

## PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held at the Town Hall, Petersfield on 5 December 2011.

**PRESENT:** Cllr G Watkinson (Town Mayor), Cllr R Ayer, Cllr G Budden, Cllr V Clarke, Cllr Mrs L Farrow, Cllr Mrs S Farrow, Cllr Mrs S Harwood, Cllr P Marshall, Cllr C Mills, Cllr W Organ and Cllr Ms M Vincent.

**ALSO IN ATTENDANCE:** Mr N Hitch (Town Clerk), Mrs S McMorrان (Deputy Town Clerk), Cllr J West (HCC and EHDC Councillor), Petersfield Herald and 5 members of the public.

### **C 0409**      TOWN MAYOR'S REMARKS

The Town Mayor welcomed everyone to the meeting and invited all to join him for a drink after the meeting.

The Town Mayor reminded all present that the Town Businesses Christmas Carol Service would be held in St Peter's Church on Monday 12 December 2011.

The Town Mayor went on to advise that he had attended the NALC Larger Councils Conference in London at which Mr Bob Neill MP, the Parliamentary Under Secretary of State, Communities and Local Government addressed the delegates. His speech dealt mainly with the Localism Bill. This Bill received Royal Assent last month and will be in force by March 2012. Mr Neill stated that one of the main aims of the Bill was to ensure that local views were listened to and acted on by all tiers of Local Government. There was some disquiet at the current relationships in some areas between Parish and District Councils. Mr Neill advised that the Localism Bill would allow responsible groups such as parish councils to take over local services from district councils. Concern was raised at "double taxation" but it was advised that any devolved services would have to be removed from the district councils budgets.

Finally the Town Mayor gave early warning of his Charity Quiz Night in the Festival Hall on 24 February. He hoped each Councillor would be able to put in a 6 person team to support the event.

### **C 0410**      APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr J Dickinson.

### **C 0411**      DECLARATIONS OF INTEREST

There were no declarations of interests made.

### **C 0412**      APPROVAL OF MINUTES

**RESOLVED** that the minutes of the meeting of the Petersfield Town Council held on 7 November 2011 be approved.

**C 0413**      **PLANNING COMMITTEE REPORT**

**RESOLVED** that the minutes of the Planning Committee meeting held on 22 November 2011 be received.

**C 0414**      **PUBLIC REPRESENTATION**

Mr Nigel Wells from the Festival for Young People advised that they were seeking two Councillors to join a small working group to investigate the possibility of a Youth Centre at Love Lane. The working group would then report back to the Town Council. Mr Wells advised that the Festival for Young People had established that there was a need for a youth facility and a survey of local schools had shown 66% of 1400 young people had been in favour of such a facility. Planning permission had been granted in 1995 to build a youth centre at Love Lane but the project did not go ahead as the Town Council would only grant a 25 year lease. The working group would have no pre-conceived ideas but would be starting with a blank sheet of paper and would hope to provide a flag ship facility for youth. It was not envisaged that the Town Council or the District Council would be asked for financial support for this project, but moral support would be needed.

Mr John Crowhurst stated that, using EHDC figures, 281 residents of Sheet wanted independence from Petersfield – that was 2.5% of the electorate in Petersfield or 43% of the electorate in Sheet. Mr Crowhurst advised that, in 1974 when the Petersfield Parish was formed Sheet was included as the tax base would otherwise be too small at that time – it was still too small for the aspirations and responsibilities of the Town Council, a fact that the Town Clerk had recognised.

Mr Crowhurst expressed his concern that there had been no representation on the EHDC group regarding the new parish of Sheet. Why did the Town Council not appoint a representative? Why were there no reports to the Town? He felt that the process had not been democratic and he asked that District Councillors oppose the formation of the new parish of Sheet and that they ask for a recorded vote as it should be known who supported this and who did not. Finally Mr Crowhurst advised that he thought Hollyborne and Whitehill would also be looking at forming their own parishes.

The Town Mayor advised Mr Crowhurst that this had been EHDC business; not Town Council business and suggested Mr Crowhurst contact them. Mr Crowhurst advised that he had written to the Monitoring Officer at EHDC and had not received a reply until he had written to the CEO to chase – some 5 weeks later. He also advised that when he went to EHDC an agenda was not available for the meeting.

