

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Thursday 24 September 2009 in the Council Chamber, Town Hall, Petersfield.

PRESENT: Cllr G Watkinson (Chairman), Cllr R Ayer, Cllr V Clarke, Cllr K Hick and Cllr Mrs S Kerby.

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

F 0265 CHAIRMAN'S COMMENTS

The Chairman asked the Town Clerk to update those present on the current situation regarding the window replacement at the Town/Festival Hall. The Town Clerk was pleased to report that the recent difficulties had been overcome and work was now due to start on the window replacement on 12 October 2009.

F 0266 APOLOGIES FOR ABSENCE

There were no apologies for absence.

F 0267 DECLARATIONS OF INTEREST

Cllrs Hick and Clarke declared a personal interest as they were members of the Petersfield Museum committee, minute number F 0275 refers.

F 0268 APPROVAL OF MINUTES

RESOLVED that the minutes of the meeting held on 23 July 2009 be approved.

F 0269 PUBLIC REPRESENTATION

No questions or topics had been tabled.

F 0270 FINANCIAL RECOMMENDATIONS

a. **Grounds Committee 17 September 2009**

No recommendations.

b. **Public Halls 21 September 2009**

No recommendations.

F 0271 MONTHLY FINANCIAL REPORT

Members received and noted the Town Clerk's monthly Financial report, copy attached to these minutes at Appendix A for information.

F 0272 **BANK RECONCILIATION**

The Bank reconciliation as at 4 September 2009 for the Lloyds TSB 30 Day Notice Account number 7033557 was received and noted, copy attached to these minutes at Appendix B for information.

F 0273 **CITIZENS ADVICE BUREAU**

Members received an invitation to place an advertisement in the commemorative booklet being produced to celebrate both the merger and the 70th Anniversary of the founding of the CAB as a National organisation. Following consideration it was

RESOLVED that a quarter page advertisement be taken at a cost of £75 in the 70th Anniversary booklet for CAB with Officers delegated to prepare the content for the advertisement.

F 0274 **TREE AT SHEET GREEN**

Members received a suggestion from Cllr Hick that the Horse Chestnut Tree on Sheet Green be nominated to EHDC as one of East Hampshire's Favourite Trees. Discussion took place on other suitable trees, following which it was

RESOLVED that the following trees be nominated as one of East Hampshire's Favourite Trees:

- Horse Chestnut at Sheet Green
- Meta Sequoia in Central Car Park
- Oak Tree on Bell Hill Recreation Ground

Officers to take photographs and send the nominations to EHDC

F 0275 **DRINKING FOUNTAIN (ON THE HEATH) AND BOUNDARY STONES**

Members were asked to consider a suggestion from Cllr Hick that the drinking fountain on the Heath together with the boundary stones outside the Town Clerks office at the Town Hall be placed with the Museum. Cllr Clarke indicated that he thought the Museum may be interested in these items for their courtyard. Concern was raised that no costs should be borne by the Town Council if the Museum did wish to have these two items.

RECOMMENDED that the drinking fountain on The Heath and the boundary stones outside the Town Clerks office at the Town Hall be offered to the Petersfield Museum. Officers to ascertain prior to Council meeting that the Museum were happy to take the two items.

F 0276 **SUSTAINABLE COMMUNITIES ACT AMENDMENT BILL**

Members received correspondence from the National Co-ordinator, Local Works seeking the Town Council's support for an amendment to the Sustainable Communities Act Amendment Bill.

Members voiced concern that not enough information was available regarding this matter. Following further consideration it was

RECOMMENDED that individual councillors respond to this request, if they wish.

F 0277

SOUTH DOWNS NATIONAL PARK (SDNP)

Members gave consideration to writing to the SDNP requesting that consideration be given to siting the office for the Park in Petersfield.

RESOLVED that the SDNP give consideration to siting their office in Petersfield as the Town was reasonably centrally positioned within the park and had excellent transport links i.e. on the main railway line from Portsmouth to London Waterloo, placed at the junction of the A3 London to Portsmouth road and the A272 south coast lateral link, providing easy access to Winchester to the west and Midhurst to the east and easy access to Gatwick, Heathrow, Southampton and Bournemouth airports.

F 0278

VIREMENT POLICY

The Chairman asked members to give further consideration to changes to the Town Council Virement Policy. Following discussion in was

RESOLVED that a draft virement policy with the amendments required be prepared by the Town Clerk and submitted to the next meeting for consideration.

F 0279

BUDGET 2010 - 2011

Members were asked to give consideration to items they wished to include in the draft budget for 2010 - 2011 from the Best Value Improvement Plans (BVIP). Following consideration it was

RESOLVED that

- The following item be removed from the Capital BVIP
C 34 re-joining of the Town Mace
- The following item from the Revenue BVIP be included in the draft budget for 2010/2011
ID94 Photograph 2 Flora Twort Paintings and the Harry Roberts picture (to give a digital image for the Town Council's records and use) together with the re-framing on all three pictures plus the repair of the Gilbert Hobbs picture of Sheet in the sum of £1000

F 0280

SOLAR POWER

Members were asked to consider the creation of a sub-committee and approve its terms of reference regarding the potential use of solar power at the Town/Festival Hall as the Petersfield Open Air Swimming Pool were now going ahead with their plans for solar power.

RECOMMENDED that a working party of Cllrs Clarke, Hick, Watkinson and Peter Jones, Maintenance Contracts Officer be formed to investigate the potential use of solar power at the Town/Festival Hall with terms of reference to be provided for Council approval at its next meeting.

