



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 15TH FEBRUARY 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7PM

MINUTES

Present: Cllr A Copus, Cllr L Singleton, Cllr N Fox, Cllr S Frossard, Cllr M Peet & L Smith (Clerk)

No members of the public were present.

19/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones were turned off.

20/22 APOLOGIES FOR ABSENCE

Cllr C Kemp, Cllr J Fynes & Cllr J Law.

21/22 DECLARATIONS OF INTEREST

Cllr Singleton declared an interest as she had submitted an expenses claim to be considered by the committee under agenda item 13.

22/22 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 18th January 2022 were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Copus, seconded Cllr Frossard, unanimously agreed.

23/22 MATTERS ARISING FROM THOSE MINUTES

There were none.

24/22 PUBLIC PARTICIPATION SESSION

No members of the public were present.

25/22 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 invoices had been paid. The Clerk advised that she had invoiced Food Rocks South for £115.50 which was 10% of the stalls income for the farmers markets from October – December 2021 inclusive. She reported that all invoices for adverts included in the winter 2021 edition of Petworth Pages had been paid and she advised that there were twelve outstanding invoices for adverts in the spring 2022 edition of the magazine. The Clerk advised that two invoices for adverts in the Christmas town map remained unpaid.

26/22 JANUARY 2022 ACCOUNTS

The Chairman presented the accounts for the first ten months of the 2021/22 financial year. He reported that the run rate on expenditure was 100% 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 78%, which was under the assumed run rate of 83.3% for the time of year.

27/22 FULL YEAR FORECAST

The Chairman reported that the full year forecast displayed a surplus of £9,001 at the end of the year however he advised that this figure was likely to increase to approximately £10,000. He asked the Clerk to review the forecasted expenditure to garden watering, office redecoration, the lease of Hampers Common and the Christmas event lighting before the next meeting.

28/22 BANK RECONCILIATION AS AT END OF JANUARY 2022

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

29/22 BALANCE SHEET

The Chairman presented the balance sheet. He asked the Clerk to review the debtors figure of £1,093 and to explore why the current year fund figure of £35,368 did not match the net income over expenditure figure of £37,660 as shown on the income & expenditure report.

30/22 UPCOMING COSTS

Under the proposal of Cllr Copus, seconded by Cllr Singleton it was unanimously resolved to recommend the following upcoming costs to Full Council for approval:

- i) £90 to HJS Landservices to maintain the area around the bus shelter on Tillington Road.
- ii) £225 to GS Pest Control to deal with the moles at Tillington Road allotments.
- iii) £4,500 to Muckle LLP to complete the governance review of Petworth Park Sports (diversion of costs approved at the January 2022 Full Council meeting, which are no longer required for capital works at the sports ground).
- iv) £25 to the Town Crier to give the proclamation as part of Platinum Jubilee beacon lighting event.
- v) £50 to Hunter Davis (piper) to play Diu Regnare at the Platinum Jubilee beacon lighting event.
- vi) £350 to the Leconfield Singers to perform at the Platinum Jubilee beacon lighting event.
- vii) £216 to the Leconfield Hall to hire the Hall on Saturday 4th & Sunday 5th June 2022.
- viii) £250 to Wavy Davey (band) to play at the Platinum Jubilee event on Sunday 5th June 2022.
- ix) £30 to pay for refreshments to be provided at the Platinum Jubilee event on Sunday 5th June 2022.
- x) £1,690 to Skylight Cinema to hire a screen for the Platinum Jubilee event on Saturday 4th June 2022.

31/22 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 the following invoices be approved for payment.

Supplier / Payee	Net (£)	VAT (£)	Total (£)	Goods & Services
Cloudy IT	255.45	51.09	306.54	IT licenses & support
Nick Blunt	250	50	300	Installation of a safety rail at Hampers Common

BT	115.14	23.02	138.16	1st January - 14th February 2022 phone, mobile & broadband
St John Ambulance	264	52.8	316.8	Christmas event first aid
Eyelevel Design	1500	300	1800	January & February 2022 monthly payments for the editorial of Petworth Pages
The Leconfield Estate	646.44		646.44	Hampers Common lease 25.12.2020 - 24.12.2022
Laura Smith			2957.24	February salary
HMRC			1424.55	February HMRC payment
Nest			285.83	February contribution
Greenscape Grounds Maintenance	100.00	20.00	120.00	2 play area inspections in January 2022
SSE	123.80	6.17	129.97	Street lights 5th January - 1st February 2022
The Leconfield Estate	10.00		10.00	Tillington Rd allotments water 30.09-20.12.21. No water used. Quarterly charge of £10.
Leconfield Hall	54.00		54.00	Hire of Hall for January 2022 Council meeting
Liz (Spriggs)	15.30		15.30	Flowers for Cllr Fynes

Under the proposal of Cllr Copus, seconded by Cllr Fox, the committee asked the Clerk to cancel the direct debit payment to Southern Electric. The Chairman asked the Clerk to write to Southern Electric advising that the direct debit had been stopped due to their lack of response to the council's queries regarding the draft contracts.

32/22 BARCLAYCARD EXPENDITURE

The Clerk presented the expenditure on the Barclaycard account during January 2022 which included a payment of £26 to Chichester District Council to suspend the parking bays in Market Square in order to erect the town's Christmas tree.

33/22 GRANT APPLICATION

Under the proposal of Cllr Frossard, seconded by Cllr Peet, it was unanimously resolved to recommend the award of £1,200 to Petworth Cottage Nursing Home for highway signage and markings, to Full Council.

34/22 ST MARY'S CHURCH DEFIBRILATOR

The committee considered a request from St Mary's Church to pay for electricity to a defibrillator. The Chairman asked the Clerk to advise the Church that they should request a grant from the Council to assist with the purchase of the defibrillator, rather than requesting ongoing running costs.

35/22 PETWORTH PAGES COSTS

Under the proposal of Cllr Copus, seconded by Cllr Fox, it was unanimously resolved to pay Eyelevel Design a monthly invoice of £750 from January to December 2022 inclusive.

36/22 CLOUDY IT CONTRACT

Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously resolved to recommend a contract with Cloudy IT to provide IT licenses, security and support as per quote number 2126, to Full Council. It was also unanimously resolved to recommend the removal of Websecure Business software from the Council's iPads at a cost of £450.

37/22 ACTION LIST

This was reviewed and updated (see attached schedule).

38/22 DATE OF NEXT MEETING

Tuesday 15th March 2022 was noted as the next committee meeting date.

Meeting closed 8.00pm.

Signed: _____
Chairman

Dated: _____