

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Thursday 24 January 2008 at the Town Hall, Petersfield.

**PRESENT:** Mr V Clarke (Chairman), Mr R Ayer, Mrs H Ayer, Ms M Vincent and Mr G Watkinson.

**ALSO IN ATTENDANCE:** Mrs S McMorran (Deputy Town Clerk), Mr P Molloy (Town Mayor), Petersfield Post and 0 members of the public

**F 0558**      CHAIRMAN'S COMMENTS

The Chairman had no comments.

**F 0559**      APOLOGIES FOR ABSENCE

An apology for absence was received from Mr Hick.

**F 0560**      DECLARATIONS OF INTEREST

The following interests were declared:

Mr Ayer, Mrs Ayer, Mr Clarke and Ms Vincent declared personal interests as they were members of the Twinning Association. Ms Vincent also declared a prejudicial interest as she was a committee member of Petersfield in Bloom, minute number F 0563 refers.

**RESOLVED:** that Standing Orders be suspended for a 5 minute period in order for members of the public to discuss matters of interest with Councillors.

As no questions were forthcoming, the meeting was re-convened.

**F 0561**      APPROVAL OF MINUTES

**RESOLVED:** that the minutes of the meeting held on 13 December 2007 be approved.

**F 0562**      FINANCIAL RECOMMENDATIONS FROM COMMITTEES

G 0542 B      Petersfield and District Angling Club

**RECOMMENDED**      that one member attend the Angling Club's Working Party to define methods of construction.

G 0542 C Cricket Club  
**RECOMMENDED** that the Clerk continue discussions with the cricket club on the best way to proceed.

G 0544 Penns Farm Playing Fields  
**RESOLVED** that an annual licence be granted to the Mid Hants Balloon Club from 1 April 2008 for £500 with annual reviews for a maximum of 50 launches and that any damage done to the playing field be made good by the Club.

PH 0554 C Petersfield Hi-Lights Storage  
 It was commented that the Town Council should decide on which RPI index it was going to use and base increases on that and not use a random percentage increase. This was noted and it was felt that this should be a discussion at a future meeting.

**RESOLVED** that rental to the Petersfield Hi-lights for storage at the Town Hall be increased by 3%.

PH 0554 G Charges for Antique Fairs and similar events  
 Concern was raised that it had been resolved at Public Halls that the charge for the Antiques Fair to be held in February be increased by 5%. It was felt that this matter should have been a recommendation to Finance and General Purposes committee. The Deputy Town Clerk advised that the invoice had been raised and sent.

Surprise was expressed that the Antiques Fair did not pay the commercial rate. The Chairman of Halls advised that the Antiques Fair had special rate which had been agreed some years ago.

**RESOLVED** that all future charges for Antiques Fairs or similar events be raised by 2 equal steps over 2 years to reach the Commercial Rate.

PH 0556 The Avenue Pavilion  
 The Chairman of Halls assured those present that the proposed additional work was within budget.

**RESOLVED** that the provision of an additional WC and a child's urinal be agreed at an additional cost of £1300.

**F 0563**      **GRANTS - SECOND TRANCHE**

Members received the recommendations and comments from the Grants Panel for the second tranche of grant awards, copy attached to these minutes for information at Appendix A.

**RECOMMENDED** that the following grants be awarded:

**Under LGA (1972) Section 145**

Petersfield Youth Theatre	£450
Artscape	£500
Petersfield Musical Festival	£500
Southern Orchestral Concert Soc	£500

**Under LG Act 1894 Section 8(k)**

Rotherlands Conservation Group	£800
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**Under LGA (1972) Section 142**

Spain Residents Association	NIL
Petersfield in Bloom	£350

**Under LGA (1972) Section 144**

Petersfield Twinning Assoc	£600
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**Under LGA Section 137**

Petersfield Guides	£700
Petersfield In Between Club	£400
Vilatise	£269.25
Home Start Butser	£1100

**Funds to be vired from funding to Section 137 to cover cost of grants made under Section 137.**

**F 0564**      **INCOME AND EXPENDITURE REPORTS**

Members received and noted income and expenditure reports up to 31 December 2007.

