



# Petworth Town Council

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

[clerk@petworth-tc.gov.uk](mailto:clerk@petworth-tc.gov.uk)

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## FINANCE AND GENERAL PURPOSES

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 18<sup>TH</sup> MAY 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH & VIA VIDEO CONFERENCING, COMMENCING AT 7PM**

### MINUTES

**Present:** Cllr A Copus, Cllr E Singleton (from 7.30pm), Cllr C Kemp, Cllr J Fynes, Cllr M Peet, Cllr N Fox, Cllr S Frossard, Cllr J Law & L Smith (Clerk)

No members of the public were present.

**62/21 CHAIRMAN'S ANNOUNCEMENTS**

Cllr Copus welcomed those present to the first hybrid meeting of the committee. He requested that mobile phones should be turned off & microphones muted when they aren't in use. He welcomed Cllr Law to the meeting following his formal appointment to the Finance & General Purposes committee.

**63/21 APOLOGIES FOR ABSENCE**

There were none.

**64/21 DECLARATIONS OF INTEREST**

Cllr Frossard declared an interest having submitted an expense claim for approval under agenda item 11.

**65/21 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 20<sup>th</sup> April 2021 were approved and signed by the Chairman as a true and accurate record of the meeting.  
Proposed Cllr Fox, seconded Cllr Fynes, unanimously agreed.

**66/21 MATTERS ARISING FROM THOSE MINUTES**

There were none.

**67/21 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**68/21 SALES INCOME**

The sales income for allotments, Farmers Markets and Petworth Pages to the end of April 2021 were presented by the Clerk. She reported that allotments invoices for 2021/2022 have been issued with the majority of payments received, that one payment from the April 2021 Farmers Market has not yet been paid and that one invoice for an advert in the spring 2021 edition of Petworth Pages has not yet been paid.

**69/21 APRIL 2021 ACCOUNTS**

Cllr Copus presented the accounts for the first month of the 2021/22 financial year. He advised that half of the precept for the year has been received, that the first quarter of the office rent has been paid and that IT & communications is expected to cost approximately £2,000 more than was budgeted, at the end of the year. Cllr Copus asked the Clerk to raise an invoice for 6 months lease of the Sports Ground (£500) to Petworth Park Sports. Cllr Copus advised that the run rate on expenditure for April was 9.8% however he reported that excluding the transfer of ear marked reserves, the run rate was 8.45%.

**70/21 BANK RECONCILIATION AS AT END APRIL 2021**

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

**71/21 UPCOMING COSTS**

Under the proposal of Cllr Copus, seconded by Cllr Fynes and unanimously approved, it was resolved to recommend to Full Council the purchase of two picnic tables from Four Square Furniture at a cost of £1,331.42. Cllr Kemp advised that the picnic tables should be added to the council's asset register and to the insurance schedule.

**72/21 INVOICES FOR APPROVAL**

The Clerk presented the invoices requiring payment. Cllr Law queried whether the council received dates on which grounds maintenance is carried out each month, or if the council inspected the contractors work. Cllr Copus advised that no formal inspection takes place however the work is monitored informally. He asked the Clerk to include the monitoring of grounds maintenance on the next Open Spaces committee agenda. Under the proposal of Cllr Copus, seconded by Cllr Fox, it was unanimously resolved that all invoices be approved for payment.

Supplier / Payee	Net (£)	VAT (£)	Total (£)	Goods & Services
Cloudy IT	255.45	51.09	306.54	licenses, support etc. for May 2021
Etherington & Spicer	450	90	540	Relocate railings in Rosemary Gardens
Playsafe Playgrounds	624	124.8	748.8	Rosemary Gardens play area repairs
Amazon	6.23	1.24	7.47	50 envelopes
Hayley Marriott	200		200	April Farmers Market Management fee
Playsafe Playgrounds	3569	713.8	4282.8	Safety surface replacement at Hampers Common
Eyelevel Design	4700	940	5640	Summer 2021 Petworth Pages production
Spriggs	33.33	6.67	40	Wreath
Laura Smith			2957.24	May salary
HMRC			1424.55	May HMRC
Nest			285.83	May schedule
Austens	85.4	17.08	102.48	hazard tape (allotment), hose connector (planting) & post mix (Hampers Common goal installation)
HJS Land Services	3320.00	664.00	3984.00	April grounds maintenance costs
Phoenix Traffic Surveys	450.00	90.00	540.00	Traffic surveys x4
Blok N Mesh	66.57	13.31	79.88	April fencing hire at Hampers Common
Blok N Mesh	77.2	15.44	92.64	Write off charge (4 panels) of Hampers Common fencing
Sue Frossard	9.90		9.90	Stamps for postage of helpdesk letters
Business Stream	30.44		30.44	12/02-19/04 water, waste water & drainage charges at PTC office
Royal Mail	853.45	170.69	1024.14	Summer 2021 Petworth Pages delivery week 1
Royal Mail	584.49	116.90	701.39	Summer 2021 Petworth Pages delivery week 2

Leconfield Estate	49.93		49.93	Tillington Rd allotments water 2/12-31/03 (28 cubic metres)
Business Stream	324.38		324.38	Water at Station Rd allotments, 13/01-23/04 (estimated reading of 1366 - volume of 217 cubic metres)
SSE	46.23	2.29	48.52	Street lights 2nd April - 4th May
Auditing Solutions Ltd	325.00	65.00	390.00	End of year internal audit
Petworth Park Sports	189.00		189.00	10.5 hours mowing in April

**73/21 YEAR END INTERNAL AUDIT REPORT**

Cllr Copus reported that the Internal Auditor had congratulated the council for the way they helped their community during COVID-19. He advised that there are 4 recommendations included in the report, 3 of which are in place. The Clerk advised that she would implement the 4<sup>th</sup> recommendation (when awarding grant aid to applicants the Council must record which Statutory Power it has utilised to make the award, keeping in mind at all times that Local Government Act 1972 (Amended) s.137 is the Power of last resort) with immediate effect.

**74/21 GRANT APPLICATIONS**

Under the proposal of Cllr Copus, seconded by Cllr Fynes, the committee resolved to recommend to Full Council the award of £200 to Victim Support West Sussex and £200 to Arun & Chichester Citizens Advice.

**75/21 ACTION LIST**

This was reviewed and updated (see attached schedule)

**76/21 DATE OF NEXT MEETING**

Tuesday 15<sup>th</sup> June 2021 was noted as the next committee meeting date.

Meeting closed 7.59pm.

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

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