**C 0415**      **COUNTY COUNCILLOR'S REPORT**

Cllr West advised that he would listen to the debate regarding a Sheet parish and then decide on how he would vote. He also advised that he had put in motion his contribution from his County Councillor's devolved budget for the SLR for Petersfield.

Cllr Clarke reported that the County Council was well prepared for any cold weather with 15 plus days supply of salt. This was 18,000 tonnes. The new salt barn at Micheldever was full and a new salt barn would be erected in the

Havant area in 2012. All the new spreaders have GPS systems which allow their position to be located at any moment in time. New blades had been fitted to a number of the vehicles allowing them to scrape right down to the road surface without causing damage to the cats eyes.

The next batch of salt bins arrived at the end of November. There is a web self-service which allows the public to ring up if their bins are empty. The salt should be used for roads and pavements and not for private drives.

The improvements of the roads begins again in the Spring when Project Resilience continues. The list of roads to be dealt with in 2012/2013 would be published in March 2012.

The cutback in County Council spending continues in the next financial year with a cut of 8% expected (equivalent to £45m). A lot of the cuts will be made by not giving an inflation increase to departments. Making all the cuts over 2 years instead of 4 has allowed a more strategic approach, and has forced a look at improving ways of working. Departments now don't have their own services, but instead use a more centralised organisation. Services, especially IT are sold to Dorset, Gloucestershire, Surrey and Kent plus the Police, Fire and schools. External business was worth about £100m.

The Chief Executive has been asked to advise the Government and has earned fees for the County Council of about twice his salary.

C 0416

#### DISTRICT COUNCILLORS REPORT

Cllr Ayer advised that the Joint Core Strategy document was due to go to the EHDC meeting on 7 December. Consultation would then start.

Cllr West advised that the refuse collection seemed to be improving across the district.

Concern was raised with the District Councillors that the involvement of Petersfield Town Council on the Sheet Governance Group was manifestly different to that advised by EHDC (in the local press) and not in accordance with Town Council records.

Cllr Ayer commented that he had been highly offended by reports in the press; he felt it was nonsense to say that Petersfield Town Council were not represented. It was pointed out that no-one had been appointed by the Town Council to discuss this at EHDC.

Cllr Ayer advised that Cllr Mrs Ayer had been the representative and when she was no longer a Town Council a place was offered to the Town Clerk.

It was re-iterated that the Town Council had not appointed a representative; Cllr Mrs Ayer was a double hatted member but had not been appointed by the Town Council.

The Town Clerk advised that he was not approached by EHDC until the middle of July with an invitation to attend meetings regarding the proposed new parish of Sheet.

C 0417

COMMITTEE REPORTS

(a) Grounds Committee

RESOLVED that the minutes of the meeting held 17 November 2011 be received.

(b) Public Halls Committee

RESOLVED that the minutes of the meeting held 21 November 2011 be received.

(c) Finance and General Purposes Committee

RESOLVED that the minutes of the meeting held 24 November 2011 be received

F 0405/G 0371

PLAY EQUIPMENT PROJECT

RESOLVED that the sum of £1140.34 be agreed and funded from earmarked reserves for the gates to the Heath Toddler play area.

F 0405/G 0373

MEMORIAL TREE - THE HEATH

RESOLVED that the request to plant a memorial tree on The Heath be agreed with the provision that the correct species (native) be planted in a suitable position following advice from Friends of Petersfield Heath. All further requests for memorial trees must include the caveat that two trees must be removed before a memorial tree is planted.

F 0405/G 0374

NORDIC WALKING SESSIONS

RESOLVED that permission for Nordic Walking Sessions at The Heath and Penns Farm Playing Fields, not including The Pond and Millennium Path area on The Heath and the pitches at Penns Farm Playing Fields, be given with the situation to be reviewed 6 months after the sessions began. The charge for this activity to be delegated to Officers to negotiate.

F 0405/G 0375

**PETERSFIELD CRICKET CLUB**

**RESOLVED** that "The Heath Grounds Maintenance Funding Value for Money Report" be received and noted and the Cricket Club be thanked for the very full and detailed report.

**C 0418** **TOWN CLERK'S REPORT**

Members received and noted the Town Clerk's report, a copy of which is attached to these minutes at Appendix A.

**C 0419** **REPRESENTATIONS ON OUTSIDE BODIES**

Cllr Peter Marshall - Petersfield Tomorrow

Cllr Marshall advised those present that he had provided feedback on the work of the Transport, Movement and Public Realm (TMPM) working party which had prepared a set of key objectives for Petersfield. These included ideas on public transport, traffic flows, access for pedestrians and cyclists, road crossings and parking.

