

PETERSFIELD TOWN COUNCIL

A meeting of the Finance and General Purposes Committee was held on Thursday 21 April 2005 at the Town Hall, Petersfield.

PRESENT: Mr R Ayer (Chairman)
Mrs J Butler
Mr C Jenner
Mr G Watkinson

ALSO IN ATTENDANCE: Mrs B Macken (Town Clerk)
Mrs S McMorran (Deputy Town Clerk)

Petersfield Herald
Petersfield Post

and 0 members of the public

F 0787 **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

F 0788 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Messrs Hick and Clarke.

F 0789 **DECLARATIONS OF INTEREST**

Mr Jenner declared a prejudicial interest regarding staff matters as he was named - minute number F 0799 refers.

Mr Watkinson declared a personal interest as he was the Town Council representative for POASP - minute number F 0795 refers.

Mr Ayer declared a personal interest as he was a member of the POASP committee - minute number F 0795 refers.

It was then

RESOLVED that the meeting be adjourned for a 5 minute period in order for members of the public to discuss matters of interest with councillors. As no members of the public were present

The meeting was re-convened.

F 0790 **APPROVAL OF MINUTES**

RESOLVED that the minutes of the meeting held on 24 March 2005 be approved.

F 0791

FINANCIAL RECOMMENDATIONS**A. Grounds Committee**

G 0774 Petersfield Rugby FC - Funding

Members received a report from the RFO - copy attached to these minutes for information. Following consideration and discussion it was

RECOMMENDED to Council

- (i) that the budget amount for CIF in the sum of £2,500 be awarded to PRFC
- (ii) that EHDC be informed that the Town Council may consider additional funding (CIF allocation of funding budget) during budget deliberations for the financial year commencing 1 April 2006
- (iii) that PRFC be advised that they could also apply for a one-off grant from the Town Council.

B. Public Halls Committee

PH 0783/C Petersfield Hi-Lights storage Rent Review

RESOLVED that the rental be increased by 5% for the year April 2005 - March 2006.

PH 0783/D Offer to Rent RFO ex-office

RECOMMENDED that this office be let at the offered amount with a minimum 5 year lease, a separate service charge and no allocation of car parking spaces.

F 0792

FINANCIAL REGULATION 3.4

Members were advised that the following emergency works had been authorised by the Town Clerk under Financial Regulation 3.4 and that the RFO had advised that payment would come from the contingency fund:

- A. Removal of asbestos shed at Tilmore Allotments in the sum of £725.98 plus VAT
- B. Flat Roof Repair at Festival Hall in the sum of £580 plus VAT

The Chairman stated that he felt the payment for the Roof Repair should come from the dilapidations monies and that a virement for the removal of the asbestos shed should come from virement within Grounds preferably the Allotments budget. He also stated that he could remember that Officers had advised at the Grounds meeting that there were funds within the budget for the removal of the shed.

Officers advised those present that there was no budget within Allotments for the removal of the shed; if there had been funds available financial regulation 3.4 would not have been used.

Following which it was

RESOLVED

A. Removal of asbestos shed at Tilmore Allotments in the sum of £725.98 plus VAT - funds to be vired from within the Grounds budget, preferably from Allotments.

B. Flat Roof Repair at Festival Hall in the sum of £580 plus VAT - funds to be taken from dilapidations monies.

F 0793

TOWN COUNCIL INSURANCE

Members received a report from the Town Clerk, copy attached to these minutes for information. Members were advised that no other quotations had yet been received.

Following consideration it was

RESOLVED

(i) to increase the Libel/Slander cover to £250,000

(ii) to re-consider cover for legal expenses at a future meeting, once further information was available

(iii) to not take up the offer, at this time, of entering into a 5 year agreement to insure with Zurich

F 0794

SECTION 137 EXPENDITURE

Members received and noted information that from 1 April 2005 £5.30 was the appropriate sum for the purposes of Section 137 (4) (a) of the Local Government Act 1972.

F 0795

PERENNIAL CLIENT FUNDING

Members were asked to give consideration to when funds should be released to perennial clients and to give consideration to any criteria required before cheques were released.

Following discussion it was

RESOLVED that

- (i) CAB be paid in two halves April and October 2005
- (ii) Petersfield Voluntary Centre be paid in full in April 2005
- (iii) Petersfield Open Air Pool be paid £4000 in April and £2000 in October 2005
- (iv) No funds be paid to Petersfield Marketing Ltd (PMTI) for either lights or management until a report had been received from Mr Watkinson.

F 0796

PTC NEWS

Members received a report from the Deputy Town Clerk, copy attached to these minutes for information.

The Chairman advised that door to door distribution of a newsletter was not necessary for Quality Parish Status.

Following discussion it was

RECOMMENDED that

- (i) the newsletter be left in public places for the public to collect and that no door to door delivery be undertaken
- (ii) the printing of the newsletter be delegated to Officers.

F 0797

HAPTC RETIREMENT OF DIRECTOR

Members received correspondence from the Chairman of the Executive Committee seeking contributions to a retirement presentation for Suzanne Hudson. An invitation to the Town Mayor and Town Clerk to attend a reception was also received.

Following discussion it was

RESOLVED that

- (i) The Town Clerk and the Town Mayor attend the reception for Mrs Hudson

(ii) Members and Officers send individual, voluntary, donations towards a retirement presentation for Mrs Hudson if they so wish.

F 0798 **FLYPOSTING**

Members received a report from Mr Watkinson, copy attached to these minutes for information.

Following consideration it was

RESOLVED that an item be included in PTC News once or twice a year to remind the public to remove old posters from around the Town.

