



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 19<sup>TH</sup> JULY 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 & L Smith (Clerk)
- No members of the public were present.
- 113/22 CHAIRMAN'S ANNOUNCEMENTS**  
The Chairman requested that mobile phones were turned off and pointed out the fire exit.
- 114/22 APOLOGIES FOR ABSENCE**  
Cllr L Singleton.
- 115/22 DECLARATIONS OF INTEREST**  
There were none offered.
- 116/22 MINUTES OF THE PREVIOUS MEETING**  
The Minutes of the meeting held on 14<sup>th</sup> June 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.
- 117/22 MATTERS ARISING FROM THOSE MINUTES**  
There were none.
- 118/22 PUBLIC PARTICIPATION SESSION**  
No members of the public were present.
- 119/22 SALES INCOME**  
The sales income for allotments, the Farmers Markets and Petworth Pages were presented by the Clerk. She reported that £217 had been received from Food Rocks South for the April to June 2022 Farmers Markets, that all invoices for the allotments during 2022/23 had been paid, that there were 2 outstanding invoices for adverts in the summer 2022 edition of Petworth Pages and that having issued invoices for the autumn 2022 edition of Petworth Pages on 15<sup>th</sup> July 2022, the income for 12 adverts had been received.
- 120/22 JUNE 2022 ACCOUNTS**  
The Chairman presented the accounts for the first 3 months of the 2022/23 financial year. He reported that the run rate on expenditure was at 28.2% however he advised that excluding the

transfer of ear marked reserves, the run rate was 25%, which was the assumed run rate for the time of year.

The Chairman asked the Clerk to establish the scale of charges for the External Audit and to query when the contract between NALC and Moore Stephens is due for review.

The Clerk advised that she would include a full year forecast on the agenda for the August 2022 Finance & General Purposes committee meeting.

**121/22 BANK RECONCILIATION AS AT END OF JUNE 2022**

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

**122/22 BALANCE SHEET**

The Chairman presented the balance sheet.

**123/22 UPCOMING COSTS**

Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was unanimously resolved to approve the transfer of £2,300 to Petworth Park Sports for the purchase of equipment to be used by the community at Petworth Park Sports Ground, to purchase 2,500 leaflets from Easy Fast Print for distribution via The Old Bakery Phone Box and to allocate £500 to fund Mr A Kramp's participation in a Routine Play Area Inspectors training day.

**124/22 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. The Chairman asked the Clerk to review the invoice for watering received from Mr A Kramp prior to making the payment.

Supplier / Payee	Net (£)	VAT (£)	Total (£)	Goods & Services
Cloudy IT	99	19.80	118.8	Monthly licenses & support
HJS Land Services	2595	519	3114	June 2022 grounds maintenance
Petworth Park Sports	120		120	12 hours mowing in June 2022
Laura Smith			2927.81	July salary
HMRC			1492.65	July HMRC payment
Nest			285.83	July pension contribution
Steeple Graphics	331		331	Signs & stickers for Petworth in Bloom
Austens	233.12	46.63	279.75	Various items for Petworth in Bloom
Mulberry & Co	50	10	60	Cllr Boye's participation in The Role of Parish Councillors training course
BT	130.41	26.08	156.49	Phones & broadband
Mulberry & Co	50	10	60	Cllr Truscott's participation in The Role of Parish Councillors training course
Andrew Goddard	250		250	Handyman services
Fire Risk UK	70.40	14.08	84.48	Annual maintenance of portable fire extinguishers
Cllr P Hewlett	76.63	15.33	91.96	Expenses for Petworth in Bloom
Business Stream	220.16		220.16	Station Road allotments water 25 <sup>th</sup> April – 5 <sup>th</sup> July 2022
Chichester District Council	1300	260	1560	Office rent from 25 <sup>th</sup> June to 24 <sup>th</sup> September 2022
SSE	173.73	8.68	182.41	Street lighting 2 <sup>nd</sup> June – 1 <sup>st</sup> July 2022
Cllr P Hewlett	18		18	Mileage expenses

Eyelevel	750	150	900	July payment for Petworth Pages editorial
Alex Kramp	671.25		671.25	Watering from 12 <sup>th</sup> June – 17 <sup>th</sup> July 2022

Under the proposal of Cllr Copus, seconded by Cllr Frossard, it was unanimously resolved to seek the approval of Full Council to pay the Muckle LLP invoice totalling £1,298.50, for the provision of legal services relating to Petworth Park Sports.

The Chairman asked the Clerk to request recommendations to reduce the time taken to water the town's plants from Mr A Kramp for consideration by the Open Spaces committee.

Cllr Frossard suggested the Clerk could explore whether there were any funds available from Chichester District Council to assist with the cost of the town's watering.

Cllr Fynes offered to send the Clerk a quote for the printing of Petworth Pages, for comparison with the Council's current supplier.

**125/22 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
Amazon	15.56	3.12	18.68	Mobile phone case & screen protectors

**126/22 GRANT APPLICATION**

There were none.

**127/22 ACTION LIST**

This was reviewed and updated (see attached schedule).

**128/22 DATE OF NEXT MEETING**

Monday 15<sup>th</sup> August 2022 was noted as the next committee meeting date. Cllr Fox offered his apologies for the next meeting as he was on holiday.

Meeting closed 7.48pm.

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

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