

PETERSFIELD TOWN COUNCIL

A meeting of the Finance and General Purposes Committee was held on Thursday 23 February 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)
Mrs S Watts (Responsible Finance Officer)
Mr V Clarke (Town Mayor)
Mr K Hick (Town Councillor)

Petersfield Herald

and 0 members of the public

F 0708 CHAIRMAN'S COMMENTS

The Chairman informed those present that the Royal British Legion had advised that the name of C D Chapman would be added to the War Memorial. A short Service would be held at the Memorial on Sunday 16 April 2006.

F 0709 APOLOGIES FOR ABSENCE

No apologies for absence.

F 0710 DECLARATIONS OF INTEREST

The following pecuniary interest was declared:

Mr Watkinson member of Winton Players minute number F0712 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.

Mr Hick stated that he was fully signed up to the results of the ACAS meeting, which had been held whilst he was away.

The meeting was re-convened.

F 0711 APPROVAL OF MINUTES

RESOLVED that the minutes of the meeting held on

19 January 2006 be approved

F 0712

RECOMMENDATIONS FROM OTHER COMMITTEES

A. Grounds Committee

G 0692

A. Heath Kiosk Concession Rent Review

RESOLVED that the rental for the Kiosk concession be increased by 3% per year for the next 3 years.

B. Heath Boat House - Rent Review

RESOLVED that the rental for the Heath Boat House be increased by 3% for the year 1 April 2006 - 31 March 2007

C. Heath Boating Rights - Rent Review

RESOLVED that the rental for the Heath Boating Rights be increased by 3% for the year 1 April 2006 - 31 March 2007

G 0695

Developers Contributions

RESOLVED that EHDC be advised that the following projects were to be discussed:

1. Improvements to the surface at the Heath (erosion control with geo-textiles) to enable access for disabled users of the play equipment.
2. Improvements to playing fields/pitches
3. Play Equipment suitable for Disabled Users for the Heath play area
4. Additional funds for skate park (£20,000 currently earmarked)

G 0696

Suite one, Festival Hall - Lopping of Trees

RESOLVED that this work be carried out with virement of funds if necessary.

B. Public Halls Committee

PH 0704

A. Perkins Slade Refurbishment - Walnut Panelling

The Chairman read out a report from Mr Hick (copy attached to these minutes)

RESOLVED that Mr Hick be asked to monitor removal and storage of the walnut panels and that Perkins Slade ensure every possible care is taken with the removal.

Prior to discussion Mr Watkinson left the meeting

B. Winton Players - Refund of Hire Charge

RESOLVED that the hire charges in the sum of £65.12 plus VAT be refunded but no compensation for loss of profit be paid.

Mr Watkinson re-joined the meeting.

PH 0705 B

Public Liability Insurance

RESOLVED that casual hires, one offs such as a birthday party, be covered by the Town Council's Hirers Liability cover. This cover should be charged to the hirer at an additional 10% to their hire charge. All other hirers must have Public Liability Insurance of £3m plus. A copy of their insurance document must be presented to the Town Council prior to the hire.

F 0713

PETERSFIELD RUGBY CLUB - EXTENSION

The Chairman advised that the subject regarding the legal agreements necessary for the extension to the Clubhouse were complex. The Deputy Town Clerk had suggested that the Chairman lead the discussion.

The Chairman gave members the background to the necessary agreements. The funding deed between the Town Council, East Hampshire District Council and the Petersfield Rugby Club was nearly complete. The cost to the Town Council would be in the region of £250 for this deed. There was urgency regarding this deed and the Chairman asked members to consider delegated powers to sign the deed. Following which it was

RESOLVED that delegated powers be given to the Deputy Town Clerk and a member to sign the deed for funding subject to confirmation that this action was legal.

The Chairman went on to explain that a licence (together with amendments to the lease) for the required works also had to be agreed. The licence

had been drafted but the Rugby Club were requesting that the Town Council pay the legal fees. Clause 5 of the Club's existing lease with the Town Council stated that the Club should pay all fees regarding the lease. The Rugby Club had sent a cheque to the Town Clerk in the sum of £500, which was currently being held. VAT in the sum of £87.50 had also been requested.

Following consideration it was

RESOLVED that the Rugby Club meet the legal costs of the licence in the sum of £500 plus VAT (£587.50)

The Chairman requested that consideration be give to delegated powers to sign the licence, which was also urgent.

