



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 20<sup>TH</sup> APRIL 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, Cllr C Sproson & L Smith (Clerk)

No members of the public were present.

**47/21 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 following her formal appointment to the Finance & General Purposes committee.

**48/21 APOLOGIES FOR ABSENCE**

Cllr J Law.

**49/21 DECLARATIONS OF INTEREST**

There were none.

**50/21 MINUTES OF THE PREVIOUS MEETING**

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

**51/21 MATTERS ARISING FROM THOSE MINUTES**

There were none.

**52/21 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**53/21 SALES INCOME**

The sales income for allotments, Farmers Markets and Petworth Pages to the end of March 2021 were presented by the Clerk. She reported that allotments invoices for 2021/2022 have been issued with payments being received, that one payment from the March 2021 Farmers Market has not yet been paid and that there are four unpaid invoices for adverts in the spring 2021 edition of Petworth Pages.

**54/21 MARCH 2021 ACCOUNTS**

Cllr Copus presented the accounts for the end of the 2020/21 financial year including an analysis of the budget variances. He advised that the end of year surplus has been finalised as £32,558. He reported that the net impact of COVID-19 was a £2,000 deficit.

**55/21 BANK RECONCILIATION AS AT END MARCH 2021**

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

**56/21 UPCOMING COSTS**

Under the proposal of Cllr Copus, seconded by Cllr Fox and unanimously approved, it was resolved to purchase the following goods & services:

- Repairs to Rosemary Gardens play area - £624 to Playsafe Playgrounds Ltd
- Repairs to the hole beneath the slide at Hampers Common - £80 to HJS Land Services
- The purchase of four tall ilex for the War Memorial, for additional plants and for compost - £946

The committee considered the recommendation from the Open Spaces committee, to instruct Playsafe Playgrounds Ltd to undertake repairs on the play equipment at Hampers Common. Cllr Kemp advised that having visited the site, he is unsure whether the repairs are required. It was agreed that Cllrs Kemp, Copus, Fox and Peet would meet on site at 6.30pm on 21<sup>st</sup> April 2021 to confirm what repairs are required before updating Full Council at their meeting on 22<sup>nd</sup> April 2021.

The committee considered the request for additional expenditure to complete the governance review at Petworth Park Sports. Cllr Kemp asked Cllr Peet to provide further details regarding what the additional expenditure is for at the Full Council meeting on 22<sup>nd</sup> April 2021.

**57/21 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 be approved for payment.

<b>Supplier / Payee</b>	<b>Net (£)</b>	<b>VAT (£)</b>	<b>Total (£)</b>	<b>Goods &amp; Services</b>
Cloudy IT	255.45	51.09	306.54	licenses, support etc.
The Leconfield Estate	750		750	Allotments lease 25 <sup>th</sup> March 2021 – 28 <sup>th</sup> September 2021
Harsha Desai	3.66		3.66	Petworth Pages postage to 2 advertisers
Mulberry & Co	105	21	126	x3 training sessions for Cllr Frossard
Hayley Marriott	200		200	March Farmers Market Management
Etherington & Spicer	650	130	780	Relocate 3 bins in Rosemary Gardens
MH Goals	513	102.6	615.6	Goal for Hampers Common
Sussex Water Mains	1388.9	277.78	1666.68	Water main & standpipe installation in Rosemary Gardens
Laura Smith			2957.24	April pay
HMRC			1424.55	April HMRC
Nest Pensions			285.83	April schedule
Austens	31.45	6.29	37.74	twine, scissors & lock for In Bloom, hand sanitiser for Farmers Market
HJS Land Services	775.00	155.00	930.00	March grounds maintenance
Krokus	30.00		30.00	Bus shelter clean on 5th March 2021
Muckle LLP	2217	443.4	2660.4	Interim invoice for restructuring of Petworth Park Sports advice
Public Work Loans Board	4480.24		4480.24	Play area loans repayment
BT	114.39	22.87	137.26	1st March 2021 - 14th April 2021
Amazon	7.90	1.58	9.48	A4 paper for In Bloom
Amazon	9.08	1.82	10.90	A4 laminating pouches for In Bloom

Amazon	9.28	1.86	11.14	A3 paper for In Bloom
Amazon	8.29	1.66	9.95	A3 laminating pouches for In Bloom
Amazon	36.66	7.33	43.99	ink cartridges for In Bloom
Amazon	1.66	0.33	1.99	double sided tape for In Bloom
SSE	43.99	2.18	46.17	Street lights 2nd March 2021 - 1st April 2021
Rialtas	560.00	112.00	672.00	Year end closedown
Chichester District Council	935.48	187.08	1122.56	8 Litter & 1 dog bins emptied 1st April 20 - 31st March 21
Chichester District Council	1300.00	260.00	1560.00	Old Bakery rent 25th March 2021 – 24th June 2021
National Trust	972.60		972.60	Sports ground lease 1st April 2021 - 21st March 2022

**58/21**

**GRANT APPLICATIONS**

Under the proposal of Cllr Kemp, seconded by Cllr Peet, the committee resolved to recommend to Full Council the award of £250 to Tillington & Petworth Stoolball Club to pay for their first season back playing at Petworth Park Sports Ground. Under the proposal of Cllr Fox, seconded by Cllr Kemp, the committee resolved to recommend to Full Council the award of £250 to Petworth Festival to go towards the cost of their summer 2021 activities. The committee discussed an application from Victim Support (Sussex). Cllr Copus asked the Clerk to confirm how many Petworth residents would benefit from the grant in order for their application to be considered further.

**59/21**

**ACTION LIST**

This was reviewed and updated (see attached schedule)

**60/21**

**DATE OF NEXT MEETING**

Tuesday 18<sup>th</sup> May 2021 was noted as the next committee meeting date.

**61/21**

**EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS**

Upon the proposal of Cllr Copus, seconded by Cllr Kemp, it was resolved that in accordance with the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public should be excluded by reason of the confidential nature of the business to be transacted.

Meeting closed 8pm.

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

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