



# 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)

---

## FINANCE AND GENERAL PURPOSES

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 14<sup>TH</sup> SEPTEMBER 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7PM**

### MINUTES

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

No members of the public were present.

**129/21 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman requested that mobile phones were turned off.

**130/21 APOLOGIES FOR ABSENCE**

Cllr C Kemp, Cllr N Fox & Cllr J Law.

**131/21 DECLARATIONS OF INTEREST**

There were none.

**132/21 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 17<sup>th</sup> August 2021 were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Frossard, seconded Cllr Fynes, unanimously agreed.

**133/21 MATTERS ARISING FROM THOSE MINUTES**

There were none.

**134/21 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**135/21 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. The Clerk advised that there were two outstanding invoices for the August Farmers Market and seven outstanding invoices for adverts in the autumn 2021 edition of Petworth Pages.

**136/21 AUGUST 2021 ACCOUNTS**

The Chairman presented the accounts for the first five months of the 2021/22 financial year. He reported that the run rate on expenditure was 63.9% however he advised that excluding the transfer of ear marked reserves and the payments made for the cricket nets at the sports ground, the run rate was 45.2%, slightly above the assumed run rate of 41.7% for the time of year.

**137/21 FULL YEAR FORECAST**

The Chairman reported that the full year forecast displayed a deficit of £85 at the end of the year. He advised that the £10,000 budgeted for the traffic regulation order is unlikely to be spent and that this would be discussed at the next Full Council meeting. The Chairman asked the Clerk to reduce the forecast for outside grounds maintenance to £3,000.

**138/21 BANK RECONCILIATION AS AT END OF AUGUST 2021**

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

**139/21 BALANCE SHEET**

The Chairman 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 Frossard.

**140/21 UPCOMING COSTS**

Under the proposal of Cllr Copus, seconded by Cllr Frossard and unanimously approved, it was resolved to instruct Etherington & Spicer to install double check valves on the taps at the Council's allotment sites at a cost of £595 and to undertake the cleaning & treatment of wooden benches at Midhurst Road, Wyndham Road, Sheepdown Drive and two benches at Hampers Common at a cost of £600. It was also resolved to purchase a bottle filling station and adaptor from MIW Water Cooler Experts at a cost of £3,787 and to purchase leaflets, a shelf, a sign and two leaflet holders to be installed in the red telephone box at the entrance to The Old Bakery at a cost of £400.

**141/21 INVOICES FOR APPROVAL**

The Clerk presented the invoices requiring payment. Under the proposal of Cllr Peet, seconded by Cllr Fynes, 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    | IT licenses & support                               |
| Society of Local Council Clerks | 346     |         | 346       | Annual membership from 1st Oct 2021                 |
| BT                              | 116.04  | 23.2    | 139.24    | 1st August - 14th September 2021 phones & broadband |
| Hayley Marriott                 | 100     |         | 100       | August Farmers Market                               |
| Muckle LLP                      | 737.5   | 147.5   | 885       | PPS restructuring advice - breakdown available      |
| Charlie Marsh                   | 210     |         | 210       | 14 hours watering in August at £15 per hour         |
| Laura Smith                     |         |         | 2957.24   | September salary                                    |
| HMRC                            |         |         | 1424.55   | September HMRC                                      |
| Nest                            |         |         | 285.83    | September schedule                                  |
| HJS Land Services               | 3350.00 | 670.00  | 4020.00   | August grounds maintenance                          |
| SSE                             | 42.76   | 2.13    | 44.89     | Street lights 3rd August - 1st September 2021       |
| J Parker's Bulbs                | 248.00  | 49.60   | 297.60    | Various bulbs                                       |
| Krokus                          | 30.00   |         | 30.00     | Bus shelter clean on 2nd September 2021             |
| Laura Smith                     | 3.30    |         | 3.30      | Tea bags & biscuits                                 |
| Business Stream                 | 50.46   |         | 50.46     | Office water 19th April - 11th August 2021          |
| Dawn Stevens                    | 15.00   |         | 15.00     | Office clean on 7th September                       |
| Amazon                          | 11.21   | 2.25    | 13.46     | x3 photo frames                                     |

**142/21 GRANT APPLICATION**

The committee considered a grant application received from Petworth Business Association requesting a contribution to the costs of producing the town maps. Given that the Council's grants terms and conditions prevent the Council from making grants retrospectively, the Chairman asked the Clerk to advise the Business Association that the committee was unable to support the application. Cllr Frossard suggested that the Council's grant application form should be updated to request details of any other grants applicants had applied for and what they had been awarded through these other grant applications. The Chairman asked the Clerk to update the application form accordingly.

**143/21**

**PETWORTH PAGES 2022**

The Clerk advised that she had not received the proposal for 2022 from the Editor of Petworth Pages hence the item was deferred to the Full Council meeting on 16<sup>th</sup> September 2021.

**144/21**

**ACTION LIST**

This was reviewed and updated (see attached schedule)

**145/21**

**DATE OF NEXT MEETING**

Tuesday 19<sup>th</sup> October 2021 was noted as the next committee meeting date.

Meeting closed 7.58pm.

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

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