There being no further business the meeting closed at 7.40 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	100.00
Lloyds TSB 30 Day Account	143,703.92
Clydesdale 40 Day Notice Account	150,134.79
Clydesdale Current Account	0.00
Anglo Irish Bank Call Account	1,432.95
Anglo Irish Bank 3 Month Deposit	118,321.41
Anglo Irish Bank 12 Month Deposit	<u>200,000.00</u>
Total	<u>613,693.07</u>

Town Mayor's Charity Account	70.00
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Anglo Irish Bank's rating with Moody's on deposits is A3 with a negative outlook. Clydesdale's rating on Bank Deposits is A1 and Lloyds TSB is Aa3. The 3 Month Deposit is due for maturity on 2nd October and will be used to pay for the Town Hall window replacement. When the second tranche of our Precept is received later this month, I envisage placing between £150-200,000 in the Clydesdale 40 day account unless better rates are available.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	5,499	25,000	22.00
Expenditure	33,473	70,598	47.41

The only income source is interest on deposits. I anticipate that the annual income from interest will achieve between 25 and 30% of the budget due to the dramatic fall in interest rates in the last 9 months.

Expenditure is slightly above track, largely due to the payment of the annual Christmas Lights grant. Overall, I anticipate it staying within budget.

Grounds & Open Spaces Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	37,540	62,077	60.47
Expenditure	81,983	200,320	40.93

Income is pleasantly above-track, largely due to The Heath although other areas, such as Sheet Recreation Ground have exceeded their annual income budget. Income from the allotments has been invoiced with both sites achieving budgeted figures.

The only budget heading giving cause for concern at this stage is the Equipment maintenance and Repair budget for the play equipment. Many items have needed significant repair at Penns Farm, Sheet Recreation Ground and Bell Hill Recreation Ground in particular. The water usage at Tilmore allotments is surprisingly high. The budget is 77% spent following July's half year bill that was virtually double the cost incurred in the last 2 years. This may be the result of the dry June we experienced this year.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	62,119	169,805	36.58
Expenditure	195,689	480,790	36.58

As expected, income has fallen away during the summer months. We are though about to enter a busy period for the Festival Hall and I would hope that overall income for the committee will be achieved by the end of the year. Income for Sheet Village Hall is disappointing – being at just under 30% of budget. The Avenue is a little better at 33%. These figures reflect that some long standing customers are no longer operating or have reduced the number of classes they are running, partly due to economic conditions and partly due to the disturbances experienced at The Avenue.

Expenditure is now well on track for the time of year. As previously reported, the main items exceeding budget relate to where our procedures have changed during the year concerning the employment of caretakers and the need to pay travel expenses. Virements will be necessary in due course. Similarly, the phone budget is likely to be exceeded due to the increased number of mobile phones provided (additional phone for Weekend Caretaker). As previously reported, a number of the utility budgets will be under pressure later in the year. This is largely due to increased charges. Legal and Professional fees for Miscellaneous Public Halls has exceeded budget as these are monthly payments to the Council's Human Resource Consultants. Overall the Professional Fees budget is well within allocated budget.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	105,158	201,012	52.31
Expenditure	311,145	751,708	41.39

For year to date income and expenditure to be on-track, a spend of 41.67% of budget would be expected.

As part of the budget process, a revised budget for the current financial year will be undertaken. My initial assessment, having taken account of the above figures, is that unless projects or work are not going to be undertaken, there is little scope for expecting a shortfall on expenditure. It is possible though, that income may be in excessive of budget which will give a little bit of leeway in assessing the likely financial year outturn.

Neil Hitch
Town Clerk & Responsible Finance Officer
18th September 2009

Bank Reconciliation Statement as at: 30/09/2009 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	04/09/2009	295	100.00
			<u>100.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
13/07/2009 011815 Hampshire County Youth Band	200.00
10/08/2009 804238 Veolia ES Onyx Ltd	95.50
10/08/2009 804303 British Telecommunications plc	5.75
10/08/2009 011871 Society of Local Council Clerk	30.00
17/08/2009 804272 VODAFONE LTD	115.31
17/08/2009 11885 RAT (Music Stands) LTD	3,318.90
17/08/2009 11891 Stronghold	27.60
31/08/2009 011897 Petersfield Town Football club	14.63
01/09/2009 011894 Miss B Butler	18.60
01/09/2009 011895 St Peters PCC	25.00
01/09/2009 011896 Angerton Video Productions	300.00
02/09/2009 011899 Cash	60.80
03/09/2009 804356 Business Gas (British Gas)	188.75
03/09/2009 804358 British Telecommunications plc	177.47
03/09/2009 011900 HAMPSHIRE COUNTY COUNC	224.88
03/09/2009 011901 Longmeadows	2,521.95
03/09/2009 011902 Office Angels Limited	292.42
03/09/2009 011903 SAS Playgrounds Ltd	224.25
03/09/2009 011904 U.K. OFFICE SYSTEMS	230.00
03/09/2009 011905 VODAFONE LTD	99.04
03/09/2009 011906 Sheet Horticultural Society	150.00
07/09/2009 011907 Apollo Pest Control	25.00
07/09/2009 011908 English Lanscapes Maintenance	1,135.60
07/09/2009 011909 Longmeadows	1,049.67
07/09/2009 011910 Voice Grounds Care Ltd.	11,684.03
11/09/2009 011911 Karen Lawrence	150.00
11/09/2009 011912 HM Revenue and customs only	4,643.29
	<u>27,008.44</u>
	-26,908.44

<u>Receipts not Banked/Cleared (Plus)</u>	
	<u>0.00</u>
	-26,908.44
Balance per Cash Book is :-	-26,908.44
Difference is :-	0.00