

PETERSFIELD TOWN COUNCIL

A meeting of the Finance and General Purposes Committee was held on Thursday 19 January 2006 at the Town Hall, Petersfield.

PRESENT: Mr R Ayer (Chairman)
Mrs L Daubney
Mr B Dutton
Mr C Jenner
Mr P Molloy
Mr G Watkinson

ALSO IN ATTENDANCE: Mrs S McMorran (Deputy Town Clerk)
Mrs L Farley (Administration Officer)

Petersfield Herald

and 0 members of the public

F 0630 CHAIRMAN'S COMMENTS

The Chairman welcomed Mrs Daubney to her first meeting of the committee.

The Chairman asked for consideration to alter the order of business following which it was **RESOLVED** that standing order 36 c be evoked to enable the premises licensing for the halls to be discussed prior to staff matters.

Finally the Chairman updated members on work to the War Memorial being undertaken by the Royal British Legion.

F 0631 APOLOGIES FOR ABSENCE

No apologies for absence.

F 0632 DECLARATIONS OF INTEREST

The following personal interests were declared:

Mr Ayer - EHDC representative for PANWA - minute number F 0637

Mr Watkinson - member of Winton Players - minute number F 0637 and F 0642 refers

Mr Dutton - PTC representative for Community Centre - minute number F 0637 refers.

Mr Jenner - member of NCT - minute number F 0637 refers

The following prejudicial interests were declared:

Mrs Daubney - Secretary Petersfield in Bloom - minute number F 0642 refers

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 questions were forthcoming, the meeting was re-convened.

F 0633 APPROVAL OF MINUTES

RESOLVED that the minutes of the meeting held on 15 December 2005 be approved

F 0634 RECOMMENDATIONS FROM OTHER COMMITTEES

A. Grounds Committee

G 0605 Review of Charges

RESOLVED that all charges be increased by 5% from 1 April 2006 - 31 March 2007

B. Public Halls Committee

PH 0615 Review of Charges

RESOLVED that from 1st April 2006 - 31 March 2007

1. charges are increased by 5%
2. deposits are increased by £50
3. that crockery charges remain unchanged

PH 0617 Suite One, Festival Hall Offices

RESOLVED that the Town Council bring in an electrical expert to investigate the electricity supply in Suite One.

F 0635 EAST HAMPSHIRE ANNUAL MONITORING REPORT 2004-2005

Members received and noted the above report received from EHDC.

F 0636 COUNCIL STRATEGY DOCUMENT

Members reviewed the Council Strategy Document, following which it was

RECOMMENDED that the strategy document, with amendments as discussed, be approved (copy with amendments in bold attached to these minutes).

F 0637 GRANTS - SECOND TRANCHE 2005/2006

Members received the recommendations from the Grants Panel for awards to be made in the second tranche for 2005/2006.

Following consideration it was

RECOMMENDED the following grants be awarded:

| | | | |
|---------------------------------------|-------------------------------------|---|-------|
| Artscape | (LG Act 1972 Sect 145) | - | £ 500 |
| Club Hampshire | (LG Act 1972 Sect 145) | - | £ 504 |
| Festival for Young People | (LG Act 1972 Sect 145) | - | £ 500 |
| Petersfield Youth Theatre | (LG Act 1972 Sect 145) | - | £ 500 |
| Petersfield Musical Festival | (LG Act 1972 Sect 145) | - | £ 500 |
| Petersfield Community Centre | (LG Act 1972 Sect 145) | - | £1000 |
| Southern Orchest Concert Society | (LG Act 1972 Sect 145) | - | £ 500 |
| Friends of Petersfield Heath | (LG Act 1894 Sect 8k) | - | £ 500 |
| Sheet Village Association | (LG Act 1894 Sect 8k) | - | NIL |
| Petersfield Neighbourhood Watch | (LG and Rating Act 1997 Sect 31) | - | NIL |
| East Hants Victim Support | (LGA Act 1972 Sect 142) | - | £ 200 |
| Vitalise | (LGA 1972 Sect 137) | - | £ 205 |
| Headway | (LGA 1972 Sect 137) | - | £ 500 |
| Petersfield NCT | (LGA 1972 Sect 137) | - | £ 118 |

Members attention was drawn to the letter from the Petersfield Community Association. Members were advised that if they wished to support this application it would be possible to vire unallocated funds from the grants budget to the Community Initiative Fund budget. The sum available if all grants were paid as recommended by the Grants Panel was £1414.12.

Following which it was

RECOMMENDED that the unallocated funds in the sum of £1414.12 be vired to the Community Initiatives Fund budget from Grants budget and awarded to the Petersfield Community Association.

F 0638

ANNUAL MEETING OF THE TOWN

Members were asked to give consideration to the date for the Annual Meeting of the Town. The suggested date was 3 May 2006 in the Rose Room. This date was not convenient for some members. Following consideration it was

RECOMMENDED that Full Council set the date for the Annual Meeting of the Town at the February meeting.

F 0639 **SCHEDULE OF MEETINGS 2006/2007**

Members received a draft schedule of meetings for 2006/2007. Following discussion it was

RECOMMENDED that the schedule be agreed with the following amendments: Mayor Making 5 May 2006 Full Council 5 December 2006 (amended draft schedule attached to these minutes). Deputy Town Clerk to "pencil in" date for the Annual Meeting of the Town for 2007".

F 0640 **HAPTC**

Members received details of a funding briefing for Parish and Town Councils.

