

**PETERSFIELD TOWN COUNCIL**

A meeting of the Finance and General Purposes Committee was held on Thursday 24 November 2005 at the Town Hall, Petersfield.

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

**ALSO IN ATTENDANCE:** Mrs B Macken (Town Clerk)  
Mrs S McMorran (Deputy Town Clerk)  
Mrs S Watts (Responsible, Financial Officer)  
Mr S Lugg (Director - HAPTC)

Petersfield Herald  
Petersfield Post

and 0 members of the public

**F 0515      CHAIRMAN'S COMMENTS**

The Chairman welcomed Mr Lugg to the meeting and advised those present that the confidential recommendation from Grounds committee and the budget item regarding salaries would be taken in confidential session at the end of the meeting.

**F 0516      APOLOGIES FOR ABSENCE**

No apologies for absence.

**F 0517      DECLARATIONS OF INTEREST**

The following interests were declared:

Mr Watkinson declared a personal interest as he was a member of Winton Players and the Town Council representative for Petersfield Open Air Pool - minute number F 0513 and also the Town Council representative for Petersfield Market Limited minute number F 0510.

Mr Ayer declared a personal and prejudicial interest as he was a trustee of Petersfield Open Air Pool - minute number F 0513 refers.

Mr Molloy declared a personal and prejudicial interest as he was a trustee of Petersfield Voluntary Centre - minute number F 0513 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 0518**      **HAMPSHIRE ASSOCIATION OF PARISH AND TOWN COUNCILS**

Mr Steven Lugg, Director of HAPTC addressed the meeting on the role of the Association and the changes he hoped to make. He then answered questions regarding advanced notice of legislation, answers to legal questions and the use of IT to disseminate information.

Mr Lugg stated that he would be happy to attend any future meetings of the Town Council, if required.

The Chairman thanked Mr Lugg for attending the meeting and stated that it was much appreciated by members.

**F 0519**      **APPROVAL OF MINUTES**

**RESOLVED** that the minutes of the meeting held on 20 October 2005 be approved.

**F 0520**      **FINANCIAL RECOMMENDATIONS**

**Grounds Committee**

G 0490 confidential item will be discussed at the end of the meeting (Budget/estimates an agenda item).

**Public Halls Committee**

PH 0496      Earmarked Funds for Building Maintenance

**RESOLVED** that the principle of earmarking funds for large items of maintenance be agreed. (Budget/estimates an agenda item).

**F 0521**      **EMERGENCY WORK**

Members received and noted that emergency work under financial regulation 3.4 had been carried out at the Heath toilets in the sum of £116.98.

**F 0522**      **STAFF PANEL - STAND IN DEPUTY**

The Chairman advised members that, in his opinion, a stand in deputy was not required at the moment. The Town Mayor was attending staff panel meetings ex-

officio. Concern was raised that the current Chairman of the Staff Panel was away on many occasions. Following consideration it was

**RESOLVED** that a stand in deputy for the staff panel would not be appointed.

**F 0523**      **CITIZENS ADVICE BUREAU**

Members received dates for a visit to the Petersfield Citizens Advice Bureau ( 18 January, 7 or 8 February 2006). Following consideration it was

**RESOLVED** that members of the Town Council visit the CAB in Petersfield on Wednesday 18 January 2006 at 10 am.

**F 0524**      **PETERSFIELD WAR MEMORIAL**

Members received an update on the cleaning and re-furbishment of the War Memorial from the Royal British Legion, Petersfield Branch, which was noted. A copy is attached to these minutes for information.

**F 0525**      **GRANTS:**

**A.      Petersfield Marketing Limited**

Members were asked to give consideration to the date for the payment of the second instalment of £750 (Management). Following consideration it was

**RESOLVED** that the payment be made as soon as possible.

**B.      Petersfield and District Sports Council**

Members were advised that that the sum of £430.77 had been returned to the Town Council following the disbandment of the Sports Council. This sum was available for the second tranche of grant aid, if required. This was noted.

