

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on 22 September 2011 in the Council Chamber, Town Hall, Petersfield.

PRESENT: Cllr P Marshall (Chairman), Cllr R Ayer, Cllr V Clarke, Cllr Mrs S Harwood, Cllr C Mills and Cllr Ms M Vincent.

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk), Mrs S McMorran (Deputy Town Clerk) and 2 members of the public

F 0267 CHAIRMAN'S COMMENTS

The Chairman had no comments.

F 0268 APOLOGIES FOR ABSENCE

All members being present there were no apologies for absence.

F 0269 DECLARATIONS OF INTEREST

No declarations of interest were made.

F 0270 PUBLIC REPRESENTATION

Mr Ken Forbes from the Bell Hill Against Speeding group reminded members of the key points regarding the installation of a mobile Speed Limit Reminder (SLR)

1. The Police recognise that speeding is an issue on Bell Hill (that's why they do random speed checks)
2. The Police placed a speed monitor on the hill in 2010 with 25% of motorists being at a speed that could have led to prosecution
3. BHAS has 400 residents' signatures stating their real concern that more serious accidents will happen
4. There have been three very serious accidents in the last four years. The road has been closed by the Police twice to deal with these incidents.
5. It is highly dangerous for residents on the east side of Bell Hill (no pavement and poor sightlines) to cross the road in rush hour. Children walking to school have to dash across the road (sometimes getting stranded in the middle of the narrow road)
6. When the SLR was deployed the speed reduction was immediate, when removed the speed returned
7. SLR's work. That's why so many agencies deploy them throughout the UK
8. Many other councils including Hampshire, Wiltshire and Oxfordshire deploy SLR's both in a fixed and mobile manner
9. BHAS have joined forces with other residents groups who have similar concerns they include:
 - a. WARA: Woodbury Avenue Residents' Association
 - b. BARA: Buckmore Avenue Residents' Association
 - c. Cranford Road Residents' Association
 - d. East Petersfield Community Group - Steve Dewey, Chairman of the East Petersfield Group has met with members of BHAS and are both committed to assisting Petersfield Town Council in getting this important high profile project operational.

We (BHAS) regard this as the start of a more strategic review of how to maintain 30 mph through the residential streets in Petersfield. The SLR would be a good pilot scheme to measure its effectiveness and to show concerned residents that some positive action is being taken by Petersfield Town Council. BHAS were here to support the Town Council.

Prior to discussion of the next item it was

RESOLVED that the order of business be altered. The item regarding Bell Hill Against Speeding would be considered before the Approval of Minutes.

F 0271 **PURCHASE OF SLR FOR PETERSFIELD (BELL HILL AGAINST SPEEDING (BHAS))**

The Chairman advised that at the last Finance and General Purposes committee meeting it had been recommended that an SLR sign be purchased but the matter had been referred back by Full Council for further consideration. More work had been undertaken regarding this matter. The Town Clerk had identified a second hand unit which was available in the sum of £1300 including battery. Hampshire County Council had approved voluntary groups to move the equipment, who would be covered by the Town Council's insurance. The Town Council insurers would just require the number of volunteers involved to be made available to them. It was confirmed that there were funds available in general reserves for the purchase of this SLR.

One member expressed the opinion that they had been "bulldozed" and that the matter had been handled aggressively and brutally at the full council meeting. The Town Clerk confirmed that, as far as he knew, the second hand unit was still available.

One member refuted that the matter had been handled brutally at the full council meeting and asked for confirmation that Hampshire County Council had confirmed that they would allow working on the Highway by volunteers. The Town Clerk advised that this had been agreed. This member also stated that, following the budget calculation that had gone wrong, £256,300 had been removed from the agreed budget. These items had been agreed by council so was it right that new projects should be allowed to queue jump these previously agreed projects? It was also stated that professional advice regarding SLR's was that they made only a short term impact and that only a culture change of drivers made a long term impact.

Members were, generally, supportive of the proposal to purchase an SLR for Petersfield.

RECOMMENDED that a second hand (if available) SLR sign be purchased by the Town Council at a cost of £1300 with funds to be used from general reserves.

F 0272 **APPROVAL OF MINUTES**

RESOLVED: that the minutes of the meeting held on 21 July 2011 be approved with the following amendment:

F 0190.....declarations of interest made.

