



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 18<sup>TH</sup> JANUARY 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7PM**

### MINUTES

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

No members of the public were present.

**01/22 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman requested that mobile phones were turned off.

**02/22 APOLOGIES FOR ABSENCE**

Cllr N Fox.

**03/22 DECLARATIONS OF INTEREST**

There were none.

**04/22 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 14<sup>th</sup> December 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.

**05/22 MATTERS ARISING FROM THOSE MINUTES**

There were none.

**06/22 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**07/22 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 she would liaise with Food Rocks South to establish the money owed to PTC for the farmers markets from October – December 2021 inclusive. She reported that there were two outstanding invoices for adverts included in the winter 2021 edition of Petworth Pages and five outstanding invoices for adverts in the Christmas town map.

**08/22 DECEMBER 2021 ACCOUNTS**

The Chairman presented the accounts for the first nine months of the 2021/22 financial year. He reported that the run rate on expenditure was 95.7% 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 74.6%, which was the assumed run rate for the time of year.

**09/22 FULL YEAR FORECAST**

The Chairman reported that the full year forecast displayed a surplus of £4,930 at the end of the year however he advised that this figure was likely to increase to circa £10,000 as it was expected that the forecasted traffic costs would not be incurred.

**10/22 BANK RECONCILIATION AS AT END OF DECEMBER 2021**

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

**11/22 BALANCE SHEET**

The Chairman presented the balance sheet. The Chairman asked the Clerk to liaise with the South Downs National Park Authority to explore whether the Section 106 grant received for the Old Bakery phone box could be used to maintain the Grove Street phone box and the defibrillator sited within it. Cllr Frossard recommended the committee seek the approval of Full Council to move £4,000 from the farmers market ear marked reserve to the Rosemary Garden wall ear marked reserve.

**12/22 UPCOMING COSTS**

The committee considered emails received from Rialtas Business Solutions regarding the cost of the year end closedown and annual return preparation. Under the proposal of Cllr Copus, seconded by Cllr Peet, the committee unanimously resolved to instruct Rialtas Business Solutions to undertake the council’s year end closedown and annual return preparation in 2022 at a cost of £600. and agreed not to join the loyalty scheme. Under the proposal of Cllr Copus, seconded by Cllr Fynes it was unanimously resolved to recommend the following upcoming costs to Full Council for approval:

- i) £445 to Apples & Pears to reduce the height of the hedge at Grove Street allotments.
- ii) £6081.71 to Traditional Stone to install a new seat surround along the Shimmings Path (actual cost to the council would be £2026.90).
- iii) £69 to Streetmaster Furniture for 3 fixing kits to fix seats along the Shimmings Path.
- iv) £830 to Valens Water on an annual basis to undertake testing of the water in the bottle filler sited in Rosemary Gardens.
- v) £5,000 to Petworth Park Sports to contribute to capital works planned at the sports ground pavilion.
- vi) £185 to the Cumbria Clock Company on an annual basis to undertake the annual servicing of the Church Clock.

**13/22 INVOICES FOR APPROVAL**

The Clerk presented the invoices requiring payment. Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously resolved that the following invoices be approved for payment.

Supplier / Payee	Net (£)	VAT (£)	Total (£)	Goods & Services
Cloudy IT	255.45	51.09	306.54	licenses, support etc.
Chichester District Council	1300	260	1560	Office rent 25th December 2021 – 24th March 2022
BT	115.44	23.08	138.52	1st December 2021 - 14th January 2022 phone, mobile and broadband
St John Ambulance	288	57.6	345.6	Christmas event first aid
Community Garden (Men's Shed)	95		95	Wooden Christmas tree decorations
Chichester District Council	26		26	Parking bay suspension for Christmas tree in Market Square

Laura Smith			2957.24	January 2022 salary
Laura Smith	87.92	17.52	105.44	8 containers to store Christmas lights
HMRC			1424.55	January 2022 HMRC payment
Nest			285.83	January 2022 pension contribution
Greenscape Grounds Maintenance	100.00	20.00	120.00	Play area inspections on 3rd & 17th December 2021
Austens	14.63	2.93	17.56	Electrical items for Christmas event
Petworth Park Sports	81.00		81.00	4.5 hours mowing by Mr L Farquhar in December 2021
HJS Landservices	170.00		204.00	x2 grounds maintenance visits to Rosemary Gardens
Leconfield Hall	550.00		550.00	Hire of Leconfield Hall for Christmas event
Petworth Park Sports	100.00		100.00	10 hours mowing by Mr J Geal in December 2021
Leconfield Hall	90.00		90.00	Hall hire for farmers market in August 2021

The Chairman asked the Clerk to query the invoices received from Southern Electric for the period 2<sup>nd</sup> December 2021 to 4<sup>th</sup> January 2022 which were not in line with previous months' costs.

**14/22 BARCLAYCARD EXPENDITURE**

The Clerk presented the expenditure on the Barclaycard account during December 2021 which included a payment of £145 to Planning Portal for the planning application to replace part of the footpath in Trumps Alley and a payment of £444.60 to JPI Media to publish a notice regarding the Trumps Alley planning application in the Midhurst & Petworth Observer.

**15/22 2022/2023 BUDGET**

The Chairman presented the latest draft of the 2022/2023 budget and advised of the changes that had taken place since the previous meeting. The committee reviewed the budget and various amendments were discussed. The Chairman reported that the draft budget showed a 8.13% increase to a band D property. Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was resolved to recommend the budget for adoption by Full Council.

**16/22 GRANT APPLICATION**

There were none.

**17/22 ACTION LIST**

This was reviewed and updated (see attached schedule).

**18/22 DATE OF NEXT MEETING**

Tuesday 15<sup>th</sup> February 2022 was noted as the next committee meeting date.

Meeting closed 8.32pm.

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

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