



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 17<sup>TH</sup> AUGUST 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7PM**

### MINUTES

**Present:** Cllr E Singleton, Cllr M Peet, Cllr N Fox, Cllr J Fynes & L Smith (Clerk)

No members of the public were present.

**111/21 CHAIRMAN'S ANNOUNCEMENTS**

In the absence of Cllr Copus, Cllr Fox chaired the meeting. He requested that mobile phones are turned off.

**112/21 APOLOGIES FOR ABSENCE**

Cllr A Copus, Cllr C Kemp, Cllr S Frossard & Cllr J Law.

**113/21 DECLARATIONS OF INTEREST**

Cllr Fox & Cllr Fynes declared an interest in the Petworth & District Community Association grant application in agenda item 14 hence it was agreed that consideration of the application would be deferred to the Full Council meeting on 19<sup>th</sup> August 2021.

**114/21 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 20<sup>th</sup> July 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.

**115/21 MATTERS ARISING FROM THOSE MINUTES**

There were none.

**116/21 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**117/21 SALES INCOME**

The sales income for allotments, Farmers Markets and Petworth Pages were presented by the Clerk. She reported that all allotment and Farmers Market invoices had been paid. The Clerk advised that there were ten outstanding invoices for adverts in the autumn 2021 edition of Petworth Pages totalling £1,430.

**118/21 JULY 2021 ACCOUNTS**

Cllr Fox presented the accounts for the first four months of the 2021/22 financial year. He reported that the run rate on expenditure was 43.5% 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 34%.

**119/21 FULL YEAR FORECAST**

Cllr Fox reported that the full year forecast displays a deficit of £4,683 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.

**120/21 BANK RECONCILIATION AS AT END JULY 2021**

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

**121/21 BALANCE SHEET**

Cllr Fox presented the balance sheet advising that the query regarding the accounting of the ear marked reserve for Rosemary Gardens wall would be addressed by the Clerk & Cllr Copus.

**122/21 UPCOMING COSTS**

Under the proposal of Cllr Singleton, seconded by Cllr Fynes and unanimously approved, it was resolved to pay a deposit of £292.50 to E Cox to hire a stage for the Christmas Event, to confirm hire of the Leconfield Hall for the Christmas Event at a cost of £665 and to pay Chichester District Council £650 to pay for the parking bay suspensions for the Farmers Markets from August to December 2021 inclusive.

**123/21 INVOICES FOR APPROVAL**

The Clerk presented the invoices requiring payment. Under the proposal of Cllr Fynes, seconded by Cllr Peet, it was unanimously resolved that all invoices be approved for payment, with the Total Play invoice 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	IT licenses, support etc.
Total Play	18764	3752.8	22516.8	Balance of cricket nets
BT	115.14	23.02	138.16	1st - 31st July 2021
Hayley Marriott	200		200	July Farmers Market management fee
Austens	37	7.40	44.40	Hozelock connectors, watering can & plants
Charlie Marsh	180		180	12 hours watering in June & July at £15 per hour
Laura Smith			2957.24	August salary
HMRC			1424.55	August HMRC
Nest			285.83	August pension contribution
HJS Land Services	3260.00	652.00	3912.00	July grounds maintenance costs
SSE	45.26	2.25	47.51	Street light costs 2nd July - 2nd August 2021
Amazon	25.00	5.00	30.00	Ink cartridges
Petworth Park Sports	360.00		360.00	Jim Geal 36 hours mowing at £10 per hour in June & July 2021
The Leconfield Hall	204.00		204.00	Hall hire: 12th July 2021 In Bloom judging (£131) & 22nd July 2021 for Full Council meeting (£73)
Steeple Graphics	15.00	3.00	18.00	Community allotment sign
Steeple Graphics	15.00	3.00	18.00	x3 Keep off the wall signs for Rosemary Gardens
Eyelevel	4700.00	940	5640.00	Summer Petworth Pages production
Dawn Stevens	30.00		30.00	x 2 hours cleaning of office in August 2021

Petworth Park Sports	72.00		72.00	Lee Farquhar 4 hours mowing at £18 per hour in June & July 2021
Etherington & Spicer	650.00	130	780.00	Rosemary Gardens benches repair and painting
The Leconfield Estates	94.76		94.76	Tillington Road allotments water; 57m <sup>3</sup> from 1st April-24th June 2021
Leconfield Hall Management Committee	25.00		25.00	Annual license fee for bus shelter, year in advance 17th April 2021
Royal Mail	1436.45	287.29	1723.74	Delivery of summer 2021 Petworth Pages
Patricia Hewlett	9.29		9.29	Postage of information to In Bloom judge & x4 boxes of sweets for youth volunteers
Laura Smith	4.20		4.20	Milk, tea and biscuits

The committee considered the break down of the grounds maintenance costs during July 2021 and queried whether the Town Council should be paying for grounds maintenance on land owned by Chichester District Council. Cllr Fox asked the Clerk to request Chichester District Council pay for the costs of cutting the grass at the Sylvia Beaufoy & Pound Street car parks.

**124/21 GRANT APPLICATION**

The committee considered a grant application received from Petworth Community Garden requesting a contribution to the costs of their 15<sup>th</sup> birthday celebrations. Under the proposal of Cllr Singleton, seconded by Cllr Fox, it was unanimously resolved to recommend Full Council award a grant of £250.

**125/21 NEW HOMES BONUS (PARISH APPLICATIONS) SCHEME CONSULTATION**

Cllr Fox presented a letter received from Mr David Hyland of Chichester District Council requesting the Council's comments on options regarding the continuance of the New Homes Bonus (Parish Allocations) Scheme. Under the proposal of Cllr Fynes, seconded by Cllr Peet, it was unanimously resolved to recommend Full Council support option 1: the extension of the current scheme for a further year, to allow for another round of applications in 2022 (budget up to £250,000).

**126/21 INTERNAL AUDITORS**

Cllr Fox presented a letter received from Auditing Solutions Ltd. He advised that the fee for the Council's internal audits would increase from £445 per audit, to £465. Under the proposal of Cllr Fox, seconded by Cllr Singleton, the committee resolved to appoint Auditing Solutions Ltd as the Council's internal auditors for the 2021/2022 financial year. Cllr Fox signed the letter of engagement.

**127/21 ACTION LIST**

This was reviewed and updated (see attached schedule)

**128/21 DATE OF NEXT MEETING**

Tuesday 14<sup>th</sup> September 2021 was noted as the next committee meeting date. Cllr Fox advised that he would be away for the September meeting.

Meeting closed 7.55pm.

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

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