**F 0565**      **INTERNAL AUDITOR'S REPORT**

It was commented that the report seemed more technical and detailed than usual. The report was noted and the recommendations agreed. It was

**RESOLVED** that the Risk Management Policy be reviewed in March each year.

It was also

**RESOLVED** that members travelling allowances be discussed at the February meeting of Finance and General Purposes committee.

F 0566

**TOWN ENTRY SIGN FOR SUSSEX ROAD**

A report from the Town Clerk was received, copy attached to these minutes at Appendix B.

Following consideration it was

**RESOLVED** that an additional sign for the entry into Petersfield at Sussex Road be purchased with Officers identifying suitable funds.

F 0567

**PLASTIC BAG FREE TOWN**

Members received information from Kan-do-it regarding becoming a 'plastic bag free' Town. It was remarked that Petersfield's grocery retailers were making strenuous efforts to reduce the number of plastic bags used. It was suggested that the details of the company be passed to both Petersfield Marketing Limited and Associated Petersfield Businesses for their information.

**RESOLVED** that the information from Kan-do-it regarding becoming a 'plastic bag free' Town be passed to both Petersfield Marketing Limited and Associated Petersfield Businesses for their information.

F 0568

**STANDARDS BOARD CONSULTATION ON ORDERS AND REGULATIONS RELATING TO THE CONDUCT OF LOCAL AUTHORITY MEMBERS**

Members received and considered the consultation document regarding Orders and Regulations relating to the conduct of Local Authority Members in England. Following consideration and discussion it was

**RECOMMENDED** that the following comments be made:

**Q 1 (b) The requirement for a Standards Committee to form a sub-committee is likely to have resource implications. Joint working between Local Authorities should be encouraged**

**Q2 (b) It is not appropriate for two standards committees to consider separately similar allegations or the same allegation against the same individual. In the event of the committees feeling unable to agree how a single or joint committee would consider these allegations then the Standards Board should determine how a single body should be charged with the responsibility.**

**Q3 The proposals for guidance on the timescale for making initial decisions is welcomed. Wherever possible the process should be completed within a tight timescale. The timescales currently being met by the Standards Board itself are considered to be entirely unacceptable.**

**Q4 Wherever possible a complainant should provide evidence of the complaint at the time of making the allegation and both the complaint and the evidence of the complaint should be shared with the person who is the subject of the allegation at the earliest possible opportunity. In a situation where for good reason a standards committee is relieved of the duty to give a written summary of an allegation to a member the standards committee should be allowed to exercise its discretion to give limited information provided that doing so would not prejudice any investigation.**

**Q7(b) The chairmen of Standards Sub-Committees should be 'independent members' as defined.**

Members were also informed that the EHDC's Standards committee currently comprised of:

- 5 Members of the Council
- 4 Independent members
- 2 Parish Councillors
- There are three named substitutes (one of each category) to ensure that this balance is maintained.

An 'independent member' is defined as a person who is neither a member nor an officer of a relevant authority. The Chairman of the committee is an 'independent member'. The Vice Chairman is a member of EHDC.

There being no further business the meeting closed at 7.30 pm

ANNUAL GRANTS FUNDING 2007/08 – 2nd TRANCHE (January 2008).GRANTS PANEL'S COMMENTS.

- Note: 1. Cllr. Mrs Vincent declared prejudicial interest for bid 7 (Petersfield in Bloom) and left the meeting.  
2. Cllr. Mrs Ayer declared a personal interest for bid 5 (Rotherlands) and took no part in the discussions.