It was also

RECOMMENDED that funding for a noticeboard in the sum of £500, category Important, be added to the Best Value Improvement Plan.

It was also agreed that the Town Clerk write to Mrs A Wood at EHDC to update her.

Prior to discussion of the next item Mr Jenner left the meeting.

In view of the confidential nature of the business about to be discussed it was

RESOLVED to evoke standing order 36 m to exclude the public and press.

CONFIDENTIAL

F 0799 **STAFF MATTERS**

Members received a report and recommendation from the Staff Panel concerning Mr Jenner's complaint.

RECOMMENDED that the recommendation of the Staff Panel be recommended to Council without debate.

There being no further business the meeting closed at 7.31 pm.

Memorandum

To: Barbara Macken
All Members
S. McMorran

From: Susan Watts

Date: 18 April 2005

Re: Capital Expenditure (Petersfield Rugby Football Club)

Ref G 0774

Capital funds cannot be used for the purpose towards the cost for an extension to the club's building. The building does not belong to the Town Council and the only reason that Council could debate this subject was if the whole town had access to the rooms. (ie a clubhouse for the benefit of the whole town) Building changing rooms and a physiotherapy treatment room will not benefit the whole town.

The only way forward in this matter is for a grant. (Revenue money)



S. P. Watts
R.F.O.

F&GP COMMITTEE MEETING

21ST APRIL 2005

ITEM 6

The Town Council's insurance cover is currently provided by Zurich and the premium is based on the following:-

General premium	£16,747.64
Insurance premium tax (5%)	£ 837.38
Engineering inspection premium	<u>£ 2,010.58</u>
	£19,595.60

(£59.60 over budget).

Zurich has recommended that the present cover of £100K for Libel and Slander be increased, to £250K from £100K making a premium of:

	£ 55.40
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They have also noted that the present cover does not include Legal expenses, the premium for which would be:-

£50K cover:	£ 265.96
£100K cover:	£ 310.28
£250K cover:	£ 387.85

They have also repeated the offer of a saving of up to 10% on the premium if the Council wished to enter into a five year agreement.

Of the six companies I wrote to in May 2004, seeking alternative quotes (very few deal with local council insurance), the only one from whom I have had any positive response at all is Aon. Despite repeated requests to two different branches for a quote I have received nothing.

I contacted the Company's helpline and faxed details to them of our present cover and have been promised a quote for Thursday's meeting. If I receive this in good time, I will email it to Committee Members.

Barbara Macken
18.04.05

PTC NEWS - DISTRIBUTION AND PRINTING COSTS

Finance and General Purposes Committee Meeting 21 April 2005

The budget for PTC News for 2005/2006 is £2060.

Printing Costs for 6,000 copies on 120 g Cream Paper (as currently produced) including folding

In House (*see breakdown below)	-	£315
Calibre Printing (quote obtained by Mr Clarke)	-	£298
Petaprint	-	£194

*Paper £216
Photocopying £ 60
Staff costs £ 39 (5 hours @ £7.80)

Recommendation:

that future editions of PTC News be printed by Petaprint at a cost of £194 per quarter i.e. £776 p.a.

Distribution by Post Office Door to Door

I have e-mailed details to all members of F & GP but have printed out details if you would like a hard copy. I attach the rate card and a few other details for information

The Rate Card confirms that if we book for one year (24,000 copies) the cost is £46 per 1000. The lead-time for new bookings is 6 - 8 weeks (we may have to wait a little longer than this).

One additional possible cost to bear in mind will be the cost of getting the newsletter to the distribution point, which is in Rochester for the South East.

Recommendation:

that PTC News is distributed 4 times a year through the Post Office Door to Door service at a cost of £1,104. Publication time of the Newsletter will have to be coincided with the "slot" given by the Post office for delivery. This may mean a delay in the scheduled May edition of PTC News.

Sue McMorran

18 April 2005

To: Town Clerk
Chairman F&GP.

Copy: Town Councillors.

Flyposting in Petersfield.

At the end of 2004 I received a number of complaints from Petersfield inhabitants regarding the proliferation of notices and posters in the Town car parks and on the roadside verges approaching Petersfield.

I wrote to the Chairman of EHDC asking what if anything could be done and that I vaguely remembered that some years ago the then District Council wrote to numerous organisations informing them that as a general principle posters etc advertising local events should not be displayed in public places more than 3 weeks prior to the event and that they were to be removed within 1 week after the event.

In March the EHDC Chairman arranged for the Head of Planning Policy, Mrs Alison Wood, to meet with me and tour the town to see what the current state was. In Central car park we found 37 notices attached by various means to tree guards and fences, a high percentage of these notices were advertising events of some weeks ago – the oldest was for an event due early last November.

Mrs Wood has arranged for her Parking and Highways Team to check the car parks regularly, which I believe has been very effective. She has also asked to be informed if the situation deteriorates and if roadside notices are not removed within a reasonable time span. This I shall do and I hope other councillors will act similarly in reporting such notices that spoil the appearance of our town.

Mrs Wood has asked if the Town Council could add an item in our Newsletter once or twice a year to remind townsfolk to think about the appearance of our town and remove old outdated notices. Also Mrs Wood is investigating the possibility of placing some notice boards in central car park thereby eliminating the use of the tree guards as places for notices and has asked me to investigate if the Town Council would consider a contribution towards the cost of providing and fitting the notice boards. I therefore request that the problem of Flyposting be placed on the F&GP agenda for debate.



(M G Watkinson)
Town councillor.