Following which it was

RESOLVED that delegated powers be given to the Deputy Town Clerk and a member to sign the licence subject to confirmation that this action was legal.

Members were then asked to consider matters raised in correspondence from Larcomes Solicitors (copies attached to these minutes for information).

Following which it was

RESOLVED that

A. items 1, 2, 3 and 4 in the first letter from Larcomes dated 22 February be agreed.

B. that

- i) clause 2.6(a) be amended as suggested
- ii) the lease be amended in the way suggested by the Rugby Football Foundation
- iii) that the Reinstatement Clause 9 remain in the licence.

F 0714

VIREMENTS

Members received a report from the RFO regarding necessary virements. (copy attached to these minutes for information).

Following consideration it was

RESOLVED that the virements be agreed with thanks to the staff for the report.

F 0715 **GRANTS - PETERSFIELD GYMNASTICS CLUB**

Members noted that the sum of £1000 has been returned to the Town Council from the Petersfield Gymnastics Club who received the grant in March 2002 as the Club has now been disbanded.

F 0716 **REVIEW OF THE QUALITY PARISH AND TOWN COUNCIL SCHEME**

Members received details from NALC. Defra had commissioned a research project to assess the extent of success of the Quality Parishes Scheme. NALC were requesting initial thoughts from County Associations of Local Councils, Quality Parish Councils and County Accreditation Panel member on the review. Following consideration it was

RESOLVED that the comments (copy attached to these minutes) as discussed be sent to NALC.

F 0717 **CAPITAL EXPENDITURE - IT EQUIPMENT**

Members received a request from Officers that consideration be give to the purchase of a new Computer Server, possibly from Capital funds.

The Chairman advised that he had requested a tour of the current IT facilities at the Town Council. All members were invited to attend at 09.00 on Tuesday 28 February. Following discussion it was

RESOLVED that this item be deferred until the next meeting once the IT tour had been undertaken.

F 0718 **SUMMARY INCOME AND EXPENDITURE REPORTS**

Members received and noted Summary Income and Expenditure Reports to 31 December 2005.

F 0719 **STAFF PANEL - NON-CONFIDENTIAL**

Members received reports and recommendations from the staff panel meetings held on 24 January and 21 February 2006

24 January 2006

4. i) Minutes

RESOLVED that minutes not be agreed with chairmen prior to circulation. Minutes should be amended when received at committee as at present.

4. ii) Contracts of Employment

RESOLVED that all staff be advised in writing informing them that the Disciplinary and Grievance procedures in their contracts had been superseded by the Employment Act 2002, which applies to all employers and employees from 1 October 2004. A copy of the procedures to be included with instructions to attach to current contracts.

4. iii)

A. RESOLVED that attendance of Officers other than the Town and Deputy Town Clerk be discussed by the Chairman of Committee and the Town Clerk prior to the meeting (at the agenda meeting) and the relevant Officer be invited to attend if required.

The following recommendation was noted: That members should address questions to Officers, if possible, prior to the meeting.

B. RESOLVED that the Chairmen be encouraged to cancel meetings if the business is insufficient and there are no urgent items.

5. B Use of Archive Office by MCO

RECOMMENDED that the use of the Archive Office by the MCO be approved subject to a trial in the temporary vacant office (Town Clerk's office) without prejudice to the wishes of the new Town Clerk.

6. Payment of Salaries using BACS

RESOLVED that payment of salaries be made through BACS with the following costs: analogue phone line cost £162.50, modem installed cost £70, BACS charge 14p per entry.

21 February 2006

4. Appointment of New Town Clerk

RECOMMENDED that the recommendation for the appointment of the new Town Clerk be received at the Finance and General Purposes committee meeting on 23 March 2006 and that an extra-ordinary meeting of full Council (time to be decided) be held following this meeting to resolve the appointment of the new Town Clerk. It was also

RECOMMENDED that the Recruitment Consultants be asked to advise on a way to enable all Councillors

to be involved e.g. sitting in on Candidates presentations.

5. Unison Representative - Reasonable Time Off

RESOLVED that at the present time requests for time off for Union duties in excess of two hours be presented to the Staff Panel for consideration.

RESOLVED that a draft agreement for time off for Union duties be produced, based on the ACAS guidelines, for consideration by the Staff Panel at a future meeting.