There had been a meeting of the TMPM group on November 15 with Paula Edwards and Caroline Richardson of HCC to discuss these and what they required to make progress. It was agreed that TMPM would prepare some drawn up options for HCC and for general discussion. These would be prepared by the end of December 2011.

Following the meeting contact was also made with Ian Godfrey of EHDC to ensure that the TMPM had the opportunity to comment on the Transport Section of the new Core Strategy, part of the update to the Petersfield Local Plan. This was done and returned to EHDC.

Petersfield Town Council will need to give some priority to their input to the Petersfield Neighbourhood Plan which will be an important document to put forward ideas for the future development of Petersfield including ideas for improvement or development of Petersfield Station as a gateway into the South Downs National Park.

**C 0420** **SCHEDULE OF PAYMENTS MADE IN NOVEMBER 2011**

**RESOLVED** that the schedule of payments made in November 2011 be approved, copy attached to these minutes at Appendix B.

**C 0421** **PARTICIPATORY BUDGETING - REPORT ON SEMINAR**

Cllr Marshall reported on a seminar he attended on Participatory Budgeting on 11 November 2011. This was a useful seminar on how and when to involve the local community in the budgeting process.

Importantly it was not about asking the public to set the council budget. It provided ideas on how to involve the community in setting priorities for items which may be controversial or of interest.

There were two areas where Cllr Marshall felt the Town Council could use this process:

- Priorities for allocating community grants, particularly where there may be less money available
- Priorities for expenditure on, e.g., grounds maintenance, where the community may be able to give guidance of which sites may be the highest priority.

Carefully worded questionnaires could be circulated with the PTC News, or on the web site to keep costs low.

Some members did not agree with the Grounds maintenance contract being part of any participatory budget discussions. It was agreed that this matter needed further investigation and it was

**RESOLVED** that Participatory Budgeting be discussed at a future meeting of Finance and General Purposes committee with recommendations being made to Council.

C 0422

**DIAMOND JUBILEE WORKING PARTY REPORT**

Members received a progress report from the Diamond Jubilee Working Party, attached to these minutes at Appendix C, together with a request for funding in the sum of £500 at this time together with consideration of a further transfer of funds as agreed appropriate in April 2012.

Discussion took place regarding the cash flow of the project. In April 2012 the working party could be looking at needing £2,500 for the event. Whilst it was projected that there would be a profit concern was raised at the Town Council taking a financial risk if it did not. If £500 was agreed then this would need to be vired, most probably from the Grants Budget. Following further discussion it was

**RESOLVED** that the request for funding in the sum of £500 be deferred until the outcome of the second tranche of grants was known.

It was also

**RESOLVED** that the December meeting of Finance and General Purposes committee consider the cash flow of the Diamond Jubilee working party.

C 0423

**EHDC LARGER COUNCILS FORUM**

Members received and noted the notes from the EHDC Larger Councils' Forum held on 2 November 2011.

C 0424

**EAST HAMPSHIRE ASSOCIATION OF TOWN AND PARISH COUNCILS**

Members received and noted the notes of the East Hampshire Association of Town and Parish Councils meeting held on 28 September 2011.

**C 0425**      **FESTIVAL FOR YOUNG PEOPLE**

Members received a request from the Festival for Young People for two councillors to sit on a working group being set up to investigate the possibility of building a youth facility at Love Lane Playing Fields.

Members agreed that it was important that the Town Council had input at the beginning of this project. It was stated that the project would be ideal for the new Community Forum at EHDC. It was generally felt that the project needed work before this route was taken.

**RESOLVED** that Cllrs Organ and Mrs S Farrow be appointed as the Town Council representatives for the Festival for Young People's working group to investigate the possibility of building a youth facility at Love Lane Playing Fields.

**C 0426**      **SOUTH DOWNS NATIONAL PARK**

Members received details of the South Downs National Park Authority Parish Representative Elections and were asked to decide on the Town Council's vote.

Following discussion it was

**RESOLVED** that Doug Jones be candidate 1 with James McDonald as candidate 2 for the South Downs National Park Authority Parish Representative.

**C 0427**      **BUDGET/ESTIMATES FOR 2012/2013**

Members received the recommendations from the Finance and General Purposes committee regarding the Budget/Estimates for 2012/2013.

