

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on 15 December 2011 in the Council Chamber, Town Hall, Petersfield.

PRESENT: Cllr P Marshall (Chairman), Cllr V Clarke,
Cllr Mrs S Harwood, Cllr C Mills and Cllr Ms M Vincent.

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk), Mrs S McMorran (Deputy Town Clerk).

F 0439 CHAIRMAN'S COMMENTS

In view of Cllr Ayer's resignation from the Town Council the Chairman asked the Town Clerk to outline the process for his replacement.

The Town Clerk advised that Electoral Services at EHDC had been advised of the vacancy. The vacancy was currently being advertised and if 10 or more electors required an election then this would be held. If an election was not required then co-option would take place. He suggested that at the January meeting the committee discuss the process for the co-option, which would probably take place at the February Full Council meeting. The Grounds committee would appoint a Chairman at their January meeting and Finance and General Purposes would need to appoint a Deputy Chairman at the January meeting. If the new Chairman of Grounds was currently a member of Finance and General Purposes committee then Council would need to appoint another member to Finance and General Purposes committee.

The Chairman advised that he had had a call from the Petersfield Post asking if the precept was going to be re-visited and would it mean an increase. He had stated that this was unknown at the present time but that Council would look carefully at all options once the facts were presented at the meeting in January.

Finally the Chairman advised that EHDC had invited a Petersfield Town Councillor to sit on the Sheet Governance Review Working Group and this would be an agenda item for the January Full Council meeting.

F 0440 APOLOGIES FOR ABSENCE

There were no apologies for absence.

F 0441 DECLARATIONS OF INTEREST

Cllr Clarke declared a personal, non prejudicial interest as he was Chairman of the Diamond Jubilee working party, minute number F 0447 refers.

F 0442 PUBLIC REPRESENTATION

No requests to speak had been received.

F 0443 APPROVAL OF MINUTES

RESOLVED that the minutes of the meeting held on 24 November 2011 be approved.

F 0444 **FINANCIAL RECOMMENDATIONS**

a. Grounds Committee

No meeting held in December

b. Public Halls

No meeting held in December

F 0445 **TOWN CLERK'S FINANCIAL REPORT**

Members received and noted the Financial Report from the Town Clerk, copy attached to these minutes at Appendix A.

F 0446 **BANK RECONCILIATION**

Members received and noted the latest bank reconciliation, copy attached to these minutes at Appendix B.

F 0447 **DIAMOND JUBILEE - TO CONSIDER CASH FLOW**

It had been resolved at the Full Council meeting held on 5 December that this committee look at the cash flow for the Diamond Jubilee working party (C0422 refers).

Cllr Clarke went through the figures provided at the Council meeting and advised of some changes.

Following consideration it was

RECOMMENDED that

- the estimated projects from the Diamond Jubilee Working Party with the following amendments be accepted and agreed:
Expenditure on the Band in June to be £1550, on prizes for schools to be £150 in June, income on Stamp covers to be £750 in July. A4 Booklets in July to be £750 A5 booklets in June to be £300, A5 booklets to be £500 in May and Hog Roast to be £200 in May
- there be an advance from the contingency fund up to £3,000 to cover expenditure for this event with profits covering at least this sum. If there was any shortfall from the income then this sum would be covered from the contingency fund.

F 0448 **REPORT FROM THE MAXIMISING INCOME WORKING PARTY**

Members received a report from the Chairman from the Maximising Income Working Party, copy attached to these minutes at Appendix C.

RESOLVED that the report was received and recommendations approved.

F 0449 **DEBIT AND CREDIT CARDS**

Members received a report and recommendations from the Town Clerk regarding acceptance of debit and credit cards payments by the Town Council, copy attached to these minutes at Appendix D.

Following consideration it was

RESOLVED that

- Lloyds TSB be adopted as the Town Council's means of accepting payments from the public by way of credit and debit cards
- A minimum payment of £10 per transaction applies to payments by credit and debit card
- A processing fee of £1 per transaction be applied for the payment by credit cards.

There being no further business the meeting closed at 7.05 pm



FINANCE REPORT

As with the Clerk's Report to Council, this report is not an item of debate, but seeks to inform councillors of all matters financial, including income and expenditure against budget, the level of balances held, proposed movements of deposits, future plans as well as seasonal issues, such as the Audit and Budget setting processes. If councillors consider a matter included in the report is in need of debate, the subject can be added to a future meeting's agenda for this purpose. I will always endeavour to answer any questions raised from the content of the report, but please bear in mind that if further investigation is necessary, answers will need to be given outside the meeting.

