



# Petworth Town Council

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## FINANCE AND GENERAL PURPOSES

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TOOK PLACE ON TUESDAY 18<sup>TH</sup> OCTOBER 2022 AT PETWORTH TOWN COUNCIL, THE OLD BAKERY, GOLDEN SQUARE, PETWORTH, COMMENCING AT 7PM**

### MINUTES

**Present:** Cllr A Copus, Cllr L Singleton, Cllr N Fox, Cllr J Fynes, Cllr C Kemp & L Smith (Clerk)

No members of the public were present.

**168/22 CHAIRMAN'S ANNOUNCEMENTS**

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

**169/22 APOLOGIES FOR ABSENCE**

Cllr S Frossard & Cllr M Peet.

**170/22 DECLARATIONS OF INTEREST**

There were none offered.

**171/22 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 27<sup>th</sup> September 2022 were approved and signed by the Chairman as a true and accurate record of the meeting.

Proposed Cllr Fynes, seconded Cllr Fox, unanimously agreed.

**172/22 MATTERS ARISING FROM THOSE MINUTES**

The Clerk reported that the Chairman of Petworth Business Association would discuss the Council's resolution regarding the market stalls with the PBA committee at their next meeting. Cllr Copus advised that he would discuss the Council's purchase of the trailer with Mr J Riddell.

**173/22 PUBLIC PARTICIPATION SESSION**

No members of the public were present.

**174/22 SALES INCOME**

The sales income for Petworth Pages, the Farmers Market & the Christmas Market were presented by the Clerk. She reported that invoices for advertising in the winter 2022 edition of Petworth Pages had been distributed on 17<sup>th</sup> October 2022, with 6 payments having been made to date. The Clerk advised that Food Rocks had paid an invoice to the value of £199.50 which was 10% of the income they received for stall bookings at the July, August & September 2022 Farmers Markets. She reported that 5 invoices for stalls at the Christmas Event had not yet been paid.

**175/22 SEPTEMBER 2022 ACCOUNTS**

The Chairman presented the accounts for the first 6 months of the 2022/23 financial year. He reported that the run rate on expenditure was at 52.2% however he advised that excluding the transfer of ear marked reserves, the run rate was at 49%, which was just below the assumed run rate of 50% for the time of year.

**176/22 FULL YEAR FORECAST**

The Chairman reported that the full year forecast displayed a surplus of £5,535 at the end of the financial year.

**177/22 BANK RECONCILIATION AS AT END OF SEPTEMBER 2022**

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

**178/22 BALANCE SHEET**

The Chairman presented the balance sheet. Under the proposal of Cllr Copus, seconded by Cllr Fox, it was resolved to invest £10,000 of the Council's funds in to a 1-year bond. Cllr Copus advised that he would research the best available product in order to make a recommendation to the Full Council meeting on 20<sup>th</sup> October 2022.

**179/22 UPCOMING COSTS**

- i) Under the proposal of Cllr Copus seconded by Cllr Fox, it was resolved to approve the purchase of the below goods & services:

Supplier / Payee	Net (£)	VAT (£)	Total (£)	Goods & Services
Tawny Nurseries	43.20	1.73	44.93	100cm fibre clay slate trough to replace the damaged planter at the Barrie Light standard.
Glasdon UK	205.13	41.03	246.16	Bollard for the Cut.
HJS Land Services	480	96	576	To remove 2 berberis hedges in Rosemary Gardens.
HJS Land Services	650	130	780	To cut back the hedge on the perimeter of Angel Street allotments.
Amazon	74.98	15	89.98	2 strings of 16m lights for the Christmas tree.
Steel band	200		200	To perform at the Christmas event.
Petworth Town Band	300		300	To perform at the Christmas event.
Various	300		300	Marshalls at the Christmas event.

- ii) Under the proposal of Cllr Copus, seconded by Cllr Kemp, it was resolved to recommend to Full Council the instruction of Mr J Harper to undertake works on the wall at Rosemary Gardens at a cost of £7,850.

**180/22 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	4165	833	4998	September 2022 grounds maintenance
Eyelevel	70	14	84	200 flyers for the Platinum Jubilee
Laura Smith			2957.62	October salary
HMRC			1462.84	October HMRC payment

Nest			285.83	October pension contribution
Eyelevel	755	151	906	2,500 leaflets for the 2021 Christmas event
Austens	8.39	1.68	10.07	Padlock, hasp & screws for noticeboard
Cllr P Hewlett	78.85		78.85	Expenses for the In Bloom ceremonies & a wreath to mark the death of The Queen
J Parker Dutch Bulbs	185.50	37.10	222.60	Bulbs for the winter & spring planting
Eyelevel	750	150	900	October payment for Petworth Pages editorial

- ii) Under the proposal of Cllr Copus, seconded by Cllr Singleton, it was unanimously resolved to seek the approval of Full Council to pay an invoice received from The Leconfield Hall totalling £216 for hire of the Lower Hall for the Platinum Jubilee events on the 4<sup>th</sup> & 5<sup>th</sup> June 2022.
- iii) Cllr Kemp suggested that the Council should increase the grounds maintenance budget for 2023/2024; he advised that grass cutting is starting earlier and finishing later in the calendar year.
- iv) Cllr Copus to advise Full Council that an invoice from Eyelevel totalling £755 relating to leaflets made for the 2021 Christmas event had been received in October 2022 and would impact the accounts during the 2022/2023 financial year.

**181/22**

**BARCLAYCARD EXPENDITURE**

The Clerk reported that the Council's Credit Card had been used to pay Chichester District Council £260 for the August 2022 Farmers Market parking bay suspensions.

**182/22**

**GRANT APPLICATION**

The committee considered a grant application from Petworth & District Community Association (P&DCA) to assist with the cost of the Bonfire event. Under the proposal of Cllr Copus, seconded by Cllr Fox, it was unanimously resolved to recommend Full Council award a grant of £419.80 to the P&DCA to cover the cost of 10 LED twin tripod work lights.

**183/22**

**ACTION LIST**

This was reviewed and updated (see attached schedule).

**184/22**

**DATE OF NEXT MEETING**

Tuesday 15<sup>th</sup> November 2022 was noted as the next committee meeting date.

Meeting closed 7.55pm.

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

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