



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 17th MARCH 2020 AT 7PM IN THE PETWORTH TOWN COUNCIL OFFICE, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH

MINUTES

Present: Cllr A Copus (Chairman), Cllr C Kemp, Cllr E Singleton & L Smith (Clerk)

No members of the public were present

34/20

CHAIRMAN'S ANNOUNCEMENTS

Cllr Copus requested that mobile phones should be turned off and he pointed out the fire escape route. Under the proposal of Cllr Copus, seconded by Cllr Kemp it was agreed that the following changes to the Council's scheme of delegation be recommended to Council at the next meeting:

'Nearly all payments are authorised at Finance & General Purposes meetings. During the current Emergency Period, if we are prevented from holding such meetings or a meeting is not quorate, the Finance & General Purposes Chair will decide which payments to make and make them using the Council's Internet Banking facility. If any cheque payments are required then they will have to await until normality returns. Payments made during the Emergency will be reported to the Finance & General Purposes committee at the earliest opportunity. Any non-budgeted or Grant payments will need to be informally approved by Councillors via email'.

35/20

APOLOGIES FOR ABSENCE

Cllr N Fox, Cllr Sproson, Cllr M Peet & Cllr Fynes

36/20

DECLARATIONS OF INTEREST

There were none.

37/20

MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 18th February 2020 were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Copus, seconded Cllr Singleton, unanimously agreed.

38/20

MATTERS ARISING FROM THOSE MINUTES

There were none

- 39/20 PUBLIC PARTICIPATION SESSION**
No members of the public were present
- 40/20 FEBRUARY 2020 ACCOUNTS**
Cllr Copus presented the detailed income and expenditure statement which showed that at this eleven-month stage of the year, the Council is operating below the run rate at 84.7%.
- 41/20 BANK RECONCILIATION AS AT END FEBRUARY 2020**
The current account and reserve account bank statements had been reconciled to the accounting system balances. The 2 statements were initialled as reconciled by Cllr Kemp.
- 42/20 UPCOMING COSTS**
Cllr Kemp proposed that some of the forecasted surplus for the current financial year be used to fund the cost of developing an app to share information with the Petworth community, visitors and businesses. He advised that Cllr Desai has been working with an external developer and can share further details with Full Council at the next meeting. Cllr Copus asked the Clerk to prepare Cllr Desai to update Councillors at the meeting on 19th March 2020.
- 43/20 INVOICES FOR APPROVAL**
Having considered the invoices received, Cllr Copus proposed that these should be approved, seconded by Cllr Kemp with all in agreement. Cllr Copus reported that the Clerk is liaising with Business Stream regarding the account for Station Road allotment in an effort to reduce the proposed cost of the water during the period when leaks were identified.
- 44/20 ELECTRONIC PAYMENTS**
Cllr Copus reported that Cllr Kemp and Cllr Singleton will reconcile September, October, November, December, January & February's payments before the next meeting.
- 45/20 SALES INCOME**
The sales income for allotments, Farmers Markets and Petworth Pages to the end of February 2020 were presented by the Clerk who advised that the majority of monies owed have been received.
- 46/20 GRANT APPLICATION**
None received.
- 47/20 FINANCIAL PROCEDURES DOCUMENT**
The committee considered the financial procedures document presented by Cllr Copus and resolved to recommend Council include the document as an appendix to the Financial Regulations. Cllr Copus asked the Clerk to include this as an item on the next Full Council meeting.
- 48/20 INVESTMENT STRATEGY**
Under the proposal of Cllr Copus, seconded by Cllr Kemp, the committee resolved to recommend the adoption of the Investment Strategy to Full Council at the meeting on 19th March 2020.
- 49/20 ACTION LIST**
This was reviewed and updated (see attached schedule)
- 50/20 DATE OF NEXT MEETING**
Tuesday 14th April 2020 was noted as the next committee meeting date.

Meeting closed 8.51pm

Signed: _____

Dated: _____

Chairman