

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on 24th March 2011 in the Council Chamber, Town Hall, Petersfield.

PRESENT: Cllr R Ayer (Chairman) Cllr V Clarke, Cllr W Organ and Cllr G Watkinson

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk) and 2 members of the public

F 0652 CHAIRMAN'S COMMENTS

The Chairman thanked the public for taking an interest in the meeting's business. He also asked members whether, in view of the exceptional circumstances of recent events at Love Lane skatepark, they wished to approve an additional agenda item to determine any action the Council may wish to take within confidential session. Members were content to do this given the most unusual circumstances.

F 0653 APOLOGIES FOR ABSENCE

There were no apologies for absence.

F 0654 DECLARATIONS OF INTEREST

There were no declarations of interest recorded.

F 0655 PUBLIC REPRESENTATION

Mr John Pike, Chairman of Friends of Petersfield Heath addressed members concerning the recommendation from Public Halls Committee regarding payment for hire of the Rose Room for their AGM. He reminded members of the 'Friends' Terms of Reference that were drawn up by the council several years ago that demonstrated a close link with the Council, the amount of money that the 'Friends' save the council annually and commented that he believed the monies raised by the 'Friends' should be solely directed to their work on The Heath.

F 0656 APPROVAL OF MINUTES

RESOLVED: that the minutes of the meeting held on 24th February 2011 be approved.

F 0657 FINANCIAL RECOMMENDATIONS

a. Grounds Committee 17th March 2011

G 0640 a The Heath - Review of Erosion Control trial of Grid Pave

Members questioned why this matter didn't go straight back to the Grounds Committee. The Chairman reminded them that all matters appertaining to The Heath Charity had to be recommended to Council as Trustee. Some discussion ensued over what amounted to a modest extension to the trial area, following which it was:

RECOMMENDED: that Officers obtain a price for a modest extension of the grid pave trial area and that

this matter be considered again at the April meeting of the Grounds Committee.

G 0640 b The Heath - Work for control of Asbestos at Heath Kiosk

Members were reminded that a Type 1 Asbestos Survey had been completed some years ago. The Town Clerk also advised members that the asbestos had been observed as deteriorating because the concessionaire had moved some internal free-standing shelving to expose the problem.

RECOMMENDED: that the third quotation for the covering of the asbestos at the Heath Kiosk be made available for the April meeting of the Grounds Committee together (if possible) with three additional quotations for the complete removal of the asbestos present at the Heath Kiosk.

G 0641 - Love Lane Sports Ground - Petersfield Town Juniors

RESOLVED: that the Town Juniors Football Club be given permission to use the area in front of the Pavilion (final site to be agreed with the MCO) during the Easter Holidays from 18th to 20th April 2011 with no charge. However, permission would not, at this time, be given for the August sessions until more information regarding charges to the users for the coaching was available to members. The August request would be considered once this financial information was obtained from the club.

b. Public Halls 21 March 2011

PH 0647 - Friends of Petersfield Heath use of Rose Room

Members were reminded that consistency was required amongst all other bodies that the Council deals with and that officers needed clear policies to follow and implement. It was noted that the Friends of Petersfield Heath had a particularly close relationship with the Council and following discussion, it was:

RESOLVED: that the charge for the hire of the Rose Room for the Friends of Petersfield Heath AGM in May 2011 be waived with the proviso that any damage be paid for by the Friends of Petersfield Heath.

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 0658 TOWN HALL CHAMBERS - VACANT OFFICE SPACE

RESOLVED: that the offer from the Dental Technician Laboratory for the sum of £5,500 rent per annum with a 3 month rent free period, 10 year lease with 5 year break clause and rent review be accepted.

The meeting was reconvened.

F 0659 MONTHLY FINANCIAL REPORT

Members received and noted the Town Clerk's monthly financial report, which is attached to these minutes as Appendix A for information.

F 0660 BANK RECONCILIATION

Members received and noted the bank reconciliations for the current account and 30 Day Notice account at Lloyds TSB and the Month Notice account at Clydesdale Bank, copies of which are attached to these minutes as Appendix B for information.