RESOLVED to evoke Standing Order 36m to exclude the Press and Public for the remainder of the meeting.

CONFIDENTIAL

F 0720 STAFF MATTERS

21 February 2006

6. MCO Hours

RECOMMENDED that the MCO's hours not be increased at this time.

Prior to discussion of the next item the Deputy Town Clerk left the meeting.

The Deputy Town Clerk was asked to re-join the meeting after discussion.

7. Honorarium for Deputy Town Clerk

RECOMMENDED that the Deputy Town Clerk be awarded 2 additional SCP's backdated for the period she is Acting Town Clerk

8. Contracts of Employment

RESOLVED that the amendments to the three members of staff contracts of employment be agreed.

There being no further business the meeting closed at 9.40 pm

Comments on observations on regarding Walnut wall panelling.

Ken Hick

These offices were the Urban District and the East Hampshire District council chamber. This was built 1934/5 and equipped with substantial solid walnut tables complete with solid walnut desk tops and upholstered solid wood chairs. To complement this walnut faced plywood was used to panel the walls and wall lights fitted.

I find Mr. Heathcote's observations in line with those of an Interiors's Manager rather than those of an architect or some one with woodworking experience. e.g. Robin Hart.

All that I would say on the subject is that in 1934, plywood panelling was in its infancy and that the lightly dismissed head rail has been cleverly bevel jointed, and its simplicity is due to simple facilities enjoyed by the workshops of Rowland Son and Vincent who carried out the work and made the furniture. (Percy Vincent and Harry De Combe)

The whole of the observations appear to have been made in a denigrating manner without any attempt to give any credit to those who ordered the work or carried it out.

I cannot understand the comment, in the last paragraph about structural integrity! I would suggest that sufficient panels together with head mouldings and skirting/architrave be carefully retained, to enable the Town Council to lend authority to its present council chamber, by installing the retrieved panels at a date of its choosing.

Ken Hick 23/2/06

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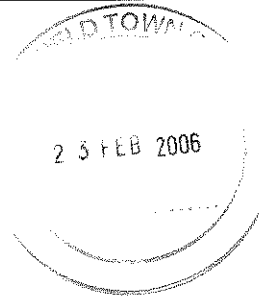
Fax (023) 9266 5701

e-mail mit@larcomes.co.uk

www.larcomes.co.uk

Direct Dial
Miles Tisdall (023) 9244 8101
or Julie Peart (023) 9244 8129

Fao Ms Sue McMorran,
Petersfield Town Council
Town Hall Heath Road
Petersfield
Hampshire GU31 4EA



LARCOMES
LLP
SOLICITORS

Also by email SueM@petersfieldtowncouncil.fsnet.co.uk

Your Ref: BM
Our Ref: MIT/JP/520078/13
Date: 22 February 2006

→ 1st letter

Dear Sue,

Rugby Football Club - Funding for Clubhouse

I have drafted the main part of the Licence dealing with the works. There are four other issues which the Club would like to be sorted in the Licence as follows:

1. For other sports clubs to be able to use the facilities (I think the Town Council is supportive of this and that this is not a problem in principle but I would be grateful if you would confirm). I suggest the wording should be on the lines set out in the EHDC Agreement namely that the Club covenants "that on completion of the extension it will allow the Petersfield Cricket Club and other sporting clubs to use the premises at times agreed between the Rugby Club and other sporting clubs".
2. The Club want to be able to mortgage the premises and they want the Mortgagee (lender) to be able to assign the lease (hand it on to someone else) if the Club default. I have spoken to Mike Hackman and the solicitors acting for the Rugby Football Union plan to let me have a draft wording in time for the Council Meeting tomorrow. I will email it to you when it comes through. My advice to the Club is that it is, I understand, not unusual for local authorities to agree this. The

Members Miles Tisdall · Andrew Turner
Julian Quartermain · Mark Tooley · Lynn Davison
Julia Davis · Richard Hoggood

Associates Chris Gates · Rachael Clarke
Janice Ward (non-solicitor)

Financial Services Manager Debbie Brown

Finance Director Geoff McNicol

Solicitor Nathan Ash

Fellow of the Institute of Legal Executives
Joy Eggleton · Paul Lee

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Lease only allows the fields and buildings to be used for the Rugger Club. In all likelihood if the present Rugger Club reneged on its loan repayments the RFU would take possession of the land and premises and arrange to assign it to a replacement rugger club.