Bank Accounts

	<u>£</u>
Lloyds TSB Current Account	250.00
Lloyds TSB 30 Day Account	50,715.21
Clydesdale 30 Day Notice Account	173,928.49
Clydesdale Term Deposit	152,550.00
Clydesdale Current Account	0.00
Scottish Widows Bank Term Deposit	276,664.42

Total **654,108.12**

Town Mayor's Charity Account 1,054.06

Clydesdale's rating on Bank Deposits with Moody's is A2 with a stable outlook, Lloyds TSB is A1 but under watch for a possible downgrade and Scottish Widows rating is A1 with a stable outlook. Notice has been given for a further withdrawal of £50,000 from the Clydesdale 30 Day Notice Account and £35,000 is expected from Developers Contributions at EHDC for the purchase of the Bell Hill play equipment.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	5,312	7,670	69.26
Expenditure	46,092	58,515	78.77

Expenditure is reflected in the full annual payment of grants for perennial clients and the costs of the May elections. Payments for the first tranche of the community grants have also been made. Income consists solely of interest on the various bank accounts. Interest income is unlikely to reach target this year with rates remaining as low as they are.

Grounds & Open Spaces Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	58,280	71,245	81.80
Expenditure	142,908	215,910	66.19

Income reflects the invoicing of quarter 3 rents. Other budget headings with income are encouragingly ahead of track for the time of year. Most expenditure headings are in line with what is expected for the time of the year except water costs which, as has been reported previously have come in higher than budgeted. Maintenance costs on The Heath, Love Lane and Bell Hill are slightly higher than would normally be expected for the year to date but can be explained by the cricket pitch and play area maintenance, skate park turf maintenance costs and the travellers damage. Invoices for the grounds maintenance contract costs for the month of November had not been invoiced at the time the monthly figures were produced.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	120,948	156,205	77.43
Expenditure	306,728	466,985	65.68

Income reflects ongoing income from the three main halls. Pleasingly, this remains above track reflecting the heavy use made of facilities during the autumn. Festival Hall is above track with The Avenue Pavilion just exceeding target and Sheet Village Hall below target at 55%. Expenditure overall is on track although as with the grounds, I have some concerns over the height of water bills received so far this financial year. A fault has been identified in the gents urinals at the Town Hall which are using more water than should be the case and repairs have been completed.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	184,540	235,120	78.49
Expenditure	495,728	741,410	66.86

The year to date figures, if everything was on track would show a 66.67% spend. At this corresponding time last year, the year-to-date spend was 64.5% which corresponds very closely with the figures for this year and income was at 83.7% of budget. I anticipate that expenditure will be very close to budget at the year-end so tight monitoring of costs will continue to be necessary throughout the rest of the year.

Neil Hitch
Town Clerk & Responsible Finance Officer
9th December 2011

Date: 08/12/2011

Petersfield Town Council

Page No: 1

Time: 11:48

User: CLW

Bank Reconciliation Statement as at: 08/12/2011 for Cash Book 1 BANK CURRENT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB 0239842	02/12/2011	56	250.00
			<u>250.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
04/07/2011 013090	Travis Perkins Trading Company	4.85	
15/08/2011 806008	Scottish Power Energy Retail L	106.75	
14/11/2011 013337	Travis Perkins Trading Company	38.74	
21/11/2011 013346	Screwfix Direct	237.42	
21/11/2011 013348	Mrs F Soden	150.00	
28/11/2011 013358	Moviola Ltd	431.25	
28/11/2011 013360	P/F Round Table	650.00	
01/12/2011 806402	VODAFONE LTD	98.80	
05/12/2011 013368	Time Capsules UK Ltd	168.00	
05/12/2011 013369	Sue Mcmorran	89.40	
05/12/2011 013370	Danny Fulvi	150.00	
05/12/2011 013371	P/F Theatre group	250.00	
05/12/2011 013372	Graeme Joyce	150.00	
05/12/2011 013373	The Petersfield School	426.73	
05/12/2011 013374	Sheet&Tilmore Allotment Ass	100.00	
05/12/2011 013364	ACAS	282.00	
05/12/2011 013365	FARNHAM CASTLE NEWSPAP	13.68	
05/12/2011 013366	Novatech Ltd	54.98	
05/12/2011 013367	Southern Fire Protection Ltd	576.00	
05/12/2011 013375	The Petersfield School	250.00	
05/12/2011 013363	Petty Cash	96.94	
			<u>4,325.54</u>
			-4,075.54
<u>Receipts not Banked/Cleared (Plus)</u>			
01/12/2011		500.00	
05/12/2011		500.00	
			<u>1,000.00</u>
			-3,075.54
			Balance per Cash Book is :-
			-3,075.54
			Difference is :-
			0.00