F 0661 ANNUAL REVIEW OF FINANCIAL STRATEGY DOCUMENT

Members reviewed the Strategy document. Following discussion, it was:

RESOLVED: that the Financial Strategy be amended by altering point 2 to read:- To manage the expenditure of capital and revenue to ensure the most beneficial use of Town Council funds for the good of the community. The amended document is attached to these minutes as Appendix C

F 0662 AUDIT COMMISSION - APPOINTMENT OF AUDITOR

Members received and noted notification from the Audit Commission that Jackie Bellard had been appointed as Auditor for Petersfield Town Council.

If 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 0663 STAFF MATTERS

RECOMMENDED: that the report of the Staff Panel held 17th March 2011 be approved.

F 0664 LOVE LANE SKATEPARK

Members recognised the exceptional nature of recent events at the skatepark and considered potential actions to protect the site, the safety of the Council's investment in the site as well as the public's safety using the site.

RESOLVED: that a security company be employed to help secure the skatepark and the safety of the public using it.

There being no further business the meeting closed at 7.24 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	170,367.13
Clydesdale 30 Day Notice Account	192,772.41
Clydesdale Business Term Deposit	150,000.00
Clydesdale Current Account	0.00
Cater Allen Term Deposit	100,000.00
Total	<u>613,389.54</u>

Town Mayor's Charity Account	00.00
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Clydesdale's rating on Bank Deposits is A1 with a negative outlook and Lloyds TSB is Aa3 and stable. Cater Allen Private Bank (part of the Santander Group has a rating Aa2 with negative outlook).

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	8,180	6,500	125.85
Expenditure	47,156	63,962	73.73

Further modest income is anticipated through the remainder of the financial year. Most of the expenditure represents payment of grants to various organizations.

Grounds & Open Spaces Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	69,728	62,931	110.80
Expenditure	197,271	217,890	90.54

Income budgets have just been achieved which is good news. Expenditure figures are higher than expected on certain cost centres. The Heath appears heavily overspent but this is largely due to the agreed costs of cricket pitch maintenance totaling £8,000 that were not budgeted for this year and repairs to the toilets costing almost £7,500. Once these two cost items are taken into consideration, the figures return to within budget. Similarly the collapsed drain repaired at Love Lane for almost £4,000 was also unbudgeted for work approved by Council which has caused an apparent overspend. Water costs at the allotments have been much higher than in previous years, exacerbated by a leak at the Sheet site costing almost £900 in additional water. Taking all these factors into account it is quite an achievement to be just within budget as we are at this stage of the year. I expect to see an overspend on Grounds budgets overall this year because of the items listed above but for that additional expenditure to be less than the total of the unbudgeted items – in other words, without the unforeseen expenditure Grounds would have been within budget.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	165,856	144,527	114.76
Expenditure	408,417	482,535	84.64

Income performance remains strong. Expenditure similarly remains well within budget. Whilst some budget headings will undoubtedly exceed target others are well within budget so overall the situation appears comfortable.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	243,764	213,958	113.93
Expenditure	652,844	764,437	85.40

The year to date figures, if everything was on track would show a 91.67% spend. Income targets for the year have been comfortably achieved largely due to the letting income received from Suite 3 and additional income generated at Love Lane, which is excellent news. Expenditure remains on-track which is very encouraging considering the additional unbudgeted costs that have been sanctioned by councillors this year.