3. They want to amend the plan and they want to have the Premises described by reference to the plan which is to be definitive rather than just being for identification only. This is because the Land Registry insist on having scale plans before they will register the Lease.
4. Lastly I believe the plan is incorrect and that the Club propose to correct it and possibly attach it to the Deed of Variation so that it is "on record", this seems sensible.

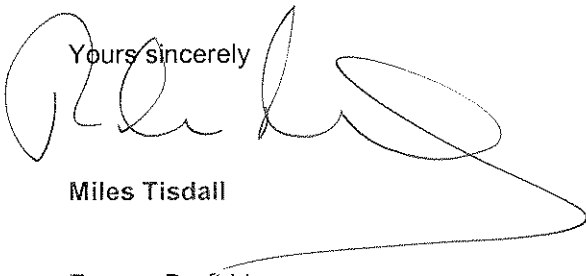
Lastly, I am asking the Club to put you in funds for the VAT on the £500 costs.

I hope this letter is sufficient for your meeting tomorrow at 6.30 pm. If not please let me know.

Thanks for letting me have a copy of Gus Chesney's letter. We have spoken about this and I have also spoken to Mike Hackman. I am glad I am not the only victim!

Kind regards.

Yours sincerely



Miles Tisdall

Enc Draft Licence

Copy Mr M Hackman

Direct Dial
Miles Tisdall (023) 9244 8101
or Julie Peart (023) 9244 8129

Petersfield Rugby Football Club Limited
C/o M Hackman Esq
The White House,
The Square, Westbourne,
EMSWORTH, Hants.
PO10 8UE

e-mail mit@larcomes.co.uk

also by email mich@talktalk.net

Your Ref:

Our Ref: MIT/JP/520078/13

Date: 22 February 2006

Dear Mike,

re: Rugby Club - Funding of Clubhouse Work

I am enclosing a copy of my letter to the Town Council which you and I discussed. Could you just arrange for the VAT to be paid to the Town Council as well as the £500. I have drafted the main part of the Licence which I enclose. Hopefully the Council will approve the outstanding matters tomorrow evening. If so you and I should be able to agree the further drafting very shortly after that.

Kind regards.

Yours sincerely

Miles Tisdall

Enc

Copy Petersfield Town Council

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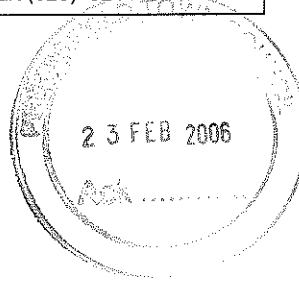
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Fao Ms Sue McMorran,
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LARCOMES
LLP

SOLICITORS

Also by email SueM@petersfieldtowncouncil.fsnet.co.uk

Your Ref: BM

Our Ref: MIT/JP/520078/13

Date: 22 February 2006 2nd Letter

Dear Sue,

Rugby Football Club - Funding for Clubhouse

I have heard from the solicitors acting for the Rugby Football Union who are lending the Rugby Football Club £150,000. They want to vary the Lease so as to provide that "the Rugby Football Foundation or other mortgagee in possession can assign or underlet the demised premises with the consent in writing of the Council such consent not to be unreasonably withheld or delayed". There are two aspects of this which I think the Council should consider.

The first is what in fact will happen if the Rugby Football Foundation or other mortgagee takes possession. The answer is that they can only let the Premises (which includes the fields and the Clubhouse as extended) to somebody who will use them for the same use allowed for in the Lease. The Club can only use the Clubhouse and pitches for the purposes of the Club apart from the limited extension contained in paragraph 2.6(a) of the Lease (I enclose a copy of page 4 containing this paragraph). We will (if so instructed by the Town Council) be amending clause 2.6(a) but only to allow the use that I mentioned in my earlier letter to you of today. It seems to me therefore that the Town Council should

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be adequately protected and ensure that its land is still being properly used if it allows this amendment.

The second relevant point to consider is whether we ought to put any restrictions on the ability of the Mortgagees to assign or sublet the Lease. We could, for instance, require that there should be a guarantor. In the case of an underletting the Lender will effectively become your Lessee and will enter into a sub-lease. The Lender will therefore have to pay rents due under the Lease. In the standard form of lease that we often use there are over two pages of print dealing with conditions that can be imposed. It would not be difficult to amend the Lease in this way but my impression is that the rent that's payable for the Clubhouse and for the fields is actually quite a small amount every year and you may, therefore, feel that it will not be worthwhile to amend the Lease any further than in the simple way suggested by the Rugby Football Foundation. I enclose a copy of pages 14, 15 & 16 of the standard lease that I refer to above showing the clauses relating to assignments and underlettings, not so that you will want to consider it in detail, merely so that you can glance at it if you wish.