The Town Mayor advised that the following items had either been omitted or cut from the budget:

- Olympics – any possible costs regarding the torch going through Petersfield had not been considered and not budgeted for
- Diamond Jubilee costs had not been included
- Christmas Lights had been cut
- Projects had been cut again and again.

The Town Mayor asked if the Town Council could afford to keep doing this.

The Chairman of Finance and General Purposes advised that the budget had been cut to the bone wherever it was possible and any other expenditure should come from the proposed 9.9% increase.

It was pointed out that the 9.9% increase was 75p per month, if the cost went up to £1 per month it would cover all the items the Town Mayor had flagged up.

One member stated that he would not support any proposal for any increase above the 9.9% increase proposed. This recommendation followed a lot of hard work from the Working Party and Finance and General Purposes

committee. The impact of the current financial situation on the residents was severe.

The increase of 9.9% to £544935 together with a 10% increase in charges was proposed and seconded. An amendment to set the precept at £590,000 was proposed and seconded. A second amendment to set the precept at £570,000 was proposed and seconded. The second amendment was lost. The first amendment was lost and it was therefore

**RESOLVED** that the precept for 2012/2013 be set at £544935 with charges to be increased by 10% across the board with the exception of current agreements and leases.

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

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

**CONFIDENTIAL**

**C 0428**      **FESTIVAL HALL ROOF REPAIRS**

Members received and considered five quotations for the repair to the Festival Hall roof (roof 1, 2 and 3).

**RESOLVED** that the quotation in the sum of £55,624 to recover roof 1, recover roof 2 and replace roof 3 together with upgraded insulation, re-cladding of the tank enclosure and access/scaffolding from Bob Weaver roofing be accepted and the work ordered.

**C 0429**      **HEATH KIOSK CONCESSION**

Members were asked to give consideration to whether they wished to go out to seek tenders for the Heath Kiosk concession. The current agreement came to an end on 31 March 2012.

**RESOLVED** that the Heath Kiosk concession go out to tender with Cllrs Marshall and Mrs L Farrow advising the Town Clerk on wording for a new agreement.

There being no further business the meeting closed at 8.30 pm

Appendix A.



## CLERKS REPORT

Members are reminded that the items within this report are provided for information only and are not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate Committee or Council agenda. Any member wanting clarification or further information on any aspect of items within the report, please contact me in advance of the meeting.

### General Reading and Information

The following publications have been received and are available for members to read:

- \* Minutes of East Hampshire District Council's Planning Committee of 20<sup>th</sup> October 2011
- \* Minutes of East Hampshire District Council's Meeting of 26<sup>th</sup> October 2011
- \* East Hampshire Community Safety Partnership Newsletter
- \* Countryside Voice magazine from the Campaign to Protect Rural England
- \* Direct Information Service issue numbers 771 & 772
- \* Community First East Hampshire's Newsletter, November 2011
- \* Minutes of the East Hampshire District Council/Winchester City Council Joint Environmental Services Committee of 28<sup>th</sup> October 2011
- \* Minutes of the East Hampshire District Council Cabinet meeting of 10<sup>th</sup> November 2011
- \* Minutes of East Hampshire District Council's Planning Committee of 9<sup>th</sup> November 2011
- \* Friends of Petersfield Heath autumn newsletter
- \* Minutes of the Friends of Petersfield Heath committee meeting of 15<sup>th</sup> November 2011
- \* Minutes of the meeting of the East Hampshire Citizens Advice Bureau Board of Trustees of 22<sup>nd</sup> November 2011

### Other Information

- 1 The next Community Forum will be held on Tuesday 3<sup>rd</sup> January 2012 at East Hampshire District Council's Chamber in Penns Place from 6.30 p.m. Future meeting dates so far arranged are 3<sup>rd</sup> April 2012 at Penns Place.
- 2 I have been advised today by Dave Richardson, Principal Engineer, Highway Management at Hampshire County Council that the requested grit bins in Reservoir Lane outside Windrift plus at the junction of Love Lane and Pulens Lane have been added to the list of sites for consideration for the provision of a bin.