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

Date: 14/03/2011

Petersfield Town Council

Page No: 1

Time: 15:18

User: CLW

Bank Reconciliation Statement as at: 14/03/2011 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	04/03/2011	98	250.00
			<u>250.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
23/06/2010 CORRECTION National Childrens Bureau	250.00
28/06/2010 012426 Countryside Agriculture Enviro	141.00
12/07/2010 012454 Sarah Martin	150.00
14/02/2011 012813 SLCC	15.00
28/02/2011 012829 Alan J. Harland FCA	2,418.00
28/02/2011 012830 ACORN OFFICE SUPPLIES	362.86
28/02/2011 012831 Blackburne and Haynes	62.40
28/02/2011 012833 Lowes Guarding Service	162.00
28/02/2011 012834 Queensbury Shelters Ltd	3,438.00
28/02/2011 012835 U.K. OFFICE SYSTEMS	579.60
28/02/2011 012837 Fort Cancer Charity	250.00
28/02/2011 012838 Amy Jackson	150.00
28/02/2011 012839 Kamon Martial Arts	150.00
28/02/2011 012840 P/F Town Partnership	500.00
28/02/2011 012841 Hants county Youth Band Ass	150.00
28/02/2011 012842 p/f Musical festival	750.00
28/02/2011 012843 P/F youth Theatre	1,000.00
28/02/2011 012844 the petersfield society	395.00
28/02/2011 012845 P/F twinning Association	500.00
28/02/2011 012846 P/F cricket Club	500.00
28/02/2011 012847 P/F open air Swim pool	1,000.00
28/02/2011 012848 P/f Neighbourhood Watch	250.00
28/02/2011 012849 Herne junior School	240.00
28/02/2011 012850 Homestart Butser	2,000.00
02/03/2011 012851 Cash	92.16
07/03/2011 012852 Armashield Building Security	240.00
07/03/2011 012853 FARNHAM CASTLE NEWSPAP	13.68
07/03/2011 012854 G Burley and Sons Ltd	610.80
07/03/2011 012855 Phonographic Performance Ltd	701.81
07/03/2011 012856 Travis Perkins Trading Company	453.98
07/03/2011 012857 Workplatform Ltd	984.14
07/03/2011 012858 The Upbeat Beatles	250.00
07/03/2011 012859 Rosemary Foundation	250.00
14/03/2011 805663 Databarracks	117.60
14/03/2011 805668 Southern Electric	1,288.94
14/03/2011 805675 VODAFONE LTD	103.89
14/03/2011 805688 SOUTH EAST WATER LTD	1,857.75
14/03/2011 805691 Business Gas (British Gas)	1,572.66
14/03/2011 805692 British Telecommunications plc	1,086.92
14/03/2011 805695 SOUTHERN WATER	228.22

Bank Reconciliation Statement as at: 14/03/2011 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>
14/03/2011 805704	Computershare Voucher Service	88.16	
14/03/2011 012862	A W Clear	420.00	
14/03/2011 012863	Blackburne and Haynes	74.88	
14/03/2011 012864	Cape Classic South	48.90	
14/03/2011 012865	Clear Round Pest Services	192.00	
14/03/2011 012866	English Landscapes Maintenanc	1,168.52	
14/03/2011 012867	G Burley and Sons Ltd	312.00	
14/03/2011 012868	H. Monfared (Builders) Ltd	6,000.00	
14/03/2011 012869	Longmeadows	1,160.40	
14/03/2011 012870	Moviola Ltd	1,703.75	
14/03/2011 012871	NEOPOST LTD	363.60	
14/03/2011 012872	Voice Grounds Care Ltd.	4,020.00	
14/03/2011 012873	P. W. Hayler	54.00	
14/03/2011 012874	SLCC Enterprises Ltd	156.00	
14/03/2011 012875	Travis Perkins Trading Company	344.47	
			41,373.09
			-41,123.09
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			-41,123.09
		Balance per Cash Book is :-	-41,123.09
		Difference is :-	0.00



Lloyds TSB

Your account statement
Statement sheet number: **98**
Issue date: **4 March 2011**
Page: **1 of 1**

P/FIELD TOWN COUNCIL
TOWN HALL
PETERSFIELD
HAMPSHIRE
GU31 4EA

14 MAR 2011

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+44 1733 347338 (from Overseas)

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0027102EC67508 8210
2442/1/017035

Your branch: **PETERSFIELD**
Sort code: **30-96-61**
Account number: **00239842**
BIC: **LOYDGB21276**
IBAN: **GB98 LOYD 3096 6100 2398 42**

BUSINESS ACCOUNT
PETERSFIELD TOWN COUNCIL

Account Summary

Balance On 25 February 2011	£250.00
Total Paid In	£13,716.87
Total Paid Out	£13,716.87
Balance On 4 March 2011	£250.00