F 0273

FINANCIAL RECOMMENDATIONS

a. Grounds Committee

G 0242 – Petersfield Heath Project

RECOMMENDED that the potential for obtaining a Heritage Lottery grant towards the outlined works on The Heath be explored further and that the services of a local person experienced in successfully obtaining grants from the Heritage Lottery be explored with the costs of paying this individual covered by a grant to be submitted to the South Downs National Park Authority's Sustainable Communities Fund.

G 0244 – Grounds Users Meeting

RESOLVED that the Grounds Users meeting be held in the Rose Room on 12 December 2011 at 7 pm.

b. Public Halls

PH 0256 – Public Halls Sub-Committee purchase of cue light system and blind from profit made from Cinema

The Town Clerk voiced his reservations regarding this recommendation. It may give a green light to the theatrical groups that they can spend this money.

One member agreed with the Town Clerk and voiced the opinion that the money may be needed by the Cinema. He felt the recommendation was out of order and that it may de-motivate the cinema volunteers. The items should, he felt, be placed on the best value improvement plan.

Members were reminded that it had been resolved that profit from the Cinema should go back into the hall. If these items were purchased then they would not have to be placed in the budget.

RESOLVED that a cue light system for the Festival Hall in the sum of £1350 together with a blind for the stage dock in the sum of £500 be purchased from the profit made from the Cinema.

F 0274

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 0275

BANK RECONCILIATION

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

F 0276 ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2011

Members received and noted the annual return from the external auditor for the year ended 31 March 2011.

F 0277 LOCAL TRANSPORT INITIATIVES

Members received and noted an invitation from EHDC to submit a local transport initiative that would meet access needs in the local area.

F 0278 BUDGET 2012/13

Members were asked to consider budget items that they wished to be included within the draft budget for both revenue and capital expenditure.

Following consideration it was

RESOLVED that the following items of capital and revenue expenditure be included within the draft budget and be placed on the best value improvement plan:

Capital

Solar Cells for Town/Festival Hall with Essential Category (money already earmarked)	£40,000
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Maximising Income Working Party Possible Projects with with Beneficial Category	£20,000
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Revenue

Website for Town Council with Essential Category	£ 5,000
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There being no further business the meeting closed at 7.35 pm.



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

	£
Lloyds TSB Current Account	250.00
Lloyds TSB 30 Day Account	121,711.82
Clydesdale 30 Day Notice Account	173,668.58
Clydesdale Term Deposit	150,000.00
Clydesdale Current Account	0.00
Scottish Widows Bank Term Deposit	101,107.92

Total 546,738.32

Town Mayor's Charity Account 554.02

Clydesdale's rating on Bank Deposits with Moody's is A1, Lloyds TSB is Aa3 and Scottish Widows rating is Aa3. All institutions ratings are currently under review for a possible downgrade. The Clydesdale Term Deposit is due to mature at the end of this month. Having investigated commercial interest rates that are currently available, the rate on offer from Clydesdale of 2.65% for 18 months is highly competitive and the deposit, plus interest has been renewed accordingly.

Finance & General Purposes Committee

	£	<u>Budget</u>	<u>% Budget</u>
Income	1,772	7,670	23.10
Expenditure	35,510	58,515	60.69

Expenditure is reflected in the payment of grants for perennial clients and the costs of the recent elections. Payments for the first tranche of the community grants have been made as has the Christmas Lights annual grant. Income consists solely of interest on the various bank accounts. Interest income is unlikely to reach target this year with rates remaining as low as they are.

Grounds & Open Spaces Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	38,651	71,245	54.25
Expenditure	93,914	215,910	43.50

Income reflects the recent invoicing of the annual allotment rents. Other budget headings with income are broadly on track for the time of year apart from The Heath which is encouragingly ahead of target. Most expenditure headings are in line with what is expected for the time of the year except water costs which almost without exception have come in higher than budgeted which is particularly noticeable on the two allotment sites. I have asked the Maintenance Contracts Officer to check that there are no problems with leakages.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	75,941	156,205	48.62
Expenditure	205,545	466,985	44.02

Income reflects ongoing income from the three main halls. Pleasingly, this remains on track after the summer when many groups that meet during the school term take a break. Festival Hall is on track with The Avenue Pavilion and Sheet Village Hall being not very far below target. Expenditure overall is on track although as with the grounds, I have some concerns over the height of water bills received so far this financial year and again checks are being made for any potential leaks – particularly at the Festival/Town Hall.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	116,364	235,120	49.49
Expenditure	334,969	741,410	45.18

The year to date figures, if everything was on track would show a 41.67% spend. At this corresponding time last year, the year-to-date spend was 44% which corresponds very closely with the figures for this year. I anticipate that expenditure will be very close to budget at the year-end so tight monitoring of costs will continue to be necessary throughout the rest of the year.

