

PETERSFIELD TOWN COUNCIL

A meeting of the Finance and General Purposes Committee was held on Thursday 23 November 2006 at the Town Hall, Petersfield.

PRESENT: Mr V Clarke (Chairman)
Mrs H Ayer
Mr B Dutton
Mr C Jenner
Mr P Molloy
Mr G Watkinson

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk)
Mrs S McMorran (Deputy Town Clerk)
Mrs S Watts (Responsible Finance Officer)
Mr R Ayer (Town Mayor)
Petersfield Herald
Petersfield Post
0 members of the public

F 0483 **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

F 0484 **APOLOGIES FOR ABSENCE**

No apologies.

F 0485 **DECLARATIONS OF INTEREST**

The following personal interest was declared:

Mr Watkinson member of Winton Players minute number F 0488 refers.

The following prejudicial interest was declared:
Mr Jenner retained fireman minute number F 0497 refers

F 0486 **APPROVAL OF MINUTES**

RESOLVED that the minutes of the meeting held on 19 October 2006 be approved.

F 0487 **RECOMMENDATIONS FROM OTHER COMMITTEES**

A. Grounds Committee

G 0454 Budget/Estimates 2007/2008 - Agenda item

G 0455 Virements for Emergency Works - Agenda item

G 0459 Love Lane Sports Ground - Petersfield Town Juniors FC Mini Soccer Pitch Rent Review

RESOLVED that the Petersfield Town Juniors Football Club annual rental for the mini soccer pitch at Love Lane Sports Ground be increased by 10% to £23.34.

B. Public Halls Committee

PH 0469 Virements for Emergency Works - agenda item

PH 0471 Budget/Estimates 2007/2008 Second Draft Budget - agenda item

F 0488

BUDGET/ESTIMATES 2007/2008 SECOND DRAFT BUDGET

Members received the Second Draft Budget together with recommendations from Grounds and Halls committees. Following consideration it was

RESOLVED that the following amendments be approved for inclusion into the Final Draft Budget:

INCREASE the following items

Code 19 (Equipment Maintenance)	
Dept 400 (Misc Grounds)	
Repair to Lighting of Mosaic from £2250 to	£ 2850
Code 18 (Litter Clearance)	
Dept 412 (Paddock Way)	
from £278 to	£ 556
Code 17 (Grounds Maintenance)	
Dept 404 (Sheet Allotments)	
Access Road Repairs from £15 to	£ 103
ADD the following	
Code 19 (Equipment Maintenance)	
Dept 412 (Paddock Way) Repairs to Play Equipment Add sum of	£ 150
DELETE the following items	
Code 17 (Grounds Maintenance)	
Dept 409 (Tilmore Allotments)	
(fencing amount entered twice) sum of	£ 800
Dept 419 (Love Lane Sports Ground)	
Vandalism Repairs in sum of	£ 200
Code 16 (Property Maintenance)	
Dept 200 (Misc Public Halls)	
DELETE the following items:	
Chrome hand rails for Foyer in sum of	£ 300
Rail/barrier front of Town Hall in the sum of	£ 840

Enlarge double doors to meeting room in the sum of	£ 400
Repair to Foyer Floor, stair noses in the sum of	£2000
Recover memorial bench in the sum of Code 201 (Festival Hall)	£ 750
Stage floor resurface in the sum of	£3800
The following item was removed from the budget estimates 2007/2008 against the advice of the Chairman and Officers	
Disabled access to stage (portable lift) in sum of	£6700
Dept 210 (Town Council Offices)	
Air conditioning MCO & RFO Offices in the sum of	£3000
Dept 212 Sheet Village Hall	
Decorate externally in the sum of	£2500
Refix ceiling tiles in Hall in sum of	£ 500
REDUCE the following items	
Replace kitchen floor from £1500 to	£1000
ADD the following items	
Dept 212 (Sheet Village Hall)	
Heating pump to central heating boiler in sum of	£ 200
Dept 200 (Misc Public Halls)	
Digital clocks for main central heating boilers in sum of	£ 300
Room thermostats for Dressing room and Green Room in the sum of	£ 200
Code 29 (General Purchases)	
Dept 200 (Misc Public Halls)	
DELETE the following items	
Tower for working at height in the sum of	£2500
Dept 205 (Green Room)	
100 stacking chairs in the sum of	£1500
Dept 210 (Town Hall Offices)	
Bookcase for RFO in sum of	£ 200
ADD the following items	
Dept 200 (Misc Public Halls)	
Mechanical Elevated Work Platform including outriggers in the sum of	£7595
Dept 210 (Town Hall Offices)	
Freestanding Air conditioning units for RFO & MCO offices in sum of	£ 500
Hall Bookings System computer software in the sum of	£ 750
Allotments Computerised system in sum of	£ 400
Code 45 (Royalties and Licences)	
DELETE the following items	
Dept 200 TV Licence in the sum of	£ 200
Code 17 (Grounds Maintenance)	
Dept 400 (Misc Grounds)	
Lockable posts for Town Council car park spaces in the sum of	£1000

