



Petworth Town Council

The Old Bakery, Golden Square,
Petworth, West Sussex GU28 0AP
T: 01798 344883

clerk@petworth-tc.gov.uk

FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 14TH JUNE 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 L Singleton, Cllr M Peet & L Smith (Clerk)

No members of the public were present.

- 92/22 ELECTION OF CHAIRMAN**
Upon the proposal of Cllr Fox, seconded by Cllr Kemp, Cllr A Copus was elected Chairman of the Finance & General Purposes committee.
- 93/22 ELECTION OF VICE CHAIRMAN**
Upon the proposal of Cllr Fynes, seconded by Cllr Singleton, Cllr N Fox was elected Vice Chairman of the Finance & General Purposes committee.
- 94/22 CHAIRMAN'S ANNOUNCEMENTS**
The Chairman requested that mobile phones were turned off and pointed out the fire exit.
- 95/22 APOLOGIES FOR ABSENCE**
Cllr S Frossard.
- 96/22 DECLARATIONS OF INTEREST**
Cllr Copus declared an interest in agenda item 14 as he had submitted an expense claim.
- 97/22 MINUTES OF THE PREVIOUS MEETING**
The Minutes of the meeting held on 17th May 2022 were approved and signed by the Chairman as a true and accurate record of the meeting.
Proposed Cllr Copus, seconded Cllr Fynes, unanimously agreed.
- 98/22 MATTERS ARISING FROM THOSE MINUTES**
There were none.
- 99/22 PUBLIC PARTICIPATION SESSION**
No members of the public were present.
- 100/22 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 Christmas Event adverts had been paid, that there was no outstanding money due from Food Rocks for the Farmers Market, that

all but one invoice for the allotments during 2022/23 had been paid and that there were 6 outstanding invoices for adverts in the summer 2022 edition of Petworth Pages.

101/22 MAY 2022 ACCOUNTS

The Chairman presented the accounts for the first 2 months of the 2022/23 financial year. He reported that the run rate on expenditure was at 19.9% however he advised that excluding the transfer of ear marked reserves, the run rate was 18.2%, which was just above the assumed run rate of 16.7% for the time of year.

102/22 BANK RECONCILIATION AS AT END OF MAY 2022

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

103/22 BALANCE SHEET

The Chairman presented the balance sheet.

104/22 UPCOMING COSTS

The Clerk advised that there were no upcoming costs requiring the committee's approval.

105/22 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	2420	484	2904	May 2022 grounds maintenance
Krokus	40	8	48	Bus shelter & phone box clean 19 th May 2022
Petworth Park Sports	335		335	33.5 hours mowing in May 2022
Greenscape Grounds Maintenance	100	20	120	2 play area inspections in May 2022
Laura Smith			2927.81	June salary
HMRC			1492.65	June HMRC payment
Nest			285.83	June pension contribution
Muckle	1086.50	217.30	1303.80	Legal services
Petworth Park Sports	448		448	34 hours mowing during April & May
Austens	267.38	53.47	320.85	Various items for Petworth in Bloom
Community Minibus Association (West Sussex)	20		20	Annual affiliates registration fee
BT	120.41	24.08	144.49	1 st May – 14 th June 2022 phones & broadband
Shirley Smith & Sons	1875	375	2250	Second & final payment for the Platinum Jubilee seat
David Francis	250		250	Wavy Davy fee for performance at the Platinum Jubilee Big Lunch
Petworth Builders & Roofers	1685	337	2022	Repairs to the tower at Hampers Common play area
Auditing Solutions	460	92	552	Final internal audit fee
Petworth Nurseries	49.80	9.96	59.76	Plants for Petworth in Bloom
Charlotte Hamilton	34.01		34.01	4 new jerkins for Petworth in Bloom committee
SSE	170.17	8.49	178.66	Street lighting 4 th May – 1 st June 2022

L Smith	58.05		58.05	Statutory declaration fee, postage for lease & thank you gift for Cllr Desai
Cllr A Copus	9.35		9.35	Sandwiches for the Jubilee bunting team
Eyelevel	750	150	900	June payment for Petworth Pages editorial
West Sussex County Council	585.06	117.01	702.07	Street lighting maintenance for the 2021/22 financial year
Alex Kramp	178.50		178.50	Watering from 27 th April – 8 th June 2022
The Leconfield Singers	350		350	Singing at the Platinum Jubilee beacon lighting event

106/22 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
Spriggs Florist	35		35	Flowers for Cllr Singleton

107/22 GRANT APPLICATION

The committee considered a grant application from Petworth Community Garden to assist with the cost of the Secret Gardens event. Under the proposal of Cllr Copus, seconded by Cllr Fox, it was unanimously resolved to request the Community Garden submit an income and expenditure forecast for Full Council's consideration at their meeting on Thursday 16th June.

108/22 YEAR END INTERNAL AUDIT REPORT

Cllr Copus presented the year end internal audit report and advised that there was one recommendation for the committee's consideration: "Only the value of the payment made to the payee should be recorded in the Rialtas cashbook. The deductions for National Insurance, PAYE and pensions should be recorded under HMRC and the name of the Pension scheme provider." The Clerk reported that she had spoken with Rialtas regarding the auditor's recommendation, and they had advised the Council could record these payments as they see fit. Under the proposal of Cllr Copus, seconded by Cllr Fox, it was unanimously resolved to thank the auditor for her report and to inform her that the Council would record payments as they had done in previous years thereby showing the cost to the council, for each payment.

109/22 PROPOSAL FROM THE FRIENDS OF ST MARY'S

The Clerk presented a proposal from the Friends of St Mary's whereby they had offered to fund up to 50% of the cost to rectify the long-standing issues with the Church Clock. Under the proposal of Cllr Kemp, seconded by Cllr Fynes, it was unanimously resolved to thank the Friends of St Mary's for their proposal, to send them the report received from the Church Clock contractors, to establish how the Council could recognise their donation to the cost of the repairs and to enquire as to how the Council inherited the Church's Clock.

110/22 SECTION 106 FUNDING

The Clerk presented a response received from the South Downs National Park Authority following the committee's query regarding diverting Section 106 funds received for the Old Bakery phone box to another community facility project. Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved that the Clerk would establish whether the Trump Alley resurfacing project could be supported by the Section 106 funds and for Cllr Copus to request a view from the Council at their next meeting.

111/22 ACTION LIST

This was reviewed and updated (see attached schedule).

112/22 DATE OF NEXT MEETING

Tuesday 19th July 2022 was noted as the next committee meeting date.

Meeting closed 7.59pm.

Signed: _____
Chairman

Dated: _____