Neil Hitch
Town Clerk & Responsible Finance Officer
16th September 2011

Date: 15/09/2011

Petersfield Town Council

Page No: 1

Time: 10:20

User: CLW

Bank Reconciliation Statement as at: 15/09/2011 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	09/09/2011	40	250.00
			<u>250.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
30/05/2011 013024 Hazards Publications Ltd	13.50
04/07/2011 013090 Travis Perkins Trading Company	4.85
01/08/2011 013151 Petersfield Marketing	11,500.00
08/08/2011 013161 Moviola Ltd	506.25
08/08/2011 013164 Classique School of Dance	250.00
30/08/2011 806166 VODAFONE LTD	99.58
30/08/2011 013197 Lowes Guarding Service	75.60
06/09/2011 013202 Southern Fire Protection Ltd	488.16
06/09/2011 013203 U.K. OFFICE SYSTEMS	806.40
06/09/2011 013205 Workplatform Ltd	630.00
06/09/2011 013206 Zurich Management Services Lt	36.00
15/08/2011 806008 Scottish Power Energy Retail L	106.75
06/09/2011 013207 Mr H Ridges	40.00
06/09/2011 013208 Gay Murphy	150.00
12/09/2011 806165 Databarracks	100.80
12/09/2011 013210 Ampella Ltd	393.78
12/09/2011 013211 Cluson Engineering Ltd	66.60
12/09/2011 013212 Longmeadows	410.40
12/09/2011 013213 Robin Burleigh	500.00
12/09/2011 013214 SD Playgrounds Services	468.00
12/09/2011 013215 Travis Perkins Trading Company	12.40
12/09/2011 013216 Mrs F Knight	150.00
12/09/2011 013217 Kate Hadley	150.00
12/09/2011 013218 P/F Arts&Crafts	250.00
12/09/2011 013209 HMRC	4,717.70
14/03/2011 805695 SOUTHERN WATER	114.11
	<u>22,040.88</u>
	-21,790.88

Receipts not Banked/Cleared (Plus)

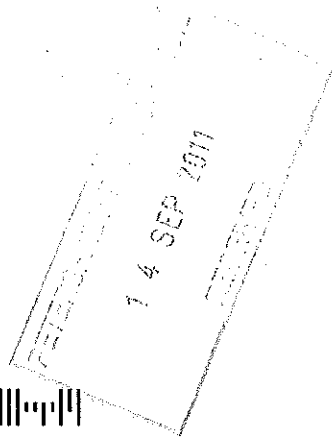
	<u>0.00</u>
	-21,790.88
Balance per Cash Book is :-	-21,790.88
Difference is :-	0.00

Your account statement
 Statement sheet number: 40
 Issue date: 9 September 2011
 Page: 1 of 2



Lloyds TSB

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



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 Andover
 BX1 1LT

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

Visit us online: www.lloydstsb.com



0027102J147839 8210 873/1/002593

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 2 September 2011	£250.00
Total Paid In	£5,006.36
Total Paid Out	£5,006.36
Balance On 9 September 2011	£250.00

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
2 Sep 11		BALANCE BROUGHT FORWARD			250.00
5 Sep 11	Cheque	013201	78.39✓		171.61
5 Sep 11	Cheque	013199	291.00✓		119.39 OD
5 Sep 11	Cheque	013196	300.00✓		419.39 OD
5 Sep 11	Transfer	FROM30966107033557		669.39✓	250.00
6 Sep 11	Cheque	013066	4.38✓		245.62
6 Sep 11	Cheque	013200	1,800.00✓		1,554.38 OD
6 Sep 11	Transfer	FROM30966107033557		1,804.38✓	250.00
7 Sep 11	Cheque	013198	200.00✓		50.00
7 Sep 11	Direct Debit	BRITISH TELECOM VP40435470Q01001	863.41		813.41 OD
7 Sep 11	Cheque	013185	1,184.98✓		1,998.39 OD
7 Sep 11	Transfer	FROM30966107033557		2,248.39✓	250.00
8 Sep 11	Cheque	013191	174.00✓		76.00
8 Sep 11	Transfer	FROM30966107033557		174.00✓	250.00
9 Sep 11	Direct Debit	COMP VOUCHER SERV 00028511	110.20✓		139.80
9 Sep 11	Transfer	FROM30966107033557		110.20✓	250.00
9 Sep 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: 15/09/2011 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	09/09/2011	0	134,157.73
			<u>134,157.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>134,157.73</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
12/09/2011		212.88	
13/09/2011		321.22	
			<u>534.10</u>
			134,691.83
		Balance per Cash Book is :-	134,691.83
		Difference is :-	0.00