Your account statement
 Statement sheet number: **56**
 Issue date: **2 December 2011**
 Page: **2 of 2**



Lloyds TSB

PETERSFIELD TOWN COUNCIL
 TOWN HALL
 PETERSFIELD
 HAMPSHIRE
 UNITED KINGDOM
 GU31 4EA

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PO Box 1000
Andover
BX1 1LT

Call us on: **0845 072 5555** (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydstsb.com

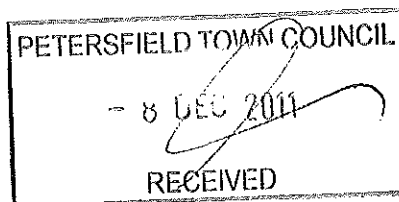
8210 48/2/019433

Your branch: **PETERSFIELD**
 Sort code: **30-96-61**
 Account number: **00239842**
 BIC: **LOYDGB21276**
 IBAN: **GB98 LOYD 3096 6100 2398 42**

BUSINESS ACCOUNT
 PETERSFIELD TOWN COUNCIL

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
1 Dec 11		BALANCE BROUGHT FORWARD			167.52
1 Dec 11	Direct Debit	E.ON 013118282110A	75.00 ✓		92.52
1 Dec 11	Cheque	013359	250.00 ✓		157.48 OD
1 Dec 11	Cheque	013357	3,120.00 ✓		3,277.48 OD
1 Dec 11	Cheque	013356	12,940.82 ✓		16,218.30 OD
1 Dec 11	Transfer	FROM30966107033557		16,468.30 ✓	250.00
2 Dec 11	Cheque	013361	250.00 ✓		0.00
2 Dec 11	Transfer	FROM30966107033557		250.00 ✓	250.00
2 Dec 11		BALANCE CARRIED FORWARD			250.00



Messages

For important information about compensation arrangements, please refer to the back of this statement.

Bank Reconciliation Statement as at: 08/12/2011 for Cash Book 2 30 DAY NOTICE ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB	02/12/2011	42	89,927.10
			<hr/> 89,927.10
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<hr/> 89,927.10
<u>Receipts not Banked/Cleared (Plus)</u>			
07/12/2011		266.54	
07/12/2011		403.75	
			<hr/> 670.29
			90,597.39
		Balance per Cash Book is :-	90,597.39
		Difference is :-	0.00

Your account statement
Statement sheet number: 42
Issue date: 2 December 2011
Page: 1 of 1



Lloyds TSB

PETERSFIELD TOWN COUNCIL
TOWN HALL
PETERSFIELD
HAMPSHIRE
UNITED KINGDOM
GU31 4EA

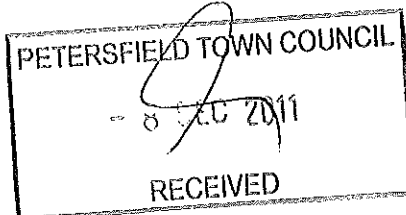
Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: 0845 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydstsb.com



0027102CL06152 8210 49/1/019434



Your branch: PETERSFIELD
Sort code: 30-96-61
Account number: 07033557
BIC: LOYDGB21276
IBAN: GB91 LOYD 3096 6107 0335 57

BUS 30 DAY NOTICE
PETERSFIELD TOWN COUNCIL

Account Summary

Balance On 25 November 2011	£107,913.06
Total Paid In	£7,594.01
Total Paid Out	£25,579.97
Balance On 2 December 2011	£89,927.10

