



# 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 16<sup>TH</sup> NOVEMBER 2021 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7PM**

### MINUTES

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

No members of the public were present.

**167/21 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman requested that mobile phones were turned off.

**168/21 APOLOGIES FOR ABSENCE**

Cllr L Singleton & Cllr J Law.

**169/21 DECLARATIONS OF INTEREST**

Cllr Copus declared an interest as he submitted an expenses claim to be considered by the committee under agenda item 13.

**170/21 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 19<sup>th</sup> October 2021 were approved and signed by the Chairman as a true and accurate record of the meeting.  
Proposed Cllr Copus, seconded Cllr Kemp, unanimously agreed.

**171/21 MATTERS ARISING FROM THOSE MINUTES**

There were none.

**172/21 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**173/21 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, Christmas event market and farmers market invoices had been paid. The Clerk advised that there were five outstanding invoices for adverts included in the winter 2021 edition of Petworth Pages.

**174/21 OCTOBER 2021 ACCOUNTS**

The Chairman presented the accounts for the first seven months of the 2021/22 financial year. He reported that the run rate on expenditure was 78.6% 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 58%, in line with the assumed run rate of 58.3% for the time of year.

The Chairman asked the Clerk to ask Chichester District Council to increase their annual payment made to the council for the grass cutting operation in the cemeteries and car parks.

**175/21 FULL YEAR FORECAST**

The Chairman reported that the full year forecast displayed a surplus of £4,603 at the end of the year.

**176/21 BANK RECONCILIATION AS AT END OF OCTOBER 2021**

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

**177/21 BALANCE SHEET**

The Chairman presented the balance sheet. The Clerk confirmed that the current year fund is the difference between the income and expenditure on the accounts.

**178/21 UPCOMING COSTS**

Under the proposal of Cllr Copus, seconded by Cllr Fox and unanimously approved, it was resolved to purchase a banner from Steeple Graphics at a cost of £45, to hire the Leconfield Hall for the November 2021 Full Council meeting at a cost of £73, to purchase an A4 leaflet rack for the phone box from Display Developments at a cost of £23.05, to instruct HJS Landservices to remove the dead branch from a tree in Rosemary Gardens at a cost of £60 and to instruct Krokus to clean the phone box 4 times a year at a cost of £10 per visit / £40 per year.

**179/21 INVOICES FOR APPROVAL**

The Clerk presented the invoices requiring payment. Cllr Copus asked the Clerk to confirm that there were no issues with the cricket nets & to review the contract with Total Play prior to paying the retention invoice. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved that all invoices be approved for payment, with the Etherington & Spicer invoice for the work on the taps at the allotments 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.   |
| MIW Water Cooler Experts     | 3787    | 757.4   | 4544.4    | Bottle filler & adaptor   |
| BT                           | 115.14  | 23.02   | 138.16    | 1st October - 14th November 2021  |
| WSALC                        | 70      | 14      | 84        | Parish Online subscription 2021-2022                                    |
| Jean Orrow                   | 17      |         | 17        | Wildflower seed bombs   |
| Delia Thornton, Valens Water | 120     |         | 120       | x2 hours water consultancy to ensure compliance with new water fountain |
| Laura Smith                  |         |         | 2957.24   | November 2021 salary  |
| HMRC                         |         |         | 1424.55   | November 2021 HMRC payment  |
| Nest                         |         |         | 285.83    | November 2021 schedule  |
| Total Play                   | 1564.00 | 312.80  | 1876.80   | Final retention invoice for cricket nets                                |
| SSE                          | 43.99   | 2.18    | 46.19     | Street lights 2nd October 2021 - 1st November 2022                      |
| John Bridle                  | 390.00  |         | 390.00    | Play area inspections March – August 2021 inclusive                     |
| Brandon Hire                 | 901.76  | 165.35  | 1067.11   | x4 towers to light Petworth House car park for Christmas event parking  |
| Etherington & Spicer         | 632.19  | 126.44  | 758.63    | Installation of double check valves on 17 allotment taps                |
| Austens                      | 32.07   | 6.42    | 38.49     | Toilet roll & compost   |

|                      |         |        |         |  |
|----------------------|---------|--------|---------|--|
| HJS Landservices     | 170.00  | 34.00  | 204.00  | x2 grounds maintenance visits to Rosemary Gardens in October 2021. |
| Charlie Marsh        | 90.00   |        | 90.00   | 6 hours of watering / gardening in October 2021                    |
| Etherington & Spicer | 600.00  | 120.00 | 720.00  | Cleaning & treatment of 5 wooden benches around town               |
| PPS                  | 294.00  |        | 294.00  | 24 hours mowing, weed spraying & machinery management              |
| Eyelevel             | 4700.00 | 940.00 | 5640.00 | Editing & printing of the winter 2021 edition of Petworth Pages    |
| Leconfield Estate    | 54.61   |        | 54.61   | Tillington Rd allotments water - 25th June - 29th September 2021   |
| Royal Mail           | 1436.45 | 287.29 | 1723.74 | Delivery of the winter 2021 edition of Petworth Pages              |
| Business Stream      | 231.67  |        | 231.67  | Station Rd allotments water - 8th July - 25th October 2021         |
| Business Stream      | 31.63   |        | 31.63   | Office water - 11th August - 17th October 2021                     |
| CDC                  | 70.00   |        | 70.00   | Premises license 16th November 2021 - 15th November 2022           |
| Alan Copus           | 39.15   |        | 39.15   | Christmas lighting team snacks                                     |

**180/21 BARCLAYCARD EXPENDITURE**

The Clerk presented the expenditure on the Barclaycard account during October 2021. She advised that the replacement pin and card reader required in order to use Barclaycard's internet banking had not yet been received. The Clerk suggested that Cllr Copus use the Clerk's email address when placing orders using the Barclaycard, as confirmation of orders would then be received by the Clerk.

**181/21 2022/2023 BUDGET**

The Chairman presented the first draft of the 2022/2023 budget, advising that the taxbase for 2022/2023 had not yet been received. Cllr Copus asked the Clerk to confirm the cost of the lease of the Sports Ground, to restructure the grounds maintenance costs in the budget, to establish whether there is any change to National Insurance and to review the Earmarked Reserves for 2022/2023. The Clerk confirmed that she would update the draft budget and circulate it to the committee for review prior to the next meeting.

**182/21 GRANT APPLICATION**

The committee considered a grant application received from UK Harvest requesting a contribution to the costs of delivering educational sessions using their NourishEd programme in Petworth. Following discussion, Cllr Copus asked the Clerk to advise UK Harvest that as the council had awarded the majority of the budget for grants and would therefore be prioritising Petworth based organisations during the remainder of the financial year, they were unable to grant fund UK Harvest on this occasion. The committee considered a grant application received from the Petworth Cottage Nursing Home. Following discussion, Cllr Copus asked the Clerk to advise the applicant that they should secure West Sussex County Council Highways department's support for their proposal before any potential grant could be considered by the committee.

**183/21 ACTION LIST**

This was reviewed and updated (see attached schedule)

**184/21 DATE OF NEXT MEETING**

Tuesday 14<sup>th</sup> December 2021 was noted as the next committee meeting date.

Meeting closed 9.09pm.

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

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