



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 15TH JUNE 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, Cllr C Kemp, Cllr M Peet, Cllr N Fox, Cllr S Frossard, Cllr J Law & L Smith (Clerk)

No members of the public were present.

- 77/21 ELECTION OF CHAIRMAN**
The Clerk welcomed those present to the meeting and advised that as it was the committee's first meeting following the Annual Council meeting, the Chairman needed to be elected. Under the proposal of Cllr Fox, seconded by Cllr Singleton, Cllr Copus was unanimously elected Chairman of the Finance & General Purposes Committee.
- 78/21 ELECTION OF VICE-CHAIRMAN**
Under the proposal of Cllr Copus, seconded by Cllr Singleton, Cllr Fox was unanimously elected Vice-Chairman of the Finance & General Purposes Committee.
- 79/21 CHAIRMAN'S ANNOUNCEMENTS**
Cllr Copus requested that mobile phones should be turned off & microphones muted when they weren't in use. He reported that there was an issue with the Council's insurance policy which would be discussed under the invoices for approval agenda item.
- 80/21 APOLOGIES FOR ABSENCE**
Cllr J Fynes.
- 81/21 DECLARATIONS OF INTEREST**
There were none.
- 82/21 MINUTES OF THE PREVIOUS MEETING**
The Minutes of the meeting held on 18th May 2021 were approved and signed by the Chairman as a true and accurate record of the meeting.
Proposed Cllr Copus, seconded Cllr Singleton, unanimously agreed.
- 83/21 MATTERS ARISING FROM THOSE MINUTES**
There were none.
- 84/21 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

85/21

SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages were presented by the Clerk. She reported that unpaid allotments invoices for 2021/2022 had been followed up hence the remaining payments should be paid imminently. She advised that two payments from the May 2021 Farmers Market had not yet been paid and that outstanding invoices for adverts in the summer 2021 edition of Petworth Pages were being followed up regularly.

86/21

MAY 2021 ACCOUNTS

Cllr Copus presented the accounts for the first two months of the 2021/22 financial year. He reported that the run rate on expenditure was 23.4% however he reported that excluding the transfer of ear marked reserves, the run rate was 22%. Cllr Copus advised that given the run rate on expenditure was above the 16.7% average run rate, a financial forecast would be prepared for the committee's next meeting. Cllr Frossard suggested the repair reserves for the Rosemary Garden wall be moved to an ear marked reserve, which the Clerk agreed to action. Cllr Copus asked the Clerk to investigate why the Farmers Market expenditure is lower than he considers it should be. He also queried what had been paid for using the Chairman's allowance.

87/21

BANK RECONCILIATION AS AT END MAY 2021

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

88/21

BALANCE SHEET

Cllr Copus presented the balance sheet advising that the ear marked reserve for the Farmer's Market had been set up as the Council did not expect to make a profit on an ongoing basis and the ear marked reserve could be used to further develop the Market. He suggested that the ear marked reserve for the Farmer's Market should be reviewed and asked Cllr Peet to produce a forecast for expenditure to enable the committee to make a recommendation to Full Council. It was agreed that the balance sheet would be reviewed monthly.

89/21

UPCOMING COSTS

Under the proposal of Cllr Copus, seconded by Cllr Fox and unanimously approved, it was resolved to hire the Leconfield Hall for the Petworth in Bloom judging day (£131) and to purchase a watering backpack at a cost of £104.95.

90/21

INVOICES FOR APPROVAL

The Clerk presented the invoices requiring payment. Cllr Copus reported that the premium for the council's insurance policy for the 2021/22 financial year had increased by 40%. He advised that the timings for the renewal process were challenging with the required amendments to the asset register affecting the premium and leading to a delay in receiving the quote. Cllr Copus recommended the committee accept the policy and the premium on the basis that the Clerk would compare the policy and price with other providers in good time before the start of the 2022/23 financial year. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved that all invoices be approved for payment, with the insurance payment recommended to Full Council for approval as it exceeds the budgeted figure.

Supplier / Payee	Net (£)	VAT (£)	Total (£)	Goods & Services
Cloudy IT	255.45	51.09	306.54	licenses, support etc.
West Sussex County Council	575.82	115.16	690.98	Street lighting maintenance (14 street lights) for 2020/21 financial year
BT	115.74	23.14	138.88	1st May - 14th June 2021 phone, mobile & broadband
Amazon	10.23	2.05	12.28	Cable ties for Farmers Market

Hayley Marriott	200		200	May Farmers Market management fee
Came & Company	2012.62		2,012.62	Insurances for 2021/22
Austens	54.08	10.82	64.9	Rose & shrub food, compost for planting
Muckle LLP	1500	300	1800	Legal services for Petworth Park Sports
Laura Smith			2957.24	June salary
HMRC			1424.55	June HMRC
Nest			285.83	June schedule
HJS Land Services	2520.00	504.00	3024.00	May grounds maintenance
Ricia Hewlett	73.62	4.55	78.17	Mileage and ring binders for in bloom
SSE	40.52	2.02	42.54	Street lights 5th May - 1st June 2021
Griffin Nurseries	296.00	59.20	355.20	4 Ilex crenata pots
Total Play	10946.00	2189.20	13135.20	Cricket nets installation deposit.
Petworth Park Sports	234.00		234.00	13 hours mowing at end of April and start of May 2021
Krokus	30.00		30.00	Bus shelter clean on 1st June 2021

91/21 GRANT APPLICATION

There were none.

92/21 ACTION LIST

This was reviewed and updated (see attached schedule)

93/21 DATE OF NEXT MEETING

Tuesday 20th July 2021 was noted as the next committee meeting date.

Meeting closed 8.03pm.

Signed: _____
Chairman

Dated: _____