

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on 23rd September 2010 in the Council Chamber, Town Hall, Petersfield.

**PRESENT:** Cllr R Ayer (Chairman), Cllr Mrs S Kerby, Cllr W Organ, Cllr C Shore and Cllr G Watkinson.

**ALSO IN ATTENDANCE:** Mr N Hitch (Town Clerk)

**F 0268**      CHAIRMAN'S COMMENTS

The Chairman had no comments.

**F 0269**      APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr V Clarke.

**F 0270**      DECLARATIONS OF INTEREST

There were no declarations of interest.

**F 0271**      APPROVAL OF MINUTES

The accuracy of the resolution at F 0193 (b) was questioned by a member. Nobody could recall with accuracy the detail of the discussion and the Town Clerk was asked to check the transcript for accuracy. In investigating the matter, the transcript confirmed the minutes as being accurate, however the recommendation was altered by Council on 2<sup>nd</sup> August 2010.

**RESOLVED** that the minutes of the meeting held on 22nd July 2010 be approved.

**F 0272**      PUBLIC REPRESENTATION

No members of the public were present

**F 0273**      FINANCIAL RECOMMENDATIONS

a. **Grounds Committee 16th September 2010**

No recommendations were submitted.

b. **Halls Committee 20th September 2010**

**PH 0262**      **Moviola Cinema**

Members were fully supportive of the cinema initiative, however concern was expressed that the Town Clerk had not seen and signed the contract with Moviola.

**RESOLVED:** That the Moviola Cinema be run initially for a trial period of one year to be reviewed during summer 2011.

**PH 0265      Town/Festival Hall**

**a.    Blocked Drain**

One additional quote had been received and the other was expected imminently. The Town Clerk reported that this second quote was not favoured by officers because the contractor had not come on site to view the problem and the final cost was uncertain as it failed to specify the cost of waste removal. Following discussion, members considered it would be preferable to wait for the final quotation before making a decision as the third quote could be preferred to the original and a little more expensive, so therefore

**RECOMMENDED:** that the work be approved and the choice of contractor be deferred until the final quotation was received.

**b.    Sound Proofing between Suites 2 and 3, Festival Hall Chambers**

Discussion centred on what needed doing and how to proceed. Following debate, it was:

- RESOLVED:**
1.      That the cost of sound insulation to the ceiling void be ascertained from the contractor;
  2.      That the decision to proceed with the ceiling insulation be approved if the cost is under £500 with virement being identified;
  3.      That the matter be referred back to the Public Halls Committee if the insulation cost exceeds £500.

**c.    Smoke seals to fire doors**

**RESOLVED:** that the quotation for £540 from H Monfared (Builders) Limited to replace the smoke seals in the Festival Hall office suites be approved, utilising the budget for providing a third hinge on fire doors, with this work being re-budgeted in the next financial year.

**F 0274      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. A question was asked about the meaning of the financial ratings of the banks.

**F 0275      BANK RECONCILIATION**

Members received and noted the bank reconciliation as at 31<sup>st</sup> August 2010, a copy of which is attached to these minutes as Appendix B for information.

**F 0276**      **BUDGET 2011-2012**

Members reviewed the Best Value Improvement Plans for projects they would like to be included within the first draft budget process. Members wished to include the provision of the Fireproof Cabinet and Filing Cabinet, however the Town Clerk believed funding for these items was held in Earmarked Reserves but some additional funds would be required to alter the layout of the cupboards in the Clerk's Office to facilitate storage of these cabinets. Discussion also took place over the provision of cannon type bollards for the War Memorial, following which it was:

**RESOLVED:** that provision of the Fireproof Cabinet and Filing Cabinet plus the cannon type bollards for the War Memorial be included within the first draft budget.

**F 0277**      **CHRISTMAS EVENT**

The Town Clerk reminded members that East Hampshire District Council (EHDC) were not running the Christmas Festival this year and enquired whether members wished to run a 'fun-type' event next year. The idea was that any event would be on a significantly smaller scale from that run in the past by EHDC, be separate from the lights switch-on event and would aim to attract people into the town to use the shopping facilities during the 2<sup>nd</sup> or 3<sup>rd</sup> week of December. Members were broadly supportive, although expressed some concerns over the resources needed to run such an event. Following discussion, it was:

- RESOLVED:**
1. That approval in principle be given to running a fun Christmas Event in the Town Square during December 2011;
  2. That the sum of £1,000 be included within the draft budget process for the event;
  3. That the Town Clerk produce an outline plan of ideas for consideration;
  4. That a Working Party be formed to organise the event consisting of councillors Organ and Shore plus either Kerby or Mr Ayer.

