



Petworth Town Council

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FINANCE AND GENERAL PURPOSES

A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 27TH SEPTEMBER 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7PM

MINUTES

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

No members of the public were present.

147/22 CHAIRMAN'S ANNOUNCEMENTS

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

148/22 APOLOGIES FOR ABSENCE

Cllr C Kemp & Cllr L Singleton.

149/22 DECLARATIONS OF INTEREST

There were none offered.

150/22 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 15th August 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.

151/22 MATTERS ARISING FROM THOSE MINUTES

There were none.

152/22 PUBLIC PARTICIPATION SESSION

No members of the public were present.

153/22 SALES INCOME

The sales income for Petworth Pages & the Christmas Market were presented by the Clerk. She reported that all invoices for advertising in Petworth Pages had been paid & that £3,495 worth of invoices had been raised for the Christmas Market on 3rd December 2022.

154/22 AUGUST 2022 ACCOUNTS

The Chairman presented the accounts for the first 5 months of the 2022/23 financial year. He reported that the run rate on expenditure was at 45.1% however he advised that excluding the transfer of ear marked reserves, the run rate was at 42.2%, which was just over the assumed run rate of 41.7% for the time of year.

155/22 FULL YEAR FORECAST

The Chairman reported that the full year forecast displayed a surplus of £6,540 at the end of the financial year.

156/22 BANK RECONCILIATION AS AT END OF AUGUST 2022

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

157/22 BALANCE SHEET

The Chairman presented the balance sheet. He asked the Clerk to include investment opportunities on the agenda for the October meeting.

158/22 UPCOMING COSTS

- i) Under the proposal of Cllr Copus seconded by Cllr Fox, it was unanimously resolved to approve the purchase of a defibrillator battery at a cost of £258.33 from Harper Office.
- ii) Cllr Frossard to investigate the cost of 5 train tickets for the In Bloom volunteers to attend the national awards ceremony on 10th October 2022 for consideration by Full Council at the meeting on 29th September 2022.

159/22 INVOICES FOR APPROVAL

- i) The Clerk presented the invoices requiring payment. Under the proposal of Cllr Copus, 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	99	19.80	118.8	Monthly licenses & support
HJS Land Services	1450	290	1740	August 2022 grounds maintenance
Petworth Park Sports	105		105	10.5 hours mowing in July 2022
Laura Smith			2957.62	September salary
HMRC			1462.84	September HMRC payment
Nest			285.83	September pension contribution
Chichester District Council	1300	260	1560	Office rent from 25 th September – 24 th December 2022
Austens	10.47	2.09	12.56	Materials for the removal & storage of bunting
The Leconfield Estates	750		750	Allotments lease from 29 th September 2022 – 24 th March 2023
BT	121.11	24.22	145.33	Phones & broadband September 2022
Petworth Business Association	52		52	Farmers Market community membership for 2022/23
UK Debt Management Office	4480.24		4480.24	Public Works Loan Board repayment for play area loans
Leconfield Hall	252		252	Ground floor of Hall hire for Christmas Market on 3 rd December 2022
Datacenta	125	25	150	Renewal for website domain name from 6 th November 2021 – 5 th November 2023
Cllr S Atkins	6		6	Expenses for land registry search re BT Telephone Exchange
Amazon	158.44	31.75	190.19	High vis jackets
SSE	177.65	8.87	186.52	Street lighting 2 nd August – 1 st September 2022
Alex Kramp	281.25		281.25	Watering from 10 th – 21 st August 2022
Eyelevel	750	150	900	September payment for Petworth Pages

				editorial
National Trust	1027.40		1027.40	Rent of Petworth Park Sports Ground from 22 nd March 2022 – 31 st March 2023
Krokus	40	8	48	Bus shelter & phone box clean on 16 th August 2022
BT	130.41	26.08	156.49	Phones & broadband August 2022

- ii) Under the proposal of Cllr Copus, seconded by Cllr Frossard, it was unanimously resolved to seek the approval of Full Council to pay invoices received from Muckle LLP totalling £1,219 for legal services regarding Petworth Park Sports and from SLCC totalling £351 for annual membership from 1st October 2022 – 30th September 2023.
- iii) The Chairman asked the Clerk to identify whether the Council is eligible for a rebate on electricity used for the street lights.

160/22 BARCLAYCARD EXPENDITURE

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

161/22 GRANT APPLICATION

There were none.

162/22 MARKET STALLS

The committee considered an email received from the Chairman of the Petworth Business Association. Under the proposal of Cllr Copus, seconded by Cllr Peet, it was resolved to seek the approval of Full Council to purchase the trailer from Mr J Riddell for £2,000 and to add the stalls to the Council's asset register should the PBA wish to donate them to the council. The committee did not feel it appropriate to pay for the market stalls as they had originally been purchased by the PBA using a grant provided by Chichester District Council, another public authority.

163/22 OPTION TO OPT OUT OF THE SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT ARRANGEMENTS

Under the proposal of Cllr Frossard, seconded by Cllr Fox, it was unanimously resolved to remain in the SAAA central external auditor appointment arrangements at a cost of £420 per year. Cllr Copus to advise Full Council at the meeting on 29th September 2022.

164/22 APPROVAL TO USE DIRECT DEBITS & BACS PAYMENTS

Having reviewed the direct debits & the list of existing BACS payees, under the proposal of Cllr Copus, seconded by Cllr Frossard, it was unanimously resolved to continue to use direct debits & BACS payments. Cllr Copus asked the Clerk to delete payees who had not been paid by the Council within the last 12 months from the internet banking account.

165/22 REVIEW OF FINANCIAL PROCEDURES & FINANCIAL REGULATIONS

Under the proposal of Cllr Copus, seconded by Cllr Fox, it was unanimously resolved to recommend Full Council approve & adopt the financial procedures & financial regulations at the meeting on 29th September 2022.

166/22 ACTION LIST

This was reviewed and updated (see attached schedule).

167/22 DATE OF NEXT MEETING

Tuesday 18th October 2022 was noted as the next committee meeting date.

Meeting closed 8.06pm.

Signed: _____

Dated: _____

Chairman