OK

I hope that this is helpful and please let me know if you would like me to, for instance, come to the meeting tomorrow evening.

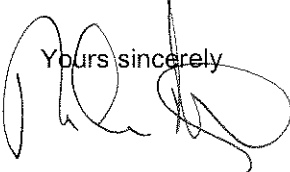
I look forward to hearing from you as and when I can help any further. I enclose a copy of my letter of today to Michael Hackman and its enclosed draft Licence which is completed only so far as concerns the Works not so far as concerns the four further points.

In relation to the enclosed copy Licence, the Council may feel that it would not be appropriate to include in the Licence the clause requiring the reinstatement of the Premises if the Council so require. This can be harsh on the Tenant but, of course (depending on what use the grounds and the Clubhouse are to be put to subsequently), it may be of help to the Council. If I were a tenant carrying out these works I would object to that clause because I wouldn't want to be put to the expense of reinstatement.

Clause 9.

Kind regards.

Yours sincerely



Miles Tisdall

Encs

Copy Mr M Hackman

Petersfield Town Council

To: Finance and General Purpose Committee

From: Susan Watts

Subject: **Proposed Virement**

Date: 13 February 2006

On Thursday 9 February 2006 Officers had a meeting on proposed virements. Each officer recognised any virements necessary for the current year. Officers also recognised money which not be used for various reasons.

These virements are now proposed to F & G.P. for 'housekeeping' within the current years budgets on this years expenditure.

Virements available:

Sheets 1-3

- Officers looked at available money within the current years budget. Cost code/Cost centre and the amount available.
 - Amount left shows how much of the available amount is left after the virement is made.
 - Vire to cost code/centre show where the virement is to be made.
 - Amount taken shows how much is vire to code and centre.
 - The **total** showing under 'now available' is the amount left after virements are made. This amount could be used for any other money that may be needed before the year-end.
-

Virements needed:

Sheets 1-3

- Officers looked at amount required within the cost code/centre. This amounts shows under amount required.
 - Vired from cost code/centre shows where on the 'virements available' sheets the agreed amount came from.
 - Amount taken shows the amount taken from the code/centre.
-

These are for virement purposes only; this does not affect any projects still to be completed within the current year's budgets.

We have received a rebate from the Inland Revenue totalling £2244.75. I have accounted for this under staff salaries

We have also received from the Petersfield Gymnastics club a sum of £1000. I will account for this under funding.

S. P. Watts
R.F.O.



Virements available Year 2005 - 2006

Cost Code	Description	Cost Centre	Description	Amount	Amount left	Vire to cost Code	Vire to Cost Centre	Amount taken
17	GROUNDS MAINT/REPAIR	404	SHEET ALLOTMENT	200.00	0.00	45	212/213	200
17	GROUNDS MAINT/REPAIR	409	TILMORE ALLOTMENT	100.00	12.00	9	200	22
						9	210	66
10	RATES	200	MISC PUBLIC HALLS	800.00	0.00	08	210	800
67	AUDIT FEES	210	TOWN COUNCIL OFFICE	1400.00	0.00	08	210	1400
12	RENT/LEASE	210	TOWN COUNCIL OFFICE	700.00	690.00	46	210	10
12	RENT/LEASE	400	MISC GROUNDS	100.00	100.00			
15	CLEANING MATERIALS	200	MISC PUBLIC HALLS	100.00	100.00			
46	INSURANCE	200	MISC PUBLIC HALLS	500.00	0.00	46	210	500
25	SUBSISTENCE	500	DIRECT TO I&E ACCOUNT	195.00	0.00	50	210	195
41	POSTAGE	210	TOWN COUNCIL OFFICE	800.00	355.00	17	408	445
55	HEALTH & SAFETY	200,210,212,409	Various	1000.00	0.00	9	210	1000
18	LITTER CLEARANCE	Various	Various	1000.00	1000.00			
17	GROUNDS MAINT/REPAIR	418	AVENUE PLAYING FIELD	800.00	200.00	17	419	600
17	GROUNDS MAINT/REPAIR	420	PENNS FARM PLAYING	1000.00	0.00	45	201	1000
17	GROUNDS MAINT/REPAIR	401	BELL HILL COMMON	200.00	0.00	9	210	200
17	GROUNDS MAINT/REPAIR	402	BELL HILL REC	540.00	0.00	45	201	540
17	GROUNDS MAINT/REPAIR	405	SHEET COMMON	700.00	0.00	9	210	700
17	GROUNDS MAINT/REPAIR	406	SHEET REC	300.00	0.00	9	210	300
17	GROUNDS MAINT/REPAIR	407	SHEET VILLAGE GREEN	200.00	0.00	45	201	200
17	GROUNDS MAINT/REPAIR	410	WOODS MEADOW REC	200.00	0.00	45	201	200
17	GROUNDS MAINT/REPAIR	411	WATER MEADOWS	100.00	0.00	9	210	100
17	GROUNDS MAINT/REPAIR	414	OLD MILL LANE	100.00	0.00	9	210	100
17	GROUNDS MAINT/REPAIR	101	ST PETERS CHURCHYARD	400.00	0.00	9	210	400
17	GROUNDS MAINT/REPAIR	417	HEATHFIELD/BARNFIELD	200.00	0.00	9	210	200