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
25 Nov 11		BALANCE BROUGHT FORWARD			107,913.06
28 Nov 11	Faster Payment	PS FINANCIAL ADV PS FINANCIAL ADV RP4652383556490600		1,050.00	108,963.06
28 Nov 11	Faster Payment	STRODE C A MUMBABA PAVILLION 15140456389982000N		30.29	108,993.35
28 Nov 11	Transfer	K GRIFFITHS SALSA SIZE		23.98	109,017.33
28 Nov 11	Transfer	K GRIFFITHS SALSA SIZE		12.22	109,029.55
28 Nov 11	Transfer	TO 30966100239842	1,816.42		107,213.13
29 Nov 11	Bank Giro Credit	NCT SPECIALIST WOR 9A/52407		28.36	107,241.49
29 Nov 11	Faster Payment	WISE A F ANTONIA WISE 48131345813417000N		40.72	107,282.21
29 Nov 11	Transfer	TO 30966100239842	1,314.98		105,967.23
30 Nov 11	Bank Giro Credit	HAMPSHIRE COUNTY C 1000 9703064154 K		2,000.00	107,967.23
30 Nov 11	Transfer	TO 30966100239842	5,730.27		102,236.96
1 Dec 11	Deposit	500160		1,504.70	103,741.66
1 Dec 11	Transfer	TO 30966100239842	16,468.30		87,273.36
2 Dec 11	Deposit	500161		2,903.74	90,177.10
2 Dec 11	Transfer	TO 30966100239842	250.00		89,927.10
2 Dec 11		BALANCE CARRIED FORWARD			89,927.10

Messages

For important information about compensation arrangements, please refer to the back of this statement.

Bank Reconciliation Statement as at: 09/12/2011 for Cash Book 8 Scottish Widows Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Scottish Widows 50936100799	01/12/2011	7	277,081.58
			<hr/> 277,081.58
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			277,081.58
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			277,081.58
		Balance per Cash Book is :-	277,081.58
		Difference is :-	0.00

Statement Date : 1 December 2011
 Statement Number : 7
 Account Number : 50936100799
 Account Type : Charities 7 Day - Intro
 Account Name : Petersfield Town Council Re The Heath C
 Current Interest Rate : 1.85% Gross/AER*

Account Activity

Date	Description	Paid Out	Paid In	Balance
01/11/2011	Balance brought forward			£276,664.42
01/12/2011	Interest GROSS		£417.16	£277,081.58
01/12/2011	Balance carried forward			£277,081.58
	Totals	£0.00	£417.16	

PETERSFIELD TOWN COUNCIL
 15 DEC 2011
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FA
 14
 10
 16
 03
 83
 62

Bank Reconciliation Statement as at: 07/12/2011 for Cash Book 6 Clydesdale Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clydesdale Term Deposit	10/10/2011	0	152,550.00
			<u>152,550.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			152,550.00
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			152,550.00
		Balance per Cash Book is :-	152,550.00
		Difference is :-	0.00

10 October 2011

Ref: EG/TDU

PETERSFIELD TOWN COUNCIL
THE TOWN HALL
HEATH ROAD
PETERSFIELD
GU31 4EA

Dear Sirs

Certificate of Term Deposit

Account Number:	640220030450	Sum Deposited:	£152,550.00
Commencement Date:	30 September 2011	Maturity Date:	2 April 2013
Interest Rate:	2.65% Gross	2.12% Net	2.65% AER

Thank you for renewing your Term Deposit with Clydesdale Bank, the details of your new Term Deposit are above. Please keep this letter in a safe place as it provides details and proof of your investment.

Please note if you previously registered for gross interest by completing an R85 or R105 Form you will be required by Her Majesty's Revenue and Customs to re-register your new Term Deposit for gross interest. The forms can be obtained in our branches or online at www.HMRC.gov.uk. Your branch or relationship manager will be more than happy to help if you require guidance.

We will contact you prior to your next maturity date in order to identify what you would like to do with your maturing funds.

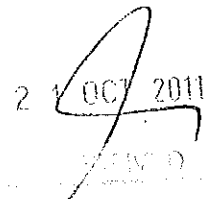
If you have any queries in the meantime or wish to discuss our other Clydesdale Bank products please call into your local branch or contact your relationship manager, or, if your original Term Deposit was purchased via either our telephone or internet channel, contact us on 0800 012 1111.