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
25 Feb 11		BALANCE BROUGHT FORWARD			250.00
28 Feb 11	Direct Debit	EDENSPRINGS 00/00103282	29.70		220.30
28 Feb 11	Direct Debit	VEOLIA ES UK 08482301-020	267.32		47.02 OD
28 Feb 11	Transfer	FROM30966107033557		297.02	250.00
1 Mar 11	Direct Debit	SOUTH EAST WATER 020663170101	24.55✓		225.45
1 Mar 11	Direct Debit	SOUTH EAST WATER 020657281100	94.41✓		131.04
1 Mar 11	Cheque	012824	250.00✓		118.96 OD
1 Mar 11	Direct Debit	SOUTH EAST WATER 020063470000	313.04✓		432.00 OD
1 Mar 11	Transfer	FROM30966107033557		682.00✓	250.00
2 Mar 11	Cheque	012822	64.97✓		185.03
2 Mar 11	Transfer	FROM30966107033557		64.97✓	250.00
4 Mar 11	Direct Debit	SOUTHERN ELECTRIC 033620720	91.29✓		158.71
4 Mar 11	Cheque	012836	150.00✓		8.71
4 Mar 11	Cheque	012832	12,431.59✓		12,422.88 OD
4 Mar 11	Transfer	FROM30966107033557		12,672.88✓	250.00
4 Mar 11		BALANCE CARRIED FORWARD			250.00

Messages

For important information about compensation arrangements, please refer to the back of this statement.

Bank Reconciliation Statement as at: 14/03/2011 for Cash Book 2 30 DAY NOTICE ACCOUNT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds TSB	04/03/2011	93	183,182.32
			<u>183,182.32</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			183,182.32
<u>Receipts not Banked/Cleared (Plus)</u>			
08/03/2011		4,257.52	
08/03/2011		15.60	
14/03/2011		1,398.12	
14/03/2011		10.00	
			<u>5,681.24</u>
			188,863.56
		Balance per Cash Book is :-	188,863.56
		Difference is :-	0.00



Lloyds TSB

~~1371981~~



Your account statement
Statement sheet number: **93**
Issue date: **4 March 2011**
Page: **2 of 2**

P/FIELD TOWN COUNCIL
TOWN HALL
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14 MAR 2011

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8210 2443/2/017037

Your branch: **PETERSFIELD**
Sort code: **30-96-61**
Account number: **07033557**
BIC: **LOYDGB21276**
IBAN: **GB91 LOYD 3096 6107 0335 57**

BUS 30 DAY NOTICE
PETERSFIELD TOWN COUNCIL

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
4 Mar 11		BALANCE BROUGHT FORWARD			194,830.20
4 Mar 11	Faster Payment	LR FITNE LTD SW CU RP4679966718182700		1,025.00✓	195,855.20
4 Mar 11	Transfer	TO 30966100239842	12,672.88✓		183,182.32
4 Mar 11		BALANCE CARRIED FORWARD			183,182.32

Messages

For important information about compensation arrangements, please refer to the back of this statement.



Lloyds TSB

Your account statement
Statement sheet number: 92
Issue date: 4 March 2011
Page: 1 of 2

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TOWN HALL
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GU31 4EA

14 MAR 2011

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Your branch: **PETERSFIELD**
Sort code: **30-96-61**
Account number: **07033557**
BIC: **LOYDGB21276**
IBAN: **GB91 LOYD 3096 6107 0335 57**



0027102EC67508 8210
2443/1/017036

BUS 30 DAY NOTICE
PETERSFIELD TOWN COUNCIL

Account Summary

Balance On 25 February 2011	£180,510.87
Total Paid In	£16,388.32
Total Paid Out	£13,716.87
Balance On 4 March 2011	£183,182.32

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
25 Feb 11		BALANCE BROUGHT FORWARD			180,510.87
28 Feb 11	Faster Payment	PS FINANCIAL ADV PS FINANCIAL ADV RP4652383388565600		1,050.00	181,560.87
28 Feb 11	Faster Payment	ELSOM MRS K S11217 34132901509925000R		441.00	182,001.87
28 Feb 11	Deposit	500072		589.66	182,591.53
28 Feb 11	Transfer	TO 30966100239842	297.02		182,294.51
1 Mar 11	Transfer	TO 30966100239842	682.00		181,612.51
2 Mar 11	Bank Giro Credit	SUTTON WINSN GEN SUTTON WINSON LTD		11,530.67	193,143.18
2 Mar 11	Faster Payment	MR JOHN WILSON S11219 41152518298241000N		637.77	193,780.95
2 Mar 11	Faster Payment	KNIGHT BP HALL HIRE RP4679966681455800		103.39	193,884.34
2 Mar 11	Transfer	TO 30966100239842	64.97		193,819.37
3 Mar 11	Bank Giro Credit	E.H.D.C. EAST HANTS DC		405.00	194,224.37
3 Mar 11	Deposit	500073		587.79	194,812.16
4 Mar 11	Bank Giro Credit	HAMPSHIRE COUNTY C 1000 9702857649 K		18.04	194,830.20
4 Mar 11		BALANCE CARRIED FORWARD			194,830.20