GPS Mapping device in sum of	£ 500
ADD the following items	
Dept 212 Premises Licence renewal in sum of	£ 70
Dept 213 Premises Licence renewal in sum of	£ 70
REDUCE the following items	
Code 50 (Sundries)	
Dept 210 Poppy Wreath from £40 to	£ 20
Code 48 (Legal Professional Fees)	
Dept 500 Election Expenses from £8000 to	£7000
Code 16 (Property Maintenance)	
Dept 200 Access to roof of Town/Festival Hall plus barrier around roof (or alternative) from £16000 to	£10000
Code 17 (Grounds Maintenance)	
Dept 402 (Bell Hill Recreation Ground) Gate repairs from £400 to	£ 250
Dept 409 (Tilmore Allotments) Change render hedge impregnable	
F 0414 refers to Gate improvements From £748 to	£ 400
INCREASE the following item	
Code 44 (Subs and Library) Subscription for Society of Local Council Clerks from £200 to	£ 240

It was also

RECOMMENDED to Council that the Final Draft Budget for 2007/2008 be agreed and approved.

F 0489 EMERGENCY WORKS VIREMENTS

Members received a report from the RFO together with recommendations from Grounds and Halls committees that the virements be agreed and approved. Following consideration it was

RESOLVED that the virements as outlined in the report from the RFO (copy attached to these minutes for information) be approved.

F 0490 INCOME AND EXPENDITURE UP TO 31 OCTOBER 2006

Members received and noted income and expenditure reports up to 31 October 2006.

F 0491 FINANCIAL REGULATION 3.4 - EMERGENCY WORK

Members noted that the following emergency work had been carried out: Repair to boiler at Sheet Village Hall and purchase of steps for the Festival Hall.

F 0492

STREET LIGHTING**A. Private Finance Initiative**

The Town Clerk advised members that the Town Council did not have responsibility for any street lights apart from the Mosaic in Dragon Street. This was noted.

B. CSI Bid Highfield Road to Woods Meadow

Members were informed that HCC had advised that the existing lights in this area were owned by EHDC and their approval would be needed before any additional lights could be considered. EHDC had advised that they still had an embargo on adopting additional street lighting. It had been indicated by the Town Clerk that the Town Council may be able to maintain any additional lighting as a separate Lighting Authority. EHDC also indicated that the section of footpath was owned by Drum Housing, whose consent would be required before additional lighting could be installed.

Following consideration it was

RESOLVED not to proceed with the CSI bid for Street Lighting at the footpath at Highfield Road to Woods Meadow

It was also

RESOLVED that the budget sum of £3000 in budget/estimates 2007/2008 be deleted from Code 66/500 and the sum of £3000 be added to Code 12 Dept 400 for additional CCTV camera(s).

F 0493

BUS SHELTERS IN THE SQUARE

Members received correspondence from Hampshire County Council seeking permission to fix plates showing bus service numbers to the bus shelters. All costs would be incurred by the HCC. Following consideration it was

RESOLVED that the Town Council give permission for plates showing bus service numbers to be fixed to the bus shelters in the Square with all costs to be borne by Hampshire County Council

F 0494 **HAMPSHIRE COUNTY COUNCIL - DELEGATED FUND**

Members received and noted correspondence from Hampshire County Council regarding the Delegated Fund.

F 0495 **EAST HANTS COMPACT FUNDING CODE CONSULTATION**

Members received a consultation document together with a draft response prepared by the Town Clerk.

Following consideration it was

RESOLVED that the response prepared by the Town Clerk be submitted to East Hants Compact a copy of which is attached to these minutes for information.

F 0496 **HAMPSHIRE ASSOCIATION OF PARISH AND TOWN COUNCILS**

Members received correspondence regarding Itchen Valley's view on the use of Intech Buildings for HAPTC meetings.