Your account statement
Statement sheet number: 25
Issue date: 9 September 2011
Page: 2 of 3



Lloyds TSB

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

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BX1 1LT

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

Visit us online: www.lloydstsb.com

8210 875/2/002597

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 (£)
9 Sep 11		BALANCE BROUGHT FORWARD			133,819.89
9 Sep 11	Faster Payment	PETERSFLD RUGBY FC PRFC PITCHES 16101548932816000N		205.34	134,025.23
9 Sep 11	Faster Payment	TUSLER R C S11749 337601046021909001		37.86	134,063.09
9 Sep 11	Deposit	500127		202.21	134,265.30
9 Sep 11	Transfer	TO 30966100239842	110.20		134,155.10
9 Sep 11		INTEREST (GROSS)		2.63	134,157.73
9 Sep 11		BALANCE CARRIED FORWARD			134,157.73

Messages

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

Bank Reconciliation Statement as at: 15/09/2011 for Cash Book 4 CLYDESDALE BANK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clydesdale 40 day 90025455	01/09/2011	26	173,668.58
			<hr/> 173,668.58
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			173,668.58
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			173,668.58
		Balance per Cash Book is :-	173,668.58
		Difference is :-	0.00

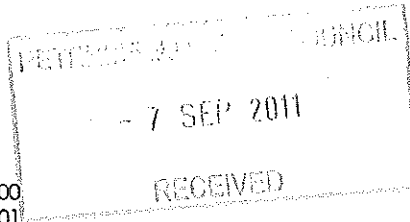
POST

 **Clydesdale Bank**

Can we help?
02392856600

PETERSFIELD TOWN COUNCIL
The Town Hall Heath Road
Petersfield
GU31 4EA

0000000000



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

82100
22790043501
1401004639

Your business 30 day notice account statement.

Page 1 of 1

Statement date
02 September 2011

Account name
PETERSFIELD TOWN COUNCIL

Statement No: 26

Date	Description	Debits	Credits	Balance
02 Aug 2011	Previous statement.			273537.41
22 Aug	Transfer	50000.00		223537.41
31 Aug	Gross Interest		131.17	223668.58
01 Sep	Transfer	50000.00		173668.58

Sort Code
82-64-02

Account number
90025455

IBAN
GB51 CLYD82640290025455

BIC
CLYDGB21402

Current balance
£173668.58

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



Bank Reconciliation Statement as at: 08/09/2011 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	31/07/2011		315.00
			<u>315.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			315.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			315.00
		Balance per Cash Book is :-	315.00
		Difference is :-	0.00

Bank Reconciliation Statement as at: 08/09/2011 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
			<hr/> 150,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<hr/> 150,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<hr/> 150,000.00
		Balance per Cash Book is :-	150,000.00
		Difference is :-	0.00

Bank Reconciliation Statement as at: 13/09/2011 for Cash Book 8 Scottish Widows Term Deposit

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Scottish Widows 50936100799	02/09/2011	4	101,107.92
			<hr/> 101,107.92
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			101,107.92
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			101,107.92
		Balance per Cash Book is :-	101,107.92
		Difference is :-	0.00

REIN. NO. 10734 COUNCIL
13 SEP 2011
123456

Statement Date : 2 September 2011
 Statement Number : 4
 Account Number : 50936100799
 Account Type : Charities 7 Day - Intro
 Account Name : Petersfield Town Council
 Current Interest Rate : 1.85% Gross/AER*

Account Activity

Date	Description	Paid Out	Paid In	Balance
01/08/2011	Balance brought forward			£100,950.63
01/09/2011	Interest GROSS		£157.29	£101,107.92
01/09/2011	Balance carried forward			£101,107.92
	Totals	£0.00	£157.29	

FA
13
04
35
01
30
12