



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON MONDAY 15TH AUGUST 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 L Singleton, Cllr S Frossard & L Smith (Clerk)

No members of the public were present.

129/22 CHAIRMAN'S ANNOUNCEMENTS

The Chairman requested that mobile phones were turned off and pointed out the fire exit.

130/22 APOLOGIES FOR ABSENCE

Cllr N Fox & Cllr M Peet.

131/22 DECLARATIONS OF INTEREST

Cllr Copus declared an interest in the grant application received from Petworth Park Sports which would be considered during agenda item 16.

132/22 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 19th July 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.

133/22 MATTERS ARISING FROM THOSE MINUTES

There were none.

134/22 PUBLIC PARTICIPATION SESSION

No members of the public were present.

135/22 SALES INCOME

The sales income for allotments, the Farmers Markets and Petworth Pages were presented by the Clerk. She reported that no monies were owed from Food Rocks South for the Farmers Market, that all invoices for the allotments during 2022/23 had been paid, that there were 5 outstanding invoices for adverts in the autumn 2022 edition of Petworth Pages and that all invoices for adverts in the summer 2022 edition of Petworth Pages had been paid. The Clerk advised that invoices for stall bookings at the Christmas Event would be raised over the coming weeks, as traders apply for pitches.

136/22 JULY 2022 ACCOUNTS

The Chairman presented the accounts for the first 4 months of the 2022/23 financial year. He reported that the run rate on expenditure was at 36.2% however he advised that excluding the transfer of ear marked reserves, the run rate was 33.3%, which was the assumed run rate for the time of year.

137/22 FULL YEAR FORECAST

The Chairman reported that the full year forecast displayed a surplus of £5,082 at the end of the financial year.

138/22 BANK RECONCILIATION AS AT END OF JULY 2022

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

139/22 BALANCE SHEET

The Chairman presented the balance sheet. The Chairman asked the Clerk to submit a VAT return for the year to date.

140/22 UPCOMING COSTS

- i) Under the proposal of Cllr Frossard, seconded by Cllr Copus, it was unanimously resolved to recommend the replacement of 3 street light photocells from full to part night and the installation of 3 LED street lights in Rosemary Gardens at a cost of £3,988.70, to Full Council (subject to approval of the LED lights design by the Open Spaces committee).
- ii) Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously resolved to approve the purchase of plants for winter & spring flowering at a cost of £401.10, of bulbs for winter & spring flowering at a cost of £205, of high vis vests at a cost of £200 and to sign up to MIW Water Cooler Experts silver maintenance plan for the bottle filler in Rosemary Gardens, for 2 years at a cost of £200 per year.

141/22 INVOICES FOR APPROVAL

The Clerk presented the invoices requiring payment. Under the proposal of Cllr Singleton, seconded by Cllr Kemp, 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	1165	233	1398	July 2022 grounds maintenance
Petworth Park Sports	100		100	10 hours mowing in June 2022
Laura Smith			2957.62	August salary
HMRC			1492.65	August HMRC payment
Nest			285.83	August pension contribution
Chichester District Council	63.66		63.66	Garden waste service 1 st September 2022 – 31 st August 2023
Austens	242.02	48.40	290.42	Various items for Petworth in Bloom & oil for wood treatment of benches & play area
Inca Creative Print	3550		3550	Printing of the autumn 2022 edition of Petworth Pages magazine
BT	120.51	24.10	144.61	Phones & broadband
Business Stream	50.89		50.89	Office water 19 th April – 10 th August 2022
Andrew Goddard	50		50	Handyman services
Tawny Nurseries	2440.84	97.63	2538.47	Plants, hanging baskets & troughs
Cllr P Hewlett	119.17		119.17	Plants to replace those that had been removed / died & lunch for national In Bloom judges.

Community Minibus Association (West Sussex)	76.50		76.50	Minibus mileage costs for Petworth in Bloom judging on 12 th July & 25 th July 2022
Lowaters Nursery	589.94	118	707.94	Plants for Petworth Park Sports Ground
SSE	177.65	8.87	186.52	Street lighting 2 nd July – 1 st August 2022
The Leconfield Estates	138.65		138.65	Water at Tillington Road allotments 29 th March – 28 th June 2022
Eyelevel	750	150	900	August payment for Petworth Pages editorial
Delia Thornton (Valens Water)	280		280	Quarterly bottle filler water testing
Royal Mail	1453.62	289.85	1743.47	Delivery of the autumn 2022 edition of Petworth Pages magazine
Mr C Fynes	333.50		333.50	Printing of 2,500 leaflets for the phone box
South & South East in Bloom	40		40	Two places at the South & South East in Bloom awards event

Under the proposal of Cllr Copus, seconded by Cllr Frossard, it was unanimously resolved to seek the approval of Full Council to pay an invoice received from Mr A Kramp totalling £577.70, for the watering of plants & hanging baskets from 18th July to 7th August 2022.

142/22 BARCLAYCARD EXPENDITURE

The Clerk reported that the Council's Credit Card had not been used since the last committee meeting:

143/22 EVENTS & PROMOTIONS OFFICER

The Chairman reported that following the resolution at the July Full Council meeting, the staffing working group had not met to produce a draft job description, person specification and contract of employment (including recommended hours & salary) hence the Events & Promotions Officer item would be deferred to the September 2022 committee meeting.

144/22 GRANT APPLICATION

- i) Under the proposal of Cllr Fynes, seconded by Cllr Copus, it was resolved to recommend the award of £564 to Family Support Work for the purchase of materials for their drop-in sessions, to Full Council.
- ii) Under the proposal of Cllr Frossard, seconded by Cllr Kemp, it was resolved to recommend the award of £328 to Petworth Park Sports for the purchase of 4 faux lead planters, to Full Council.

145/22 ACTION LIST

This was reviewed and updated (see attached schedule).

146/22 DATE OF NEXT MEETING

Tuesday 20th September 2022 was noted as the next committee meeting date.

Meeting closed 7.58pm.

Signed: _____
Chairman

Dated: _____