Virements available Year 2005 - 2006

Cost Code	Description	Cost Centre	Description	Amount	Amount left	Vire to cost Code	Vire to Cost Centre	Amount taken
17	GROUNDS MAINT/REPAIR	213	AVENUE PAVILION	100.00	0.00	9	210	100
07	TRAINING	210	TOWN COUNCIL OFFICE	200.00	0.00	9	210	200
19	EQUIPMT MAINT/REPAIR	212	SHEET VILLAGE HALL	50.00	0.00	45	210	50
19	EQUIPMT MAINT/REPAIR	406	SHEET REC	100.00	44.00	19	420	6
						46	210	50
19	EQUIPMT MAINT/REPAIR	410	WOODS MEADOW REC	250.00	95.00	19	419	155
19	EQUIPMT MAINT/REPAIR	420	PENNS FARM PLAYING	200.00	0.00	19	408	200
30	FIXTURES & FITTINGS	200	MISC PUBLIC HALLS	240.00	170.00	30	210	70
30	FIXTURES & FITTINGS	213	AVENUE PAVILION	50.00	0.00	30	205	50
30	FIXTURES & FITTINGS	408	THE HEATH	400.00	100.00	16	408	300
47	ADVERTISING/PUBLICITY	210	TOWN COUNCIL OFFICE	1300.00	0.00	16	408	1300
16	PROPERTY MAINT/REPR	200	MISC PUBLIC HALLS	500.00	26.00	19	201	404
						45	212	35
						45	213	35
16	PROPERTY MAINT/REPR	201	FESTIVAL HALL	1000.00	0.00	45	213	500
						45	212	500
16	PROPERTY MAINT/REPR	207	PERKINS SLADE	250.00	30.00	16	204	20
						16	208	200
16	PROPERTY MAINT/REPR	210	TOWN COUNCIL OFFICE	600.00	0.00	9	200	600
16	PROPERTY MAINT/REPR	212	SHEET VILLAGE HALL	500.00	45.00	16	213	455
48	LEGAL/PROF COSTS	207	PERKINS SLADE	150.00	0.00	48	201	150
48	LEGAL/PROF COSTS	207	PERKINS SLADE	50.00	0.00	48	208	50
48	LEGAL/PROF COSTS	219	LOVE LANE PAVILION	200.00	0.00	48	208	200
48	LEGAL/PROF COSTS	400	MISC GROUNDS	200.00	0.00	48	210	200
48	LEGAL/PROF COSTS	406	SHEET REC	200.00	0.00	48	210	200