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

**RESOLVED** that the press and public leave the meeting.

**F 0278**      **STAFF MATTERS**

Members received the notes of the Staff Panel meeting held 2<sup>nd</sup> August 2010. Support was specifically expressed for the 'Staffing Priorities' included within the notes.

**RECOMMENDED:** that the following procedure be adopted for the authorisation of unscheduled overtime and in emergency situations:

- i) In the absence of the Town Clerk, the Deputy Town Clerk is to follow all the policy's requirements when requests for unscheduled overtime are received;
- ii) In an emergency situation, the agreement of the Town Clerk must be obtained. If the town Clerk cannot be contacted, the Deputy Town Clerk must approve any overtime.
- iii) A maximum of 4 hours overtime can be approved, if considered appropriate in an emergency situation.

The meeting closed at 7.25 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	153,854.03
Lloyds TSB 6 Week Deposit	100,000.00
Clydesdale 40 Day Notice Account	292,011.03
Clydesdale Current Account	0.00
Anglo Irish Bank Call Account	1,443.74
<b>Total</b>	<b><u>547,558.80</u></b>
 Town Mayor's Charity Account	 00.00

Anglo Irish Bank's rating with Moody's on deposits is A3 with ratings under review for a possible downgrade. Clydesdale's rating on Bank Deposits is A1 with a negative outlook and Lloyds TSB is Aa3 and stable.

### Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	7,316	6,500	112.55
Expenditure	32,758	64,012	51.17

Interest income has been achieved on maturity of the 12 month deposit with Anglo Irish Bank. Further modest income is anticipated through the remainder of the financial year. Most of the expenditure represents payment of grants to various organizations, some of which are annual payments (Christmas Lights for example) which gives the appearance that budgets are overspent considering the time of year when in reality it is not the case. I am not anticipating the annual budget exceeding target.

### Grounds & Open Spaces Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	47,311	62,931	75.18
Expenditure	100,978	217,890	46.34

Income continues to be healthy and well on track to achieve target. The allotment rents have now been invoiced and are included within the figures. Expenditure appears to be virtually on track at the moment although there is further work that has been ordered which is quite encouraging bearing in mind the additional costs incurred this year with the cricket pitch maintenance and litter collection as previously advised.

### Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	69,229	144,527	47.90
Expenditure	203,694	482,535	42.21

Income remains on track which is encouraging bearing in mind that August is always a slow month with the Festival Hall being closed for a fortnight for annual maintenance and the other halls being much less heavily-used because of the school holidays. Curves have now started paying rent on Suite 3 following the expiration of their 3 month rent-free period. Expenditure similarly remains on track. Some budget headings give the appearance that they may exceed target and others suggest they will be under-spent so overall, the balance is about right.

### Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	123,856	213,958	57.89
Expenditure	337,430	764,437	44.14

The year to date figures, if everything was on track would show a 41.67% spend. At this stage, I am quite confident that all income targets will be achieved for the year. Expenditure versus year-to-date budgets though remains very tight and whilst costs in the second half of the year are generally lower than for the first 6 months, close monitoring of all budgets remains essential. I anticipate some telephone and water budget headings to exceed their allocation but hope that this will be made up with shortfalls in other budget headings to compensate.

Neil Hitch  
Town Clerk & Responsible Finance Officer  
15th September 2010

Date: 14/09/2010

Petersfield Town Council

Page No: 1

Time: 15:22

User: CLW

**Bank Reconciliation Statement as at: 14/09/2010 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	03/09/2010	62	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
26/07/2010 012488 Melanie Rowe	150.00
16/08/2010 012517 English Landscapes Maintenanc	1,160.29
16/08/2010 012523 Lowes Guarding Service	342.52
31/08/2010 012527 City Link	14.63
31/08/2010 012528 C. Kates & Son	61.34
31/08/2010 012529 Moorland Composites Ltd	33.75
31/08/2010 012530 Mark Thompson-Smith	150.00
02/09/2010 012532 Hampshire County Council	3,754.09
02/09/2010 012531 Petty Cash - Aug 10	68.87
07/09/2010 012533 Earth Anchors Ltd	652.07
07/09/2010 012534 Hampshire Flag Company	99.17
07/09/2010 012535 Waterlooville Carpets Limited	170.38
07/09/2010 012536 Wheelscape Skate & Ride Ltd	12,853.34
07/09/2010 012537 Paul Newman Property Consulte	150.00
07/09/2010 012538 SOCS	500.00
13/09/2010 012539 HM Revenue and Customs ONL	4,662.23
14/09/2010 805185 Databarracks	148.05
14/09/2010 012540 Cracknells	231.48
14/09/2010 012541 Clear Round Pest Services	223.25
14/09/2010 012542 HAMPSHIRE COUNTY COUNC	487.95
14/09/2010 012543 Longmeadows	6,041.85
14/09/2010 012544 Novatech Ltd	25.85
14/09/2010 012545 Robin Burleigh	980.00
14/09/2010 012546 SAS Playgrounds Ltd	411.25
14/09/2010 012547 SLCC Enterprises Ltd	223.25
14/09/2010 012548 Stronghold	2,570.43
14/09/2010 012549 Travis Perkins Trading Company	34.12
02/03/2010 012198 South Downs National Park A	250.00
	<u>36,991.16</u>
	-36,741.16

