

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on 23rd June 2011 in the Council Chamber, Town Hall, Petersfield.

**PRESENT:** Cllr R Ayer, Cllr Mrs S Harwood, Cllr C Mills and Cllr Ms M Vincent.

**ALSO IN ATTENDANCE:** Mr N Hitch (Town Clerk) and 1 member of the public

**F 0112**      CHAIRMAN'S COMMENTS

The Chairman had no comments.

**F 0113**      APOLOGIES FOR ABSENCE

An apology for absence was received from Cllrs Clarke and Marshall.

**F 0114**      DECLARATIONS OF INTEREST

No declarations of interest were recorded.

**F 0115**      PUBLIC REPRESENTATION

No requests had been received.

**F 0116**      APPROVAL OF MINUTES

**RESOLVED:** that the minutes of the meeting held on 26th May 2011 be approved.

**F 0117**      FINANCIAL RECOMMENDATIONS

a. Grounds Committee 16th June 2011

G 0108 The Heath - Extension of Grid Pave Trial

**RECOMMENDED:** that a further trial of grid pave be agreed around the cantilever swing on the Heath. Officers to obtain quotation for this work together with a quotation for work around the adventure playground in time for consideration by Council on 4 July 2011.

**F 0118**      TOWN CLERK'S FINANCIAL REPORT

Members received and noted the Financial Report from the Town Clerk, copy attached to these minutes at Appendix A.

**F 0119**      BANK RECONCILIATION

Members received and noted the latest bank reconciliation, copy attached to these minutes at Appendix B.

**F 0120**      EAST HAMPSHIRE DISTRICT COUNCIL COMMUNITY FORUM

Members were advised that with the re-structuring of the Community Forum's at East Hampshire District Council as advised at the last Council

meeting that the Town Council would have a councillor as a formal voting member of the Forum. It was desirable for that member to be a councillor that would not have a seat on the Forum through their District or County Councillor roles. It was therefore necessary to appoint the Council's representative and a nominated Deputy for this position.

**RESOLVED:** that the Town Council representative on East Hampshire District Council's Community Forum be Cllr Mills and the Deputy be Cllr Mrs Farrow.

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

**RESOLVED:** that the Press and public be asked to leave the meeting.

**F 0121**      **STAFF MATTERS**

**RECOMMENDED:** that the report of the Staff Panel held 26<sup>th</sup> April 2011 be approved subject to the Overtime Policy being amended to delegate powers for the granting of Unscheduled Overtime to the Town Clerk in paragraph 2. The Town Clerk may consult with councillors prior to the approval for any request at his/her discretion.

There being no further business the meeting closed at 7.29 p.m.



## FINANCE REPORT

As with the Clerk's Report to Council, this report is not an item of debate, but seeks to inform councillors of all matters financial, including income and expenditure against budget, the level of balances held, proposed movements of deposits, future plans as well as seasonal issues, such as the Audit and Budget setting processes. If councillors consider a matter included in the report is in need of debate, the subject can be added to a future meeting's agenda for this purpose. I will always endeavour to answer any questions raised from the content of the report, but please bear in mind that if further investigation is necessary, answers will need to be given outside the meeting.

### Bank Accounts

	<u>£</u>
Lloyds TSB Current Account	250.00
Lloyds TSB 30 Day Account	117,237.09
Clydesdale 30 Day Notice Account	323,220.29
Clydesdale Term Deposit	150,000.00
Clydesdale Current Account	0.00
Scottish Widows Bank Term Deposit	100,641.84

**Total** 691,349.22

Town Mayor's Charity Account 00.00

Clydesdale's rating on Bank Deposits with Moody's is A1 with ratings under review and Lloyds TSB is Aa3, also possibly due for a downgrade. Scottish Widows rating is Aa3 with a stable outlook.

### Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	974	7,670	12.70
<b>Expenditure</b>	10,984	58,515	18.77

The first installment for most of the perennial client grants have been made. Income consists solely of interest on the various bank accounts.

### Grounds & Open Spaces Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	15,183	71,245	21.31
<b>Expenditure</b>	55,251	215,910	25.60

Income looks healthy and represents invoicing of quarterly rents. I am anticipating a very challenging year in keeping the Grounds budget on track. The main reasons for the higher than expected year to date spending are, in addition to the matters reported Last month, the annual insurance charge and repairs to play equipment. Very close monitoring of grounds costs will continue to be essential throughout the rest of the financial year.

### Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	29,622	156,205	18.96
<b>Expenditure</b>	104,963	466,985	22.48

Income reflects ongoing income from the three main halls. This remains on track at the moment which is encouraging. Festival Hall income is performing better than Sheet Village Hall and The Avenue Pavilion at present. Expenditure includes the annual charge for insurance and rates which distorts the year to date figures. Also, a proportion of annual subscriptions, license's and maintenance items are incurred in the early part of the financial year.

### Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	45,779	235,120	19.47
<b>Expenditure</b>	171,198	741,410	23.09

The year to date figures, if everything was on track would show a 16.67% spend. The Audit Regulations require us to charge the full value for annual costs such as rates and insurance as soon as they are received. Whilst expenditure appears excessive for this time of the year, it is a little misleading because quite a substantial element of our costs are incurred during the early part of the financial year. Income appears quite healthy at this point although it is common for this to drop during the summer when many of our regular Halls bookings do not take place. Close monitoring will be required throughout the year.

