



Petworth Town Council

clerk@petworth-tc.gov.uk

The Old Bakery, Golden Square,
Petworth,
West Sussex, GU28 0AP
T: 01798 344883

FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 19th MAY 2020 AT 7PM VIA VIDEO CONFERENCING

MINUTES

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

No members of the public were present

66/20

CHAIRMAN'S ANNOUNCEMENTS

Cllr Copus requested that mobile phones should be turned off.

67/20

APOLOGIES FOR ABSENCE

Cllr C Kemp & Cllr J Fynes

68/20

DECLARATIONS OF INTEREST

There were none.

69/20

MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 14th April 2020 were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Copus, seconded Cllr Peet, unanimously agreed.

70/20

MATTERS ARISING FROM THOSE MINUTES

There were none

71/20

PUBLIC PARTICIPATION SESSION

No members of the public were present

72/20

APRIL 2020 & 2019/2020 ACCOUNTS

Cllr Copus presented the detailed income and expenditure statement which showed that at this one-month stage of the year, the Council has begun the financial year operating below the run rate at 5.2%. He reported that after accruals and prepayments, the Council completed the 2019/20 financial year with a surplus of £4,809.

73/20

BANK RECONCILIATION AS AT END APRIL 2020

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

74/20

UPCOMING COSTS

Cllr Copus reported that Cllr Hewlett has provided further details regarding the cost of the proposed summer planting. Under the proposal of Cllr Copus, seconded by Cllr Singleton, the committee unanimously approved the purchase of hanging baskets plants to the value of £916.50, the planting and maintenance of the hanging baskets plants to the value of £195, and the purchase of additional plants to the value of £1,236.50. Cllr Copus requested that the £195 expenditure for planting and maintaining the hanging baskets is booked against Coronavirus expenditure, as this is an additional cost due to the pandemic.

75/20

INVOICES FOR APPROVAL

Having considered the invoices received, Cllr Copus proposed that these should be approved, seconded by Cllr Singleton with all in agreement.

76/20

ELECTRONIC PAYMENTS

Cllr Copus reported that he will cover this under agenda item 14.

77/20

SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages to the end of April 2020 were presented by the Clerk.

78/20

GRANT APPLICATION

Cllr Copus reported that an email from Mr Alex Rees had been received, requesting the Town Council's support for proposed applications for Section 106 funding, which could be made by the Leconfield Hall and Petworth Park Sports Association. The Clerk outlined the current Town Council projects which may be reliant on Section 106 funding. Cllr Copus asked the Clerk to advise Mr Rees that the Section 106 funding available to the Town has been earmarked for Town Council projects however he should apply to the Town Council for a grant in line with the terms and conditions, to support delivery of the proposed projects at the Leconfield Hall and the Sports Ground.

79/20

ACTION LIST

This was reviewed and updated (see attached schedule)

80/20

DATE OF NEXT MEETING

Tuesday 16th June 2020 was noted as the next committee meeting date.

Meeting closed 8.20pm

Signed: _____

Dated: _____

Chairman