Receipts not Banked/Cleared (Plus)

Date: 14/09/2010

Petersfield Town Council

Page No: 2

Time: 15:22

User: CLW

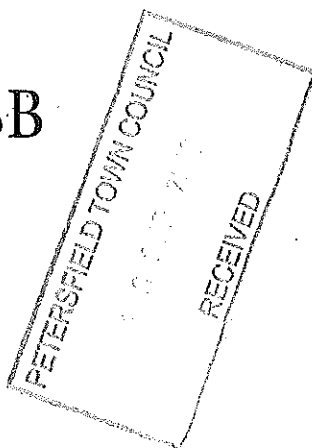
**Bank Reconciliation Statement as at: 14/09/2010 for Cash Book 1 BANK CURRENT ACCOUNT**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
			0.00
			<u>-36,741.16</u>
		Balance per Cash Book is :-	-36,741.16
		Difference is :-	0.00



# Lloyds TSB

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



Your account statement  
Statement sheet number: **61**  
Issue date: **3 September 2010**  
Page: **1 of 2**

Write to us at:  
**Box 2**  
**BX1 1LT**

Call us on: **0845 072 5555** (from UK)  
**+44 1733 347338** (from Overseas)

Visit us online: [www.lloydstsb.com](http://www.lloydstsb.com)

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



0027102HI78204 6940 603/1/026236

**BUSINESS ACCOUNT**  
PETERSFIELD TOWN COUNCIL

## Account Summary

Balance On 27 August 2010	£250.00
Total Paid In	£3,257.54
Total Paid Out	£3,257.54
<b>Balance On 3 September 2010</b>	<b>£250.00</b>

## Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>27 Aug 10</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>250.00</b>
31 Aug 10	Bank Giro Credit	SOUTHERN ELECTRIC 033620720		51.39✓	301.39
31 Aug 10	Direct Debit	VEOLIA ES UK 08482301-014	331.09✓		29.70 OD
31 Aug 10	Transfer	FROM30966107033557		279.70✓	250.00
1 Sep 10	Direct Debit	S E WATER LTD 020663170101	24.01✓		225.99
1 Sep 10	Direct Debit	SOUTHERN WATER 805194 1201850600026	56.76✓		169.23
1 Sep 10	Direct Debit	SOUTHERN WATER 805198 1216805100019	313.00✓		143.77 OD
1 Sep 10	Direct Debit	S E WATER LTD 020657281100	327.57✓		471.34 OD
1 Sep 10	Direct Debit	S E WATER LTD 805189 020063470000	610.81✓		1,082.15 OD
1 Sep 10	Direct Debit	SOUTHERN WATER 805199 1216821700016	1,138.95✓		2,221.10 OD
1 Sep 10	Transfer	FROM30966107033557		2,471.10✓	250.00
2 Sep 10	Direct Debit	SOUTHERN ELECTRIC 805190 PA 747030240	44.91✓		205.09
2 Sep 10	Direct Debit	SOUTHERN ELECTRIC 805191 464620720	114.40✓		90.69
2 Sep 10	Transfer	FROM30966107033557		159.31✓	250.00
3 Sep 10	Direct Debit	SOUTHERN ELECTRIC 805197 530726601	125.66✓		124.34
<b>3 Sep 10</b>		<b>BALANCE CARRIED FORWARD</b>			<b>124.34</b>



# Lloyds TSB

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

6940 603/2/026237

**BUSINESS ACCOUNT**  
PETERSFIELD TOWN COUNCIL

Your account statement  
Statement sheet number: **62**  
Issue date: **3 September 2010**  
Page: **2 of 2**

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

### Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
3 Sep 10		<b>BALANCE BROUGHT FORWARD</b>			<b>124.34</b>
3 Sep 10	Cheque	012526	170.38 ✓		46.04 OD
3 Sep 10	Transfer	FROM30966107033557		296.04 ✓	250.00
3 Sep 10		<b>BALANCE CARRIED FORWARD</b>			<b>250.00</b>

### Messages

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