**C.      EHDC List of Funding/Grant Aid**

Members received and noted the latest external funding/grant aid that may be available.

**F 0526**      **PETERSFIELD MUSICAL FESTIVAL**

Members received and noted further correspondence from the Director of Marketing regarding charges for the Festival Hall for this event.

F 0527

E-MAIL

Members received a suggestion from Officers that all Councillors have a corporate email address to avoid possible future problems with the Freedom of Information Act and also for a digital automatic signature and disclaimer for Councillors and Officers (copy attached to these minutes for information).

Following consideration it was

**RECOMMENDED** to the staff panel that the proposals from Officers are accepted.

F 0528

BUDGET/ESTIMATES 2006/2007

Members received recommendations from the Grounds and Public Halls committee.

**RESOLVED** that these recommendations be agreed and accepted.

The Chairman advised those present that he was not comfortable with any increase in the precept over the level of inflation. This was agreed. The Chairman also asked for agreement that the final recommendation for the budget/estimates and the precept requirement being deferred to the December meeting of committee with final recommendations to the January meeting of Council.

**RESOLVED** that final draft budget be presented to the December meeting of Finance and General Purposes committee with recommendations to Council in January 2006.

Following consideration it was

**RESOLVED** that the following amendments be made to the second draft budget/estimates 2006/2007

Code 25/500	Delete Accommodation for risk assessment training
Code 25/500	Delete Accommodation for NEBOSH training
Code 07/210	NEBOSH Training reduce to £850
Code 07/210	Delete Risk Assessment training
Code 07/210	Delete Miscellaneous Training
Code 29/200	Delete bunting
Code 50/404	Reduce allotment prize to £50
Code 50/409	Reduce allotment prize to £50
Code 16/212	Delete decorate meeting room etc.
Code 16/212	Delete decorate main hall
Code 19/419	Reduce skateboard provision to £750

Code 29/210	Reduce provision for desk to £250	
*Code 74/500	Reduce grant to POASP to	£6000
**Code 72/500	Reduce grant to PML to	£1500
Code 66/500	Add £500 for CSI	

\* Mr Ayer remained in the room but did not take part in discussion of this item.

\*\* Mr Molloy remained in the room but did not take part in discussion of this item.

**F 0529**      **EAST HAMPSHIRE COMMUNITY SAFETY PARTNERSHIP -  
COMMUNITY SAFETY PLAN 2005 - 2008**

Members received and noted the Community Safety Plan 2005 - 2008.

**F 0530**      **AUDIT**

Members received and noted the auditor's report for year end 31 March 2005.

**CONFIDENTIAL**

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

**RESOLVED** to invoke Standing Order 36 (m) to exclude the Press and public and they were asked to withdraw.

**F 0531**      **RECOMMENDATION FROM GROUNDS COMMITTEE**

G 0490 **RESOLVED** that the recommendation be approved and immediate court action be taken to recover the money owed.

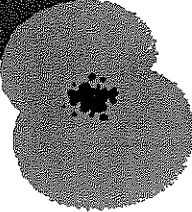
**F 0532**      **BUDGET/ESTIMATES 2006/2007**

Following consideration it was

**RESOLVED** that the following amendments be made to the second draft budget:

Code 1/210	Reduce by two SCP for Town Clerk
Code 3/210	Reduce Employers NI
Code 4/210	Reduce Employers Superannuation
Code 1/210	Delete Contingency (Another)

There being no further business the meeting closed at 8.49 pm



Patron Her Majesty The Queen

Far

**PETERSFIELD BRANCH**

**Hamadeen  
Bell Hill  
Petersfield  
GU32 2DY**

14 October 2005

~~The Town Clerk, Petersfield Town Council~~  
The Secretary, East Hants District Council  
The Principal Conservation Officer E H D C  
Mr T Wheble, Vokes & Beck Winchester  
Lt Cdr C Ball MBE, Mr V Clark, Mr D Brooks - Trustees PWMPF

**Continuation Report on Petersfield War Memorial Preservation**

MS 106 J (15)KT MEMORIAL PRESERVATION

Further to the letter dated 27 June 2005 on the above, I have recently been in touch with Vokes & Beck, Stonemasons of Winchester who have assured me that the Cleaning of the Memorial will definitely be completed in January 2006. The reason for the delay has been their involvement with the building of a War Memorial in London for the Island of Malta.