Item	Name of Organisation	Proposed Amount	Date of Payment	LGA	Grant Panel's remarks
1	Petersfield Youth Theatre	£450	In FY	145	No payment towards the production of Follow a Star as this sets precedence for other groups to follow. However PYT were invited to reapply after the 1 <sup>st</sup> tranche as less than half their bid was supported to ensure that some grant funding was available for 2 <sup>nd</sup> half of year and this payment is recommended on that basis.
2	Artscape	£500	In FY	145	Recommend to support cost of materials and insurance.
3	Petersfield Musical Festival	£500	In FY	145	P'field Musical Festival were invited to reapply after the 1 <sup>st</sup> tranche as less than half their bid was supported to ensure that some grant funding was available for 2 <sup>nd</sup> half of year and this payment is recommended on that basis.
4	SOCS	£500	In FY	145	SOCS were invited to reapply after the 1 <sup>st</sup> tranche as less than half their bid was supported to ensure that some grant funding was available for 2 <sup>nd</sup> half of year and this payment is recommended on that basis.
	<b>TOTAL</b>	<b>£1950</b>			
5	Rotherlands	£800	In FY	8k	This bid supported in full as the group carries out work that could otherwise fall to this council and will enhance the area for the benefit of Petersfield residents and visitors.
	<b>TOTAL</b>	<b>£800</b>			
6	Spain Residents Association	Nil	In FY	142	Not supported as the purpose of the application was vague, for the benefit of a small section of Petersfield and would set a precedent.
7	Petersfield in Bloom	£350	In FY	142	Sum awarded to support purchase of equipment to be used at future fund raising sales events and Award ceremonies.
	<b>TOTAL</b>	<b>£350</b>			
8	Petersfield Twinning Association	£600	In FY	144	Little or no Grant Funding has been given to PTA over the years and the organisation has promoted Petersfield

	<b>TOTAL</b>	<b>£600</b>			
9	Petersfield Guides	£700	In FY	137	Supported, as path requirement is a Health & Safety recommendation arising from a fire inspection. The path will help minimise the possibility of young people particularly disabled guides being injured in the event of a fire.
10	Petersfield In-between Club	£400	In FY	137	The committee do not support a grant for the purchase of a TV believing that children should not be just dumped in front of a TV when being cared for. However a contribution towards the insurance and general administration costs is recommended.
11	Vitalise	£269.25	In FY	137	Assisting in funding care breaks fully supported.
12	Home Start Butser	£1100	In FY	137	Whole hearted support of running a "supporters" course
	<b>TOTAL</b>	<b>£2469.25</b>			

LG Act	Funds Available	2 <sup>nd</sup> Tranche Proposal
145,		£1950
8(k)		£800
142		£350
144		£600
Sub Total	<b>£6848.35</b>	<b>£3700</b>
137	£300	£2469.25
<b>TOTAL</b>	<b>£7148.35</b>	<b>£6169.25</b>
	<b>Balance remaining</b>	<b>£979.10</b>

The committee recognise that they have recommended over spending for LGA 137, however as there is an adequate under spend for the other LGA's it is recommended that the funds be vied to cover this.

Appendix B

### Town Entry Signs

Members will recall agreeing to the replacement of the town entry signs last year in recognition of the twinning arrangement with both Barentin and Warendorf. The cost was taken from the contingency budget.

I have attached a series of email communications with County Highways on the subject for your information.

Unfortunately, the sign in Sussex Road has not been replaced because only 4 signs were ordered by the County Council. This oversight occurred because we originally only asked for 4 signs, having neglected to include the sign in Bell Hill (see email dated 28<sup>th</sup> February 2007). This oversight was corrected in the email dated 26<sup>th</sup> March 2007. The quotation received on 30<sup>th</sup> May did not state the number of signs – if it had the problem would have been picked up immediately – so when we approved the cost in June, it was done on the belief it was for all 5 signs.

The County Council are now asking us to cover the cost of the final sign in Sussex Road. Whilst no figure has been quoted, I would assume it to be a quarter of the total bill originally quoted - £358.63.

I have given no indication of whether this will be approved as a further call on the contingency budget, especially as my later emails sought to make it clear that we expected 5 signs to be done for the original sum quoted.

Neil Hitch  
Town Clerk  
18<sup>th</sup> January 2008