



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 15<sup>TH</sup> MARCH 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 J Fynes, Cllr J Law, Cllr M Peet (from 7.11pm) & L Smith (Clerk)

No members of the public were present.

**39/22**

#### **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman requested that mobile phones were turned off.

**40/22**

#### **APOLOGIES FOR ABSENCE**

Cllr C Kemp.

**41/22**

#### **DECLARATIONS OF INTEREST**

The Chairman declared an interest as he had submitted an invoice on behalf of Petworth Park Sports to be considered by the committee under agenda item 13.

**42/22**

#### **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 15<sup>th</sup> February 2022 were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Copus, seconded Cllr Singleton, unanimously agreed.

**43/22**

#### **MATTERS ARISING FROM THOSE MINUTES**

There were none.

**44/22**

#### **PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**45/22**

#### **SALES INCOME**

The sales income for allotments, the Christmas Event, the Farmers Markets and Petworth Pages were presented by the Clerk. The Clerk advised that the invoice to Food Rocks South for £115.50 which was 10% of the stalls income for the farmers markets from October – December 2021 inclusive had been paid. She reported that there were 8 outstanding invoices for adverts in the spring 2022 edition of the magazine. The Clerk advised that 2 invoices for adverts in the Christmas town map remained unpaid. Cllr Singleton agreed to talk to the 2 shops who had not paid for their adverts.

**46/22**

#### **MARCH 2022 ACCOUNTS**

The Chairman presented the accounts for the first eleven months of the 2021/22 financial year. He reported that the net income over expenditure including movement to & from the general reserves was £39,885.

**47/22 FULL YEAR FORECAST**

The Chairman reported that the full year forecast displayed a surplus of £9,941 at the end of the year. He advised that the forecasted surplus would reduce as the Muckle LLP legal fees (£4,500), arrears owed to SSE (circa £500) & the Anderson Rowntree lease conveyancing fees (£186.60) would be accrued to the 2022/23 financial year.

**48/22 BANK RECONCILIATION AS AT END OF FEBRUARY 2022**

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

**49/22 BALANCE SHEET**

The Chairman presented the balance sheet.

**50/22 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) £186.60 to Anderson Rowntree to carry out the conveyancing on the new lease of Petworth Park Sports Ground.
- ii) £3,350 to LED Screen Hire to hire a screen for the Platinum Jubilee event on Saturday 4<sup>th</sup> June 2022.
- iii) £10.99 to purchase 10 black arm bands from Amazon UK.
- iv) £30 to Southern Regalia to purchase 10 black mourning rosettes.
- v) £75 / £95 to Royal Images to purchase a framed photo of Queen Elizabeth II.
- vi) £50 to Petworth Ukraine Relief to assist with the costs of printer ink & paper.
- vii) £200 to Cllr Hewlett to purchase stationery for Petworth in Bloom 2022.

The Chairman asked the Clerk to request Cllr Desai produce a plan, to include measurements, of the locations where the proposed Union Jack bunting would be erected to celebrate the Platinum Jubilee in June 2022.

**51/22 INVOICES FOR APPROVAL**

The Clerk presented the invoices requiring payment. Under the proposal of Cllr Singleton, 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	195	39	234	Office 365 Device Deployment - one off payment following sign up to new contract
Cloudy IT	99	19.8	118.8	Monthly licenses & support etc. under new contract
Inca Creative Print	3350		3350	The printing of 8,700 copies of spring 2022 Petworth Pages
Krokus	40	8	48	Bus shelter & phone box clean on 14th February 2022
Eyelevel Design	750	150	900	March 2022 payment for Petworth Pages editorial
Shirley Smith & Sons	1875	375	2250	50% payment for Platinum Jubilee bench
Laura Smith			2957.24	March 2022 salary
HMRC			1424.55	March 2022 HMRC payment

Nest			285.83	March 2022 pension contribution
Greenscape Grounds Maintenance	100.00	20.00	120.00	2 play area inspections in February 2022
South & South East in Bloom	80.00		80.00	Entry fee for South & South East in Bloom 2022
Kelvik Welding	84.00	16.80	100.80	Wording for Platinum Jubilee beacon
The Cumbria Clock Company	195.00	39.00	234.00	Church clock service on 18th February 2022
Austens	7.49	1.50	8.99	In Bloom equipment
Rialtas Business Solutions	383.00	76.60	459.60	Omega Cashbook & Sales Ledger Annual Support and Maintenance Licence for 1 User, for 2022/2023 financial year
HJS Landservices	260.00	52.00	312.00	February 2022 grounds maintenance - x2 visits to Rosemary Gardens and cut back around Midhurst Road bus shelter
Planning Portal	145.00		145.00	Planning permission fee for the proposed Hampers Green portable toilet
Petworth Park Sports	240.00		240.00	10 hours mowing of the sports ground in December and 14 hours in January @ £10 per hour
South & South East in Bloom	60.00		60.00	4 places at In Bloom seminar at Wisley on 30th March 2022
Griffin Nurseries	200.00	40.00	240.00	Platinum Jubilee tree
Leconfield Hall	57.00		57.00	Hire of upper hall for the annual town meeting on 28th April 2022, 6-9pm
GS Pest Control	225.00		225.00	Mole control at Tillington Road allotments
Pro-tec Security Management	345.50	69.10	414.60	Car park control at the 2021 Christmas Event

**52/22**

**BARCLAYCARD EXPENDITURE**

There was no expenditure on the Council's Barclaycard to report.

**53/22**

**GRANT APPLICATION**

The committee considered a grant application received from Petworth Community Speedwatch group. Under the proposal of Cllr Fox, seconded by Cllr Fynes, it was unanimously resolved to recommend to Full Council that Petworth Town Council purchase the equipment required which could then be loaned to local Community Speedwatch groups.

**54/22**

**INVESTMENT OPPORTUNITIES**

Under the proposal of Cllr Copus, seconded by Cllr Frossard, it was unanimously resolved to recommend to Full Council that Petworth Town Council open a 1 year Business Bond with Hampshire Trust Bank.

**55/22**

**ACTION LIST**

This was reviewed and updated (see attached schedule).

**56/22**

**DATE OF NEXT MEETING**

Tuesday 12<sup>th</sup> April 2022 was noted as the next committee meeting date.

Meeting closed 8.22pm.

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

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