



Petworth Town Council

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

clerk@petworth-tc.gov.uk

FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 19TH OCTOBER 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7PM

MINUTES

Present: Cllr A Copus, Cllr E Singleton, Cllr C Kemp, Cllr N Fox, Cllr S Frossard, Cllr J Fynes & L Smith (Clerk)

No members of the public were present.

146/21 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones were turned off.

147/21 APOLOGIES FOR ABSENCE

Cllr M Peet & Cllr J Law.

148/21 DECLARATIONS OF INTEREST

Cllr Fynes declared an interest in the grant application received from Films at the Leconfield Hall, to be considered by the committee under agenda item 15.

149/21 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 14th September 2021 were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Frossard, seconded Cllr Kemp, unanimously agreed.

150/21 MATTERS ARISING FROM THOSE MINUTES

There were none.

151/21 PUBLIC PARTICIPATION SESSION

No members of the public were present.

152/21 SALES INCOME

The sales income for allotments, the Christmas Event, the Farmers Markets and Petworth Pages were presented by the Clerk. She reported that all allotments and Farmers Market invoices had been paid. The Clerk advised that there were two outstanding invoices for the Christmas Event. She reported that invoices for the winter 2021 edition of Petworth Pages had been issued, 6 of which had been paid to date. The Clerk advised that Petworth MOT had transferred payment for their advert in the autumn 2021 edition of Petworth Pages to Petworth Business Association. She reported that she had asked the Business Association to transfer the payment to the Town Council's bank account.

153/21 SEPTEMBER 2021 ACCOUNTS

The Chairman presented the accounts for the first half of the 2021/22 financial year. He reported that the run rate on expenditure was 69.8% 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 51%, very close to the assumed run rate of 50% for the time of year. The Chairman asked the Clerk to chase outstanding invoices for the play area inspections and he asked Cllr Fynes to investigate potential companies to assist with the maintenance of the Church Clock.

154/21 FULL YEAR FORECAST

The Chairman reported that the full year forecast displayed a surplus of £1,111 at the end of the year. The Clerk reported that she had reduced the forecast for outside grounds maintenance to £3,000 and advised that the Farmers Market forecast would be adjusted once the contract with Food Rocks had been finalised.

155/21 BANK RECONCILIATION AS AT END OF SEPTEMBER 2021

The current account and reserve account bank statements had been reconciled to the accounting system balances and were signed by the Chairman. The Chairman recommended the committee explore options for placing some of the Council’s reserves in a bond where it would accrue a better rate of interest than the 0.01% currently offered by the Council’s deposit account. It was unanimously agreed that Cllr Copus would research the options available to the Council.

156/21 BALANCE SHEET

The Chairman presented the balance sheet advising that the query regarding the accounting of the ear marked reserve for Rosemary Gardens had been settled. Cllr Frossard asked the Clerk to clarify what is included in the current year fund on the balance sheet.

157/21 UPCOMING COSTS

Under the proposal of Cllr Copus, seconded by Cllr Singleton and unanimously approved, it was resolved to donate £50 to the Poppy Appeal, to purchase 4 right angled fixing brackets at a cost of £65, to pay the £80 entrance fee for the 2022 Royal Horticultural Society In Bloom competition, to fund up to £180 for consultancy from Valens Water to ensure compliance with regards to the water fountain/bottle filling station to be installed in Rosemary Gardens and to instruct Tutor Care to deliver a First Aid at Work course in Petworth at a cost of £595. Under the proposal of Cllr Copus, seconded by Cllr Singleton and unanimously approved, it was resolved to recommend Full Council approve the purchase of Christmas Tree decorations at a cost of £400.64, of Christmas Event programmes at a cost of £1,000, to instruct Pro-Tec Security Management to provide 4 stewards for the Christmas Event at a cost of £345.50 and to source 4 lighting towers from Brandon Hire Station for the Christmas Event at a cost of £901.76. The Chairman asked the Clerk to produce a budget forecast for the Christmas Event for the Council’s consideration at their upcoming meeting.

158/21 INVOICES FOR APPROVAL

The Clerk presented the invoices requiring payment. 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
Petworth Business Association	50		50	Community membership fee for 2021/22
BT	115.74	23.14	138.88	1st September - 14th October 2021
Hayley Marriott	200		200	August & September Farmers Markets
Moore	600	120	720	2020/21 external audit fee
Charlie Marsh	195		195	13 hours watering in September @ £15 per hour

Laura Smith			2957.24	October salary
HMRC			1424.55	October HMRC payment
Nest			285.83	October pension contribution
HJS Land Services	2085.00	417.00	2502.00	September 2021 grounds maintenance
SSE	42.76	2.13	44.89	Street lighting 2nd September - 1st October
Steeple	25.00	5.00	30.00	Welcome to Petworth sign for Old Bakery phone box
Amazon	7.67	1.54	9.21	x3 notepads
Austens	2.98	0.60	3.58	x2 double sided tape for In Bloom
McVeigh Parker & Co	450.00	90.00	540.00	x3 troughs
Petworth Park Sports			420.00	Jim Geal mowing in August & September (42 hours)
Datacenta	125.00	25	150.00	2 year domain renewal (petworth-tc.gov.uk)
Cllr Hewlett	20.00		20.00	Car valet
CDC	1300.00	260.00	1560.00	Office rent 25th September - 24th December 2021
Leconfield Estate	750.00		750.00	Allotment lease 29th September 21 - 24th March 2022
Petworth Park Sports			135.00	Lee Farquhar mowing in August (7.5 hours)

159/21 BARCLAYCARD EXPENDITURE

The Clerk advised that she had been unable to use the internet banking hence she could not update the committee regarding the latest statement. She reported that a replacement pin and card reader had been ordered to enable her to use Barclaycard's internet banking.

160/21 GRANT APPLICATION

The committee considered a grant application received from Petworth Tennis & Bowls Clubs requesting a contribution to the costs of a defibrillator. Following discussion, the Chairman asked the Clerk to advise the Clubs that the Council's Open Spaces committee was reviewing the number and location of the Council's defibrillators which could result in a defibrillator being installed at the entrance to the tennis & bowls clubs. The committee considered a grant application received from Films at the Leconfield Hall. Under the proposal of Cllr Frossard, seconded by Cllr Kemp it was unanimously resolved to recommend Full Council award a grant of £300 to Films at the Leconfield Hall to subsidise the cost of tickets for the screening of the Royal Opera House's live stream of the Nutcracker on 12th December 2021.

161/21 GRANT APPLICATION FORM

Under the proposal of Cllr Frossard, seconded by Cllr Copus, it was unanimously resolved to adopt the revised grant application form.

162/21 PETWORTH PAGES 2022

The Clerk presented the proposal she had received from the Editor of Petworth Pages. Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously resolved to recommend Full Council accept the proposal.

163/21 EXTERNAL AUDIT

The committee received the 2020/21 external audit and noted the comments made on the report.

164/21 FARMERS MARKET CONTRACT

The committee reviewed the draft contract. Following discussion, the Chairman asked the Clerk to include a 6-month probationary period with a review every 12 months thereafter, and to specify that the Contractor reports to the Town Clerk. Cllr Frossard queried whether the Contractor should have public liability insurance to the value of £10million instead of

£5million. The Chairman asked the Clerk to request evidence of the Contractor's insurance and to liaise with the Council's insurance company to clarify the Council's requirements.

165/21

ACTION LIST

This was reviewed and updated (see attached schedule)

166/21

DATE OF NEXT MEETING

Tuesday 16th November 2021 was noted as the next committee meeting date.

Meeting closed 8.45pm.

Signed: _____
Chairman

Dated: _____