POST

Can we help?
02392856600

P10265170:003266/01/001/001

6402/00 82100B
PETERSFIELD TOWN COUNCIL
The Town Hall Heath Road
Petersfield
GU31 4EA

- 7 MAR 2011

Branch Address
1st Floor Gunwharf House
Gunwharf Quays
Portsmouth PO1 3TZ



90025455

Your business 30 day notice account statement

Page 1 of 1
Statement No: 20

Statement date
02 March 2011

Account name
PETERSFIELD TOWN
COUNCIL

Date	Description	Debits	Credits	Balance
2 Feb 2011	Balance from previous statement			192683.72
28 Feb	Gross Interest		88.69	192772.41

Sort Code
82-64-02

Account number
90025455

IBAN
GB51CLYD82640290025455

BIC
CLYDGB21402

Current balance
£192772.41

DD = Direct Debit
SO = Standing Order
TB = Telephone or Internet
Banking
TL = Over the Counter
Payment
EB = Electronic Banking
OD = Overdrawn



Bank Reconciliation Statement as at: 10/02/2011 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	31/01/2011		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: 10/02/2011 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

Bank Reconciliation Statement as at: 10/02/2011 for Cash Book 7 Cater Allen Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cater Allen 85221673	17/11/2010	1	100,000.00
			<u>100,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>100,000.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>100,000.00</u>
		Balance per Cash Book :-	100,000.00
		Difference is :-	0.00

PETERSFIELD TOWN COUNCIL
NEIL HITCH
THE TOWN HALL
HEATH ROAD
PETERSFIELD
HANTS
GU31 4EA

19 NOV 2010



TERM DEPOSIT CERTIFICATE

Account Type: **Term Deposit Income Account**
Account Number: **85221673**
Account Name: **PETERSFIELD TOWN COUNCIL**

The above Term Deposit account has been opened with the following details:

Start Date	Amount Invested	Interest Rate	Maturity date
17 November, 2010	£100,000.00	1.23%	17 May, 2011

Gross Interest	Net Interest	Interest Frequency	Interest Option
£101.10 for first month, due on 17Dec2010	N/A	Monthly	Compound

If we have not received instruction from you by 12.00 noon on the day of maturity, we will re-deposit your money in a new Term Deposit. The new Term Deposit will be for the same term and at the interest rate prevailing on that day.

PLEASE RETAIN THIS CERTIFICATE FOR YOUR RECORDS

Ref: TERMWEL

PART OF SANTANDER PRIVATE BANKING GLOBAL DIVISION

9 Nelson Street, Bradford, BD1 5AN Tel: 0800 092 5500 International Tel: +44 (0)114 228 2400
General Fax: 0870 240 7968 CHAPS/SWIFT Fax: 0870 240 6259 www.caterallen.co.uk

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FINANCIAL STRATEGY

1. To maintain a balanced budget.
2. To manage the expenditure of capital and revenue to ensure the most beneficial use of Town Council funds for the good of the community.
3. To maintain a charging structure that takes account of ability to pay whilst reflecting the Town Council's responsibility to optimise its assets.
4. To continually review assets e.g. land, property and investments to ensure the optimum return.
5. To ensure that financial investments are to be placed with institutions regulated by the Financial Services Authority or the Central European Bank.
6. To maintain a minimum revenue reserve balance of £145,000, subject to the Internal Auditor's advice.
7. To maintain the efficiency and effectiveness of service delivery by means of a realistic budget process.
8. To ensure that spending levels are both affordable and sustainable, whilst ensuring that service delivery is not compromised.
9. To aim to keep the annual precept as low as possible, whilst ensuring that the Town Council's ability to meet known commitments and the programme/strategy for the future is not compromised.