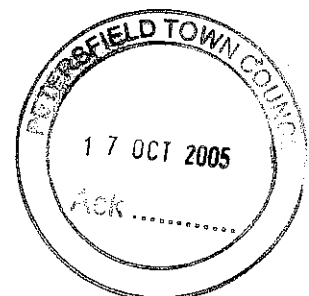
They intend to remove the Plaques for cleaning after the November 13<sup>th</sup> Service and carry out the re-furbishment after Christmas.

We are waiting for a final quotation which will include the additional name. No further information has been forthcoming regarding Petersfield persons killed in combat since the end of W W 2.

We have had confirmation that it will be possible to claw back VAT on invoices for this work but it will be necessary to pay for the work and then subsequently make a claim. It is worthy of note that the Preservation Fund now stands at £1574 which with the promise of £1000 each from the Town Council and the EHDC makes for a more stable situation but we shall continue to seek further donations.

Once we get more news from Vokes & Beck a report on development will be forwarded.

(H Hawkins)



FGP  
NOV

## MEMO

To: Barbara Macken  
From: Linda Farley  
Date: 2 November 2005  
Subject: ICT

It has been brought to my attention that it would be a good idea for all Council Members to have a corporate email address and that this data should not reside on individual's (Member's) home computers as this may become a problem in the future due to the Freedom of Information Act.

The easiest and cheapest way is for me to set up corporate email addresses for all Members on the server where our website is hosted. This will not incur an additional cost. Members will easily be able to log on to their web-based corporate email account using their own password to retrieve email (assuming they have access to the internet). Access to these email accounts will only be possible using the relevant passwords known only to the account user.

This can be set up within the next few weeks and Member's addresses would be as follows:

[B.Ayer@petersfield-tc.gov.uk](mailto:B.Ayer@petersfield-tc.gov.uk)  
[H.Ayer@petersfield-tc.gov.uk](mailto:H.Ayer@petersfield-tc.gov.uk)  
[A.Baird@petersfield-tc.gov.uk](mailto:A.Baird@petersfield-tc.gov.uk)  
[V.Clarke@petersfield-tc.gov.uk](mailto:V.Clarke@petersfield-tc.gov.uk)  
[B.Dutton@petersfield-tc.gov.uk](mailto:B.Dutton@petersfield-tc.gov.uk)  
[K.Hick@petersfield-tc.gov.uk](mailto:K.Hick@petersfield-tc.gov.uk)  
[C.Jenner@petersfield-tc.gov.uk](mailto:C.Jenner@petersfield-tc.gov.uk)  
[P.Molloy@petersfield-tc.gov.uk](mailto:P.Molloy@petersfield-tc.gov.uk)  
[H.Sandeman@petersfield-tc.gov.uk](mailto:H.Sandeman@petersfield-tc.gov.uk)  
[G.Watkinson@petersfield-tc.gov.uk](mailto:G.Watkinson@petersfield-tc.gov.uk)  
[M.Vincent@petersfield-tc.gov.uk](mailto:M.Vincent@petersfield-tc.gov.uk)

Members and staff should also have a digital automatic signature and disclaimer and I suggest:

Their Name

Petersfield Town Council

The Town Hall, Heath Road, Petersfield, GU31 4EA

Telephone: 01730 264 182

Information in this message is confidential and may be privileged. It is intended solely for the person to whom it is addressed. If you are not the intended recipient, please notify the sender and please delete the message from your system immediately.

Please note that all staff will also benefit from a corporate email address with an "...@petersfield-tc.gov.uk" ending that will be more suitable than the current "@petersfieldtowncouncil.fsnet.co.uk".

Please confirm if Members are in agreement with the above.