



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

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

MINUTES

- Present:** Cllr A Copus, Cllr C Kemp, Cllr S Frossard, Cllr J Fynes, Cllr M Peet (from 7.14pm), Cllr J Law & L Smith (Clerk)
- No members of the public were present.
- 185/21 CHAIRMAN'S ANNOUNCEMENTS**
The Chairman requested that mobile phones were turned off.
- 186/21 APOLOGIES FOR ABSENCE**
Cllr L Singleton & Cllr N Fox.
- 187/21 DECLARATIONS OF INTEREST**
There were none.
- 188/21 MINUTES OF THE PREVIOUS MEETING**
The Minutes of the meeting held on 16th November 2021 were approved and signed by the Chairman as a true and accurate record of the meeting.
Proposed Cllr Copus, seconded Cllr Frossard, unanimously agreed.
- 189/21 MATTERS ARISING FROM THOSE MINUTES**
There were none.
- 190/21 PUBLIC PARTICIPATION SESSION**
No members of the public were present.
- 191/21 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 two outstanding invoices for adverts included in the winter 2021 edition of Petworth Pages and seven outstanding invoices for adverts in the Christmas town map.
- 192/21 NOVEMBER 2021 ACCOUNTS**
The Chairman presented the accounts for the first eight months of the 2021/22 financial year. He reported that the run rate on expenditure was 90.5% 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 70%, slightly above the assumed run rate of 66.7% for the time of year.

193/21 FULL YEAR FORECAST

The Chairman reported that the full year forecast displayed a surplus of £8,206 at the end of the year.

194/21 BANK RECONCILIATION AS AT END OF NOVEMBER 2021

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

195/21 BALANCE SHEET

The Chairman presented the balance sheet.

196/21 UPCOMING COSTS

The committee considered an email received from Rialtas Business Solutions regarding the cost of the year end closedown and annual return preparation. The Chairman asked the Clerk to confirm the cost of the three year loyalty scheme being offered by Rialtas, for the committee's consideration. Under the proposal of Cllr Copus, seconded by Cllr Fynes it was unanimously resolved to refund £100 to the Petworth Business Association and £30 to the Friends of Chichester Hospital.

197/21 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 | licenses, support etc. |
| BT | 115.14 | 23.02 | 138.16 | 1st November - 14th December phone, broadband & mobile |
| Laura Smith | | | 2957.24 | December salary |
| HMRC | | | 1424.55 | December HMRC costs |
| Nest | | | 285.83 | December pension contribution |
| Krokus | 40.00 | | 40.00 | Bus shelter & phone box clean on 24th November |
| SSE | 42.76 | 2.13 | 44.89 | Street lighting from 2nd November - 1st December |
| Greenscape Grounds Maintenance | 100.00 | 20.00 | 120.00 | Play area inspections on 2nd & 17th November |
| HJS Landservices | 220.00 | 44.00 | 264.00 | 2 grounds maintenance visits to Rosemary Gardens & 1 cut at the end of Sheepdown in November |
| Auditing Solutions Ltd | 460.00 | 92.00 | 552.00 | Internal audit costs |
| Petworth Park Sports | 171.00 | | 171.00 | 9.5 hours of grounds maintenance by Mr Farquhar in November |
| Aubergine | 598.00 | 119.60 | 717.60 | Annual website hosting from 8th January 2022 & quarterly compliance scan & reports |
| Leconfield Hall | 47.00 | | 47.00 | Hall hire for November 2021 Council meeting |
| Petworth Park Sports | 130.00 | | 130.00 | 13 hours mowing by Mr Geal in November |
| Tim Ticehurst | 185.00 | | 185.00 | Repair barrier trollies for Farmers Market |

198/21 BARCLAYCARD EXPENDITURE

The Clerk presented the expenditure on the Barclaycard account during November 2021 which included a payment of £33.36 to X2 Connect for an information sign and a payment of

£38.40 to Display Developments for an A4 leaflet holder, both for installation in the phone box at The Old Bakery.

199/21

INTERIM INTERNAL AUDIT

The committee noted the content of the Interim Internal Audit and Cllr Copus asked the Clerk to implement the four recommendations.

200/21

2022/2023 BUDGET

The Chairman presented the second draft of the 2022/2023 budget, advising that the taxbase for 2022/2023 had been received. He reported that the taxbase had decreased from £1,304 to £1,299. The Clerk confirmed that she would update the draft budget and circulate it to the committee for further review prior to the next meeting.

201/21

GRANT APPLICATION

There were none.

202/21

ACTION LIST

This was reviewed and updated (see attached schedule).

203/21

DATE OF NEXT MEETING

Tuesday 18th January 2022 was noted as the next committee meeting date.

Meeting closed 8.16pm.

Signed: _____
Chairman

Dated: _____