codes need removing or adding.

**39/21 FEBRUARY 2021 ACCOUNTS**

Cllr Copus presented the detailed income and expenditure statement and reported that the current run rate at the 11 month point in the year was 91%. 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.

**40/21 FULL YEAR FORECAST**

Cllr Copus reported that the full year forecast displays a surplus of £28,706 at the end of the year. He advised that this figure includes a number of grants which have been received but not yet spent hence the end of year surplus is likely to be in the region of £20,000.

**41/21 BANK RECONCILIATION AS AT END FEBRUARY 2021**

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

**42/21 UPCOMING COSTS**

Under the proposal of Cllr Copus, seconded by Cllr Kemp and unanimously approved, it was resolved to purchase stationary equipment for Cllr Hewlett from Amazon at a cost of £72.21 and to recommend to Full Council the purchase of the products and services detailed below:

- Traffic survey (4 units) - £600 to Phoenix Traffic Surveys
- Turf for PTC allotment - £1,185 to the Lawn Turf Laying Company
- Resurfacing under the swings at Hampers Common - £3,569 to Playsafe Playground Ltd
- Removal & relocation of piers in Rosemary Gardens - £450 to Etherington & Spicer
- App completion (iOS version) - £3,500 to Square Apple

Cllr Copus asked the Clerk to confirm the duration of the traffic surveys, whether the cost of the turf works would reduce if the ground was better prepared than has been quoted for and to ask Cllr Desai to confirm how the ongoing updates and maintenance of the App will be managed.

**43/21 INVOICES FOR APPROVAL**

The Clerk presented the invoices requiring payment. Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously resolved that all invoices excluding Public Clocks Ltd be approved for payment. Cllr Copus advised he would request Full Council approval for the Public Clocks Ltd invoice, as it exceeds the budgeted figure for the year.

Supplier / Payee	Net (£)	VAT (£)	Total (£)	Goods & Services
Cloudy IT	245.55	49.11	294.66	licenses, support etc. for March 2021
WSALC	923.37		923.37	WSALC & NALC subscriptions 2021/22
John Bridle	255		255	Play area inspections Dec 20 – March 21 inclusive
Laura Smith	71.92	14.38	86.3	Invoice certification stamp
Hayley Marriott	200		200	February Farmers Market Management fee.
Chris Kemp	63		63	Installation of stays to wall at Rosemary Gardens
Chris Kemp	159.39		159.39	Repair of water leaks and installation of tap at Station Road allotments
Goss Mini Skips	150	30	180	Skip hire for Rosemary Gardens wall works
Laura Smith			2963.64	March salary
HMRC			1418.84	March HMRC

Nest			285.83	March pension
Rialtas	383	76.6	459.6	Omega annual support & maintenance for 1 license
HJS Land Services	770.00	154.00	924.00	February grounds maintenance
HJS Land Services	170.00	34.00	204.00	January grounds maintenance
PBA	50.00		50.00	Community memberships fee for 2020/21 (until 2021 AGM)
Austens	6.66	1.33	7.99	Rose fertiliser
South & South East in Bloom	37		37	2021 entry fee
BT	113.49	22.69	136.18	15th February - 14th March phone, broadband, cloud line, mobile
Business Stream	47.72		47.72	Office water, waste water & drainage charges from 26th October 20 - 12th February 21
Public Clocks Ltd	530.00	106.00	636.00	To fabricate & fit a mounting frame for the pendulum regulator as per estimate in November 2019
SSE	40.52	2.02	42.54	Street lights 2nd February - 1st March 21
Blok N Mesh	49.60	9.92	59.52	February fencing hire at Hampers Common

**44/21 GRANT APPLICATIONS**

There were none.

**45/21 ACTION LIST**

This was reviewed and updated (see attached schedule)

**46/21 DATE OF NEXT MEETING**

Tuesday 20<sup>th</sup> April 2021 was noted as the next committee meeting date.

Meeting closed 8.12pm

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

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