



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 20TH JULY 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 Fynes & L Smith (Clerk)

No members of the public were present.

94/21 CHAIRMAN'S ANNOUNCEMENTS

Cllr Copus requested that mobile phones are turned off & made Councillors aware of the fire exit should it be required.

95/21 APOLOGIES FOR ABSENCE

Cllr J Law.

96/21 DECLARATIONS OF INTEREST

Cllr Fynes & Cllr Peet declared an interest in agenda item 15.

97/21 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 21st June 2021 were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Copus, seconded Cllr Peet, unanimously agreed.

98/21 MATTERS ARISING FROM THOSE MINUTES

There were none.

99/21 PUBLIC PARTICIPATION SESSION

No members of the public were present.

100/21 SALES INCOME

The sales income for allotments, Farmers Markets and Petworth Pages were presented by the Clerk. She reported that all allotment invoices had been paid and that one new allotment holder at Station Road had paid £30 for the remainder of the financial year. She advised that one stall holder had not paid for their pitches at the May and June 2021 Farmers Markets. The Clerk reported that there were two outstanding invoices for adverts in the summer 2021 edition of Petworth Pages and that invoices for adverts in the autumn 2021 edition had been issued.

101/21 JUNE 2021 ACCOUNTS

Cllr Copus presented the accounts for the first quarter of the 2021/22 financial year. He reported that the run rate on expenditure was 36.3% however he advised that excluding the transfer of ear marked reserves and the deposit payment made for the cricket nets at the sports ground, the run rate was 26.8%.

102/21 FULL YEAR FORECAST

Cllr Copus reported that the full year forecast displays a deficit of £6,008 at the end of the year. He advised that the forecast would be updated regularly and included on the committee's agenda each month, for Councillors to review.

103/21 BANK RECONCILIATION AS AT END JUNE 2021

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

104/21 BALANCE SHEET

Cllr Copus presented the balance sheet advising that he had queried the accounting of the ear marked reserve for Rosemary Gardens wall. It was agreed he and the Clerk would consult with Rialtas Business Solutions to ensure the ear marked reserve had been set up correctly.

105/21 UPCOMING COSTS

Under the proposal of Cllr Copus, seconded by Cllr Frossard and unanimously approved, it was resolved to join the Chichester District Council garden waste recycling scheme at a cost of £50 per year, to purchase a sign for the community allotment from Steeple Design at a cost of £15, to purchase 3 "no climbing" signs to be installed on the wall in Rosemary Gardens from Steeple Design at a cost of £15, to purchase bulbs and planters for next autumn, winter and spring planting from Tawny Nurseries & Parkers Bulbs at a total cost of £557.09 and to recommend to Full Council the acceptance of a quote received from Etherington & Spicer to paint and repair the benches in Rosemary Gardens at a cost of £550.

106/21 INVOICES FOR APPROVAL

The Clerk presented the invoices requiring payment. Under the proposal of Cllr Copus, seconded by Cllr Kemp, 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	Monthly licenses & IT support
Fire Risk UK	47.08	9.41	56.49	Annual maintenance of fire extinguishers
BT	115.44	23.08	138.52	Phone, mobile & broadband 1st June - 14th July 2021
Hayley Marriott	200		200	June Farmers Market management fee
Austens	145.87	29.17	175.04	Compost, twine, slug killer, plant food
Sussex Water Mains Ltd	95	19	114	Allotments water survey
Laura Smith			2957.24	July 2021 salary
HMRC			1424.55	July 2021 HMRC
Nest			285.83	July 2021 pension schedule
HJS Land Services	3310.00	646.00	3956.00	June 2021 grounds maintenance costs
SSE	42.76	2.13	44.89	Street lights 2nd June - 1st July 2021
Tawny Nurseries	1813.60	72.54	1886.14	Plants & hanging baskets
Petworth Park Sports	80.00		80.00	8 hours mowing of the sports ground in May 2021
Mulberry & Co	35.00	7.00	42.00	Effective Chairmanship training course

Chichester District Council	522.00		522.00	Farmers Market license fee for Oct 2020 - June 2021 inclusive
Chichester District Council	58.00		58.00	Farmers Market license fee for July 2021
Chichester District Council	1300.00	260	1560.00	Office rent 25th June - 24th September 2021
Business Stream	2.85		2.85	Station Rd water - based on actual reading, usage of 7m3
Cllr Hewlett			14.80	USB stick for In Bloom judging & cellophane for presentation boards

107/21 GRANT APPLICATION

The committee considered a grant application received from the Sylvia Beaufoy Centre requesting a contribution to the costs of improvements to their building. Under the proposal of Cllr Singleton, seconded by Cllr Fynes, it was unanimously resolved to recommend Full Council award a grant of £1,200.

108/21 SECTION 106 & NEW HOMES BONUS FUNDING APPLICATIONS

Cllr Copus reported that the committee had received a request from the Leconfield Hall to make a Section 106 community facilities application to fund some of the works taking place in the Hall. The Clerk advised that there was £19,850.30 Section 106 money available to Petworth and that additional funds weren't expected due to CIL replacing Section 106 as the main way of securing developers' contributions. It was agreed to defer the item to the Full Council meeting on 22nd July 2021 at which Council would be able to look at the improvements made to the Hall and therefore be better placed to make a decision regarding their request.

Cllr Copus advised that the Council was able to apply for £1,992 from the New Homes Bonus scheme. It was agreed that the recladding of the tower at Hampers Common play area would be considered for this application and Cllr Copus asked the Clerk to see if Cllr Desai had obtained a quote for the works from Finline Joinery.

109/21 ACTION LIST

This was reviewed and updated (see attached schedule)

110/21 DATE OF NEXT MEETING

Tuesday 17th August 2021 was noted as the next committee meeting date. Cllr Copus advised that he would be away for the August meeting and he asked Cllr Fox to Chair the meeting in his absence.

Meeting closed 8.12pm.

Signed: _____
Chairman

Dated: _____