Up to date details of all our products and rates can be found at www.cbonline.co.uk

Yours sincerely



Ben Mitchell
Senior Savings Product Manager
Product Solutions



Bank Reconciliation Statement as at: 07/12/2011 for Cash Book 5 PETTY CASH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/11/2011		315.00
			<u>315.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			315.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			315.00
		Balance per Cash Book is :-	315.00
		Difference is :-	0.00

Bank Reconciliation Statement as at: 07/12/2011 for Cash Book 4 CLYDESDALE BANK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clydesdale 40 day 90025455	30/11/2011	29	173,928.49
			<hr/> 173,928.49
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			173,928.49
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			173,928.49
		Balance per Cash Book is :-	173,928.49
		Difference is :-	0.00

POST

 **Clydesdale Bank**

Can we help?
02392856600

0000000000

PETERSFIELD TOWN COUNCIL
The Town Hall Heath Road
Petersfield
GU31 4EA

Branch Address

1st Floor Gunwharf House
Gunwharf Quays
Portsmouth PO1 3TZ

82100
22790023676
1401004481


Statement date
02 December 2011

Your business 30 day notice account statement.

Page 1 of 1

Account name
PETERSFIELD TOWN COUNCIL

Statement No: 29

Date	Description	Debits	Credits	Balance
02 Nov 2011	Previous statement			173842.76
30 Nov	Gross Interest		85.73	173928.49

Sort Code
82-64-02

Account number
90025455

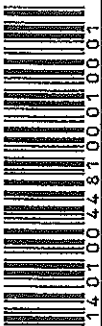
IBAN
GB51CLYD82640290025455

BIC
CLYDGB21402

Current balance
£173928.49

DD = Direct Debit
SO = Standing Order
TB = Telephone Banking
TL = Over the Counter Payment
EB = Electronic Banking
OD = Overdrawn

PETERSFIELD TOWN COUNCIL
- 7 DEC 2011
RECEIVED



Report on Working party for F & PG December 15th 2011

The last meeting was held on December 7th.

1. Festival Hall Web Site
 - 1.1 We have obtained 3 quotes and Farrow Creative is in fact the lowest quote so it will be recommended that we continue with them.
 - 1.2 We are pursuing the option of taking both Credit and Debit Card payments on line and the Town Clerk has produced a report on this subject.
 - 1.3 There will be a presentation to the February Halls Committee on the Web Site with the intention of seeking approval and going live in April 2012.

2. Business Conferences and Seminars
 - 2.1 Funds have now been approved for the Audio Visual Equipment for the Council Chamber and the Rose Room. A specification will be prepared and quotations sought for all the equipment needed.
 - 2.2 It is intended that a Business plan will be submitted to the February Halls Committee for approval to proceed. Orders will then be placed in April 2012.
 - 2.3 We will put together a Data Base of Companies and Organisations within a radius of 20 miles for Marketing purposes.

3. Wedding Receptions
 - 3.1 Funds have been approved and Quotations received for improvements to the area outside the Rose Room to create an attractive environment suitable to enhance the marketability of the Festival Hall and Rose Room for Wedding Receptions and similar functions.
 - 3.2 A Business plan will be prepared for submission to the February Halls Committee with the intention of proceeding with this work from April 2012.

4. Marketing
 - 4.1 Once approvals have been obtained a marketing brochure will be produced promoting the new Town Hall and Festival Hall facilities.



Appendix D

RECEIPT OF PAYMENTS

Background

The Maximising Income Working Party has been looking at a variety of means by which the Town Council can increase its income from its activities and improve the accessibility of its services to the public. As part of this work it was decided to explore the costs involved in being able to take payments from the public by way of credit and debit cards. This is particularly pertinent with the plans to create a web site for the Festival Hall in the New Year and also to re-develop the web site for the Town Council later in 2012 when it is hoped that people will have the ability to make payments online as well.

Details of the costs involved in receiving payments in this way have been explored with 2 providers and are detailed below:

	Lloyds TSB	HSBC
Joining Fee	-	150.00
Terminal Rental	21.33 pm	26.00
Visa and Mastercard Credit Cards	1.52%	3.0%
Debit Cards	£0.26	£0.35
Mastercard Premium Cards	2.15%	-
Visa Consumer Premium Cards	1.77%	-
Commercial and Purchasing Cards	2.25%	-
Minimum Activity	-	£25 pm
Contract length	-	2 years

It would seem to make sense that over the counter a minimum transaction of £10.00 would apply for the use of this form of payment and possibly a processing fee is also applied in order to help defray the costs of the terminal rental.

RECOMMENDATIONS:

- 1 That Lloyds TSB be adopted as the Town Council's means of accepting payments from the public by way of credit and debit card
- 2 A minimum payment of £10 per transaction applies to payments by credit and debit card
- 3 A processing fee of £1 per transaction be applied for the payment by credit cards

Neil Hitch
Town Clerk and Responsible Finance Officer
9th December 2011