Following consideration it was

RESOLVED that it be suggested that the Parish Council concerned consider that the use of the Intech Buildings for HAPTC meetings be put as a motion to the next Annual General Meeting of HAPTC.

Prior to discussion Mr Jenner left the meeting

F 0497 **HAMPSHIRE FIRE AND RESCUE SERVICE INTEGRATED RISK MANAGEMENT PLAN - CONSULTATION**

Members received consultation document together with a draft response prepared by the Town Clerk.

Mr Jenner re-joined the meeting

F 0497 **ALLOTMENT CHARGES**

The Town Clerk advised members that as a 10% increase had been resolved for another service provided by the Town Council in was in order, if members wished, to raise allotment charges by 10%.

It was therefore

RESOLVED that allotment charges be increased by 10% for financial year commencing 1 April 2007.

F 0498

MOSAIC IN DRAGON STREET

The Town Clerk asked members to consider approval of funds to cover the cost of a valuation of the Mosaic for insurance purposes.

Following consideration it was

RESOLVED that the Town Clerk seek a valuation of the Mosaic in Dragon Street with the cost being approximately £250 for insurance purposes.

There being no further business the meeting closed at 8.40 pm

Virements needed for Emergency work 2006-2007

Code	Centre	Description	Order No.	Supplier	Money needed
17	419	Extra work to Pitches	64030/32	Voice Grounds	6450
17	419	Anti-Vandal & Ramp removal	3853	Travis & Voice	1278
17	419	Repair to pump control	64021	AS Electric	88.5
17	419	Unblock drain, sump. & Temp repair	64018	Seismic	157.5
17	419	Clear Blockage to drain	62033	Kates	44
17	419	Emergency Call-out to drains	62046	EHDC	88.52
17	408	Remove contaminated waste	64034	Voice Grounds	1550
17	420	Install skts and new posts	64039	Voice Grounds	420
17	406	Emergency removal lights	64064	AS Electric	50
19	406	Insurance claim (Lights)		Insurance claim	250
17	419	Broken fences			150
17	213	Broken fences			100
17	213	Broken gate			100
17	213	Lifted slabs trip hazard			432
16	213	Repairs to wood to fascia			249
16	213	Roof		Insurance claim	250
16	213	Guttering		Insurance claim	
16	219	Fire alarm			307
19	212	Smoke detector & Emergency lights			50
29	400	Carriage for goal posts			128
16	213	Over budget			1163
				Total needed	13305.52

Virements found for the emergency work

46	Various	Insurance saving			2500
41	210	Postage			400
48	207	Legal fees			5000
48	208	Legal fees			2000
47	210	Advertising			73
47	210	Advertising			42
47	210	Advertising			50
30	404	Fixtures and fittings			384
30	408	Fixtures and fittings			300
29	205	General Purchases			65
16	201	Property Maint.			900
16	210	Property Maint.			70
17	408	Grounds Maint.			100
10	200	Rates			989.17
10	212	Rates			83.05
10	213	Rates			134.6
				Total found	13090.82
				Total needed	214.7

Although this is showing a short fall of £214.70. In the current budget, under 16/213 is £600 for roof repairs.

'I would suggest £214.70 is used from that.

This can then boost the £250 needed against the Insurance claim for Ave. Pavilion.

East Hants Compact

Funding Code Consultation

The following are some thoughts on a possible response to the consultation document.

Aims

No problems. Makes sense. The long term aim is worthy.

Key Funding Principles

No problems with the principles as stated, except Independence. Whilst I can understand and appreciate the need for the organisations to be independent of funders, when the organisations have accepted Public money, there is a degree of accountability that has to be considered. Additionally, I consider that a further principle should be added – that of effectiveness. This should cover such matters as supportive evidence of the aims & objectives of the funding and indicators of the future development of the organisation.

General Principles

The statements in 4.2 contradict the statement of Independence in 3.5. Overall there appears to be some confusion between accountability and independence that needs to be addressed.

Making Funding Bids

No comments

Assessing Funding Bids

No comments

Notification of Funding Decisions

Standard type of wording

Financial Arrangements

The matter of the organisations Audit needs clarification, especially with regard to responsibilities. Who will be responsible for the Audit procedures? Will it lie with the Charity Commission? What access to the information will be available for the funders?

Monitoring & Evaluation

No problems

Overall

It would be useful if the document could be presented in lay terms bearing in mind the target audience. Also, the document needs to take into account the different levels of funding provider e.g. District Council, Town /Parish Council.

Neil Hitch
Town Clerk
18th October 2006