Neil Hitch  
Town Clerk & Responsible Finance Officer  
17th June 2011

Date: 13/06/2011

Petersfield Town Council

Page No: 1

Time: 15:13

User: CLW

## Bank Reconciliation Statement as at: 13/06/2011 for Cash Book 1 BANK CURRENT ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB 0239842	02/06/2011	19	250.00
			250.00

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
03/05/2011 DDR Pymnt8 British Telecommunications plc	19.12
04/05/2011 012968 Cape Classic South	40.56
16/05/2011 805901 Southern Electric	57.60
23/05/2011 013008 Cape Classic South	24.60
23/05/2011 013013 P/F Museum	250.00
23/05/2011 013014 Home Start Butser	150.00
26/05/2011 013016 Cash	113.38
30/05/2011 013017 ACORN OFFICE SUPPLIES	175.17
30/05/2011 013018 Cluson Engineering Ltd	32.40
30/05/2011 013019 CPRE	29.00
30/05/2011 013020 Colin Williams	1,700.00
30/05/2011 013021 English Landscapes Maintenanc	1,184.98
30/05/2011 013022 G Burley and Sons Ltd	8,078.78
30/05/2011 013024 Hazards Publications Ltd	13.50
30/05/2011 013025 Lowes Guarding Service	1,617.60
30/05/2011 013026 Lucion Environmental Ltd	18.00
30/05/2011 013027 Moviola Ltd	200.00
30/05/2011 013028 Screwfix Direct	10.73
30/05/2011 013029 Staples UK Retail Limited	14.72
30/05/2011 013030 Safety Glazing Ltd	144.60
30/05/2011 013031 Travis Perkins Trading Company	11.86
30/05/2011 013032 VoxIT Limited	1,800.00
31/05/2011 805929 Southern Electric	219.06
31/05/2011 013033 Christine Daer (Quayle)	150.00
31/05/2011 013023 National Association of Local	15.50
06/06/2011 805926 VODAFONE LTD	98.55
06/06/2011 013034 FARNHAM CASTLE NEWSPAP	13.68
06/06/2011 013035 Fireskills Ltd	479.40
06/06/2011 013036 GraffitiHotline	192.83
06/06/2011 013037 C. Kates & Son	128.88
06/06/2011 013038 Novatech Ltd	150.00
06/06/2011 013039 SAS Playgrounds Ltd	1,710.00
06/06/2011 013041 Jeremy Holmes	205.00
06/06/2011 013042 Mr A Burnett	650.00
06/06/2011 013040 Chris Jenner	465.99
13/06/2011 013043 HM Revenue and Customs Only	4,688.16
13/06/2011 805910 Databarracks	117.60
13/06/2011 805939 British Telecommunications plc	639.09
13/06/2011 805944 Business Gas (British Gas)	327.73
13/06/2011 013044 A1 Security Centre	63.54

**Bank Reconciliation Statement as at: 13/06/2011 for Cash Book 1 BANK CURRENT ACCOUNT**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
13/06/2011 013045	Auditel	238.88	
13/06/2011 013046	Beaver Tool Hire	62.37	
13/06/2011 013047	Longmeadows	1,696.80	
13/06/2011 013048	National Association of Local	117.00	
13/06/2011 013049	Novatech Ltd	124.39	
14/03/2011 805695	SOUTHERN WATER	114.11	
			<u>28,355.16</u>
			-28,105.16
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			-28,105.16
		Balance per Cash Book is :-	-28,105.16
		Difference is :-	0.00

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**Bank Reconciliation Statement as at: 13/06/2011 for Cash Book 2 30 DAY NOTICE ACCOUNT**


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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB	03/06/2011	9	63,972.13
			<hr/> 63,972.13
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<hr/> 63,972.13
<u>Receipts not Banked/Cleared (Plus)</u>			
09/06/2011		1,664.42	
09/06/2011		1,300.00	
			2,964.42
			<hr/> 66,936.55
		<b>Balance per Cash Book is :-</b>	<b>66,936.55</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**Bank Reconciliation Statement as at: 09/06/2011 for Cash Book 4 CLYDESDALE BANK**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clydesdale 40 day 90025455	31/05/2011	23	383,220.29
			<hr/> 383,220.29
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			383,220.29
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			383,220.29
		<b>Balance per Cash Book is :-</b>	<b>383,220.29</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Bank Reconciliation Statement as at: 07/06/2011 for Cash Book 5 PETTY CASH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/04/2011		315.00
			<u>315.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>315.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>315.00</u>
		Balance per Cash Book is :-	315.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at: 07/06/2011 for Cash Book 6 Clydesdale Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clydesdale Term Deposit	01/10/2010	0	150,000.00
			<u>150,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>150,000.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>150,000.00</u>
		Balance per Cash Book is :-	150,000.00
		Difference is :-	0.00

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**Bank Reconciliation Statement as at: 13/06/2011 for Cash Book 8 Scottish Widows Term Deposit**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Scottish Widows 50936100799	01/06/2011	1	100,641.84
			<hr/> 100,641.84
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			100,641.84
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			100,641.84
		Balance per Cash Book is :-	100,641.84
		Difference is :-	0.00