



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 17TH MAY 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7PM

MINUTES

Present: Cllr A Copus, Cllr C Kemp, Cllr J Fynes, Cllr N Fox, Cllr S Frossard, Cllr M Peet (from 7.11pm) & L Smith (Clerk)

No members of the public were present.

74/22 CHAIRMAN'S ANNOUNCEMENTS
The Chairman requested that mobile phones were turned off.

75/22 APOLOGIES FOR ABSENCE
Cllr L Singleton.

76/22 DECLARATIONS OF INTEREST
Cllr Frossard declared an interest in agenda item 13 as she had submitted an expense claim.

77/22 MINUTES OF THE PREVIOUS MEETING
The Minutes of the meeting held on 12th April 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.

78/22 MATTERS ARISING FROM THOSE MINUTES
There were none.

79/22 PUBLIC PARTICIPATION SESSION
No members of the public were present.

80/22 SALES INCOME
The sales income for allotments, the Christmas Event, the Farmers Markets and Petworth Pages were presented by the Clerk. She reported that there were 2 outstanding invoices for adverts in the spring 2022 edition of the magazine and 7 outstanding invoices for adverts in the summer 2022 edition. The Clerk advised that 2 invoices for adverts in the Christmas town map remained unpaid. The Chairman asked the Clerk to send a final reminder to the 2 businesses advising that small claims action would be taken should the invoices remain unpaid at 31st May 2022. The Clerk reported that invoices for the allotments had been issued on the 4th April 2022. She advised that payment for 16 of the council's allotment plots had not yet been received.

81/22 2021/2022 FINANCIAL YEAR ACCOUNTS

The Chairman reported that the final 2021/22 financial year accounts showed a surplus of £1,486.

82/22 APRIL 2022 ACCOUNTS

The Chairman presented the accounts for the first month of the 2022/23 financial year advising that the run rate on expenditure was at 10.1%. He reported that the Internal Auditor had advised that the salary, PAYE & pension payments should be posted as per the payments recorded on the bank statements. The Chairman asked the Clerk to query this advice with Rialtas Business Solutions. The Chairman also asked the Clerk to review the elections & traffic work codes.

83/22 BANK RECONCILIATION AS AT END OF APRIL 2022

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

84/22 BALANCE SHEET

The Chairman presented the balance sheet.

85/22 UPCOMING COSTS

Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to approve the purchase of 200 A4 Platinum Jubilee posters from Eyelevel Design at a cost of £70, the printing of 8.700 copies of the summer edition of Petworth Pages from Inca Creative Print at a cost of £3,550 and the purchase of the following items for Petworth in Bloom:

- Aluminium Signs - £360
- Compost - £200
- Hi Viz jackets - £40
- Gravel - £100
- Plants - £1,400
- Planter for the light standard at the top of North Street - £35

86/22 INVOICES FOR APPROVAL

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

Supplier / Payee	Net (£)	VAT (£)	Total (£)	Goods & Services
Cloudy IT	99	19.80	118.8	Monthly licenses & support
HJS Land Services	3010	602	3612	April 2022 grounds maintenance
Rialtas Business Solutions	600	120	720	Year end online closedown
Petworth Park Sports	114		114	6 hours mowing in April
Greenscape Grounds Maintenance	100	20	120	2 play area inspections in April 2022
Laura Smith			2927.81	May salary
HMRC			1492.65	May HMRC payment
Nest			285.83	May pension contribution
Hennings	65.32	13.06	78.38	Refreshments for Annual Town Meeting
Valens Water Ltd (Delia Thornton)	230		230	Bottle filler legionella testing
Austens	130.83	26.17	157	Various items for Petworth in Bloom
Petworth Park Sports	50		50	5 hours mowing in March
BT	120.23	24.04	144.27	15 th March – 14 th May 2022 phones & broadband
P Hewlett	91.70		91.70	Mileage expenses

P Hewlett	178.75	35.75	214.50	Lightweight trolley, hose connector, stationary & blackboard
Business Stream	31.73		31.73	Office water 10 th February – 19 th April 2022
Royal Mail	1453.62	289.85	1743.47	Delivery of summer 2022 Petworth Pages
Business Stream	145.11		145.11	Station Rd allotments water 14 th January – 25 th April 2022
S Frossard	53.96		53.96	Annual Town Meeting expenses
SSE	183.50	9.16	192.66	Street lighting 2 nd April – 3 rd May 2022
L Smith	1.30		1.30	Milk & water expenses

87/22 BARCLAYCARD EXPENDITURE

The Clerk reported that the Council's Credit Card had been used for the following purchases:

Supplier / Payee	Net (£)	VAT (£)	Total (£)	Goods & Services
CPC (Premier Farnell UK)	9.69	1.94	11.63	Cable ties

88/22 GRANT APPLICATION

There were no grant applications.

89/22 INSURANCE

Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to instruct BHIB Councils Insurance to provide the Council's insurance from 1st June 2022 on a 3-year long term agreement at a cost of £1,457.95 for the period 1st June 2022 – 31st May 2023. Cllr Copus to report the instruction of the 3-year agreement to Full Council.

90/22 ACTION LIST

This was reviewed and updated (see attached schedule).

91/22 DATE OF NEXT MEETING

Tuesday 14th June 2022 was noted as the next committee meeting date.

Meeting closed 8.06pm.

Signed: _____
Chairman

Dated: _____