Virements needed for year 2005 - 2006

Cost Code	Description	Cost Centre	Description	Amount Required	Vired from cost Code	Vired from Cost Centre	Amount taken
45	LICENCES	201	FESTIVAL HALL	1940.00	17	402	540.00
					17	410	200.00
					17	420	1000.00
					17	407	200.00
		210	TOWN COUNCIL OFFICE	50.00	19	212	50.00
		212	SHEET VILLAGE HALL	635.00	16	201	500.00
					17	404	100.00
					16	200	35.00
		213	AVENUE PAVILION	635.00	16	201	500.00
					17	404	100.00
					16	200	35.00
46	INSURANCE	210	TOWN COUNCIL OFFICE	960.00	46	212	400.00
					19	212	50.00
					16	200	500.00
					12	210	10.00
		210	TOWN COUNCIL OFFICE	800.00	10	200	800.00
8	RECRUITMENT	210	TOWN COUNCIL OFFICE	1400.00	67	210	1400.00
8	RECRUITMENT	210	TOWN COUNCIL OFFICE	3366.00	55	210	1000.00
9	CASUAL STAFF WAGES				17	101	400.00
					7	210	200.00
					17	405	700.00
					17	213	100.00
					17	417	200.00
					17	414	100.00
					17	411	100.00

Virements needed for year 2005 - 2006

Cost Code	Description	Cost Centre	Description	Amount Required	Vired from cost Code	Vired from Cost Centre	Amount taken
					17	406	300.00
					17	401	200.00
					17	409	66.00
9	CASUAL STAFF WAGES	200	MISC PUBLIC HALLS	622.00	17	409	22.00
					16	210	600.00
17	GROUNDS MAINT/REPAIR	419	LOVE LANE SPORTS GRD	600.00	17	418	600.00
19	EQUIPMT MAINT/REPAIR	201	FESTIVAL HALL	404.00	16	200	404.00
19	EQUIPMT MAINT/REPAIR	419	LOVE LANE SPORTS GRD	155.00	19	410	155.00
19	EQUIPMT MAINT/REPAIR	408	THE HEATH	206.00	19	420	200.00
					19	406	6.00
30	FIXTURES & FITTINGS	205	ROSE ROOM	50.00	30	213	50.00
30	FIXTURES & FITTINGS	210	TOWN COUNCIL OFFICE	70.00	30	200	70.00
16	PROPERTY MAINT/REPAIR	204	MEETING ROOM	20.00	16	207	20.00
16	PROPERTY MAINT/REPAIR	208	FESTIVAL HALL OFFICE SUIT	200.00	16	207	200.00
16	PROPERTY MAINT/REPAIR	408	THE HEATH	1600.00	47	210	1300.00
					30	408	300.00
16	PROPERTY MAINT/REPAIR	213	AVENUE PAVILION	455.00	16	212	455.00
48	LEGAL/PROF COSTS	208	FESTIVAL HALL OFFICE SUIT	200.00	48	219	200.00
48	LEGAL/PROF COSTS	208	FESTIVAL HALL OFFICE SUIT	50.00	48	207	50.00
48	LEGAL/PROF COSTS	201	FESTIVAL HALL	150.00	48	207	150.00
48	LEGAL/PROF COSTS	210	TOWN COUNCIL OFFICE	200.00	48	400	200.00
48	LEGAL/PROF COSTS	210	TOWN COUNCIL OFFICE	200.00	48	406	200.00
48	LEGAL/PROF COSTS	210	TOWN COUNCIL OFFICE	150.00	48	408	150.00
49	LEGAL/PROF COSTS	200	MISC PUBLIC HALLS	26.00	49	210	26.00

addition to the criteria may enhance the 'qualified clerk' test. In addition, some aspects regarding operation and accreditation may need to be tightened up to ensure than best practice and quality control is maintained

Your Views

We would appreciate it if you could let us know your initial thoughts on the review by filling in the following brief comment boxes, so that we can feed views in to the Development Group at this early stage and shape NALC thinking around the review.

Name	Position (eg Chair if applicable)	NALC/Council/CAP member/Other:
Mrs. Ayer, Jenner, Wilkinson, Daubrey; Molloy & Dutton	Members of Finance & General Purposes Committee	Petersfield Town Council

Do you agree with NALCs broad policy position regarding the review of the Quality scheme? If no, please state reasons

yes - further two years of scheme to run before meaningful comments.

What changes, if any, do you feel would lead to a better and more successful scheme?

Now scheme running the Accreditation Panels should be stringent with mandatory requirements.

Any other comments

Where are the tremendous benefits? None received by Petersfield Town Council to date!

Please send all completed forms to:- Vicky Sugars, Councils Development Officer, NALC, 109 Great Russell Street, London, WC1B 3LD, or by email to vicky.sugars@nalc.gov.uk by no later than 6 March 2006.