Following consideration it was

RESOLVED that the Deputy Town Clerk and Mr Molloy attend the briefing on 23 February 2006 at the Winchester Tennis and Squash Club.

F 0641 **STAFF PANEL**

The Town Mayor asked that members gave consideration to a stand-in deputy for the Staff Panel. Following consideration it was

RESOLVED that Mr Watkinson be appointed as stand-in deputy for the Staff Panel

F 0642 **PREMISES LICENSING FOR HALLS**

Members were advised that funds in the sum of £1905 were necessary to cover the costs of a variation in licence for the Festival Hall and licences for Sheet Village Hall and The Avenue Pavilion. The RFO had recommended that the funds be taken from the Contingency Fund to cover these costs.

Following consideration it was

RESOLVED that funds in the sum of £1905 be made available from the Contingency Fund to cover these costs.

F 0642

STAFF MATTERS

Members received non-confidential recommendations from the staff panel from the meeting held 10 January 2006

A. Overtime

Members were asked to bear in mind that the Festival Hall Manager and Assistant Festival Hall Manager needed unscheduled overtime (overtime other than attendance at meetings) to enable them to carry out their duties to open and close the premises. Holiday cover would also be required as both had 10 days holiday to take before the end of the leave year. Both members of staff usually took their overtime as time off in lieu. The Festival Hall Manager had estimated that 72 hours of overtime would be needed until the end of the leave year (31/3/06).

Following consideration it was

RECOMMENDED that no further un-scheduled overtime be undertaken without the authorisation of the Finance and General Purposes committee for the remainder of the current financial year with permission for the Deputy Town Clerk to authorise un-scheduled overtime for the Festival Hall Manager and Assistant Festival Hall Manager to enable them to carry out their duties. A means of authorisation of unscheduled overtime to be investigated.

B. RFO Office

Following consideration it was

RECOMMENDED that the RFO remain in her current office at this time.

C. Locking of Office Doors

Following consideration it was

RECOMMENDED that the situation remain as at present bearing in mind that the keypad is necessary for the RFO office for security and possible unauthorised access by the public. A Policy for lone working to be put in place as soon as practicable.

D. Draft Agendas

Following consideration it was

RECOMMENDED

(i) that draft agendas be submitted to the Town Mayor (Full Council Agenda)/Committee Chairman for approval at least five working days before a meeting

(ii) that agendas should not be amended without the agreement of the relevant Chairman

It was also

RESOLVED that the current standing order 31 continue to be followed regarding agenda items requested by Councillors.

There being no further business the meeting closed at 8.04 pm

PETERSFIELD TOWN COUNCIL

STRATEGY DOCUMENT

1. The Council should provide community leadership to groups and individuals within the Parish.
2. The Council will ensure that the views of parishioners are sought and taken into account, wherever practicable.
3. The Council will continually assess and carefully re-examine all devolved service proposals from other councils where there could be an advantage to the parish.
4. The Council will support initiatives to progress the aims of local agenda 21 and apply the principles to its own operations.
5. The Council supports moves towards improvements in the public transport **and community transport** systems. Further, the Council will support both County and District Council initiatives to increase the use of bicycles and other forms of non-polluting transportation.
6. The Council will support **wherever** possible the provision of hotel and tourist accommodation.
7. The Council will support Housing Associations in their efforts to provide social housing for the parish.
8. Council property will be maintained to the highest affordable standard ~~and where appropriate~~ taking full cognisance of statutory Health and Safety Regulations.
9. Council property and equipment will be marketed to obtain optimum use coupled with ~~the best possible value for~~ **money** hiring charges for users.
10. The Councils Open Spaces and Sports Grounds will be maintained to the highest affordable standards taking full cognisance of statutory Health and Safety Regulations. Every care will be taken to protect and maintain the natural balance of flora and fauna.
11. The Council will use the Grant Aid Budget to enable and assist the work of new and existing community organisations in the parish.
12. The Council will follow the Spirit of Best Value.

Revised at Finance and General Purposes Committee January 2006
amendments shown in bold type F 0636 refers

PETERSFIELD TOWN COUNCIL

DRAFT Schedule of Meetings 2006/2007

| Meeting | Day and Time | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr |
|----------------------------------|--------------------|---------------------------------|---------|---------|---------------|----------|----------|---------|------------------|---------------|----------|----------|----------|
| COUNCIL | Monday 6.30pm | 5 ^{Mayor Making} 15 | 5 | 3 | 7 | | 2 | 6 | 5 Tues day | 8 | 5 | 5 | 2 |
| GROUNDS | Thursday 6.30pm | 18 | 15 | 13 | | 14 | 12 | 16 | | 11 | 15 | 15 | 12 |
| PUBLIC HALLS | Monday 6.30pm | 22 | 19 | 17 | | 18 | 16 | 20 | | 15 | 19 | 19 | 16 |
| FINANCE & GENERAL PURPOSES | Thursday 6.30pm | 25 | 22 | 20 | | 21 | 19 | 23 | | 18 | 22 | 22 | 19 |
| | | | | | | | | | | | | | |
| PLANNING | Tuesday 5.30pm | 9 23 | 6 20 | 4 18 | 1 15 29 | 12 26 | 10 24 | 7 21 | 5 19 | 2 16 30 | 13 27 | 13 27 | 10 24 |
| HIGH MEADOW | Monday 6.30pm | | | 10 | | | | | | 22 | | | |

Bank/Local Gov Holidays: 1 & 29 May, 28 Aug, 25, 26, 27, 28, 29, Dec, Jan 1, April 6 & 8 Annual Town Meeting 11 April 2007