Neil Hitch  
Town Clerk  
29th November 2011

# Petersfield Town Council

## Schedule of Payments for November 2011

Appendix B

Cheque Number	Cheque	Net	VAT	Gross
13311	Ampella	55.50	11.10	66.60
	Investigate heating in AP, fixed airlocks in radiators and vented system			
13312	AST Ltd	55.00	11.00	66.00
	Attended site to check automatic doors to FH, replaced fuse & control board			
13313	Audifel	216.81	43.36	260.17
	Services for reduction in Town Hall gas & electricity bill & SVH electricity & payphones and line rental			
13314	Cape Classic South	25.30	5.06	30.36
	Wine and soft drinks for Moviola			
13315	Farrow Creative	250.00	50.00	300.00
	Design & artwork of logo for FH, remaining 50% of total			
13316	Johnston Publishing Ltd	132.80	26.56	159.36
	Notice of premises licence in Petersfield Post for Diamond Jubilee for use of The Heath			
	Advert for Moviola cinema in Petersfield Post	64.00	12.80	76.80
13317	Novatech	207.46	41.49	248.95
	Data storage device - computer equipment			
	Netgear switch - computer equipment	54.15	10.83	64.98
	Extra memory for various computers	23.33	4.67	28.00
	Wi-fi adapter, Buffalo airstation - computer equipment	75.00	15.00	90.00
13318	Performing Rights Society	8.60	1.72	10.32
	Costs for performance of live music at events - costs forwarded to hirers			
13319	Radian	587.40	117.48	704.88
	Buffet and refreshments for Mayor's Reception			
13320	SLCC	57.00	0.00	57.00
	Clerks Manual - Tips for communicating with public			
13321	Queensbury Shelters Ltd	3693.00	738.60	4431.60
	Second bus shelter at Rams Hill			
13322	Mr G Watkinson	172.60	0.00	172.60
	Mayors expenses - May to October 2011			
13323	P/F Flower Arrangement Society	250.00	0.00	250.00
	Return of deposit			
13324	Save The Children	250.00	0.00	250.00
	Return of deposit			
13325	P/F Conservative Branch	250.00	0.00	250.00
	Return of deposit			
13326	Mrs H Green	150.00	0.00	150.00
	Return of deposit			
13327	Amanda Anderson	150.00	0.00	150.00
	Return of deposit			
13328	Fort Cancer Charity	250.00	0.00	250.00
	Return of deposit			
13229	HIM Revenue & Customs	4976.74	0.00	4976.74
	PAYE & NI Contributions from employees			
13330	Ampella	510.00	102.00	612.00
	AP, drained system, removal of faulty valves on 3 radiators, installation of 3 thermostatic valves, installation of 4 automatic air vents in roof space, testing of system			
13331	Castle Trading Company	152.35	30.47	182.82
	4 stainless steel soap dispensers for Heath toilets			
13332	TDG Marketing Ltd	300.00	60.00	360.00
	Distribution of PTC News			
13333	G Burley & Sons	109.72	21.94	131.66
	Carry out additional work to mark pitches at Penns Farm for Liss Athletic			
13334	H Monfared (Builders) Ltd	260.00	52.00	312.00
	Supply and fix handrail to one side of stairs, Curves			
13335	Hooper Services Ltd	138.73	27.75	166.48
	Supply and fit various parts to repair Masterval vacuum cleaner			
13336	SD Playground Services	270.00	54.00	324.00
	Monthly inspections of playgrounds			

## Petersfield Town Council

### Schedule of Payments for November 2011

13337	Travis Perkins Trading Co.	Fencing pins & lamp hook	32.28	6.46	38.74
13338	Hampshire Pension Fund	Pension contributions for employees	3865.16	0.00	3865.16
13339	A W Clear	Rotovation of plot 2a Sheet, Rotovation plot 24 Tillmore, clear rubbish plot 95 at Sheet	165.00	0.00	165.00
13340	English Landscapes	The Heath, Topping area between cricket pitch and Heath road, topping areas for FOPH, digging out and burning gorse	470.00	0.00	470.00
13341	Hampshire County Council	Empty dog bins at various locations	987.48	197.50	1184.98
13342	Londmeadows	Batteries and janitorial supplies	215.07	43.01	258.08
13343	Novatech	Removal of shrubs and chainlink fencing at Mill Lane, Sheet	160.00	32.00	192.00
13344	Robin Burleigh	Computer equipment for server	19.98	4.00	23.98
		Make safe dangerous tree next to the lake on Petersfield Heath	120.00	0.00	120.00
		Removal of dead Ash tree adjacent Cox's Meadow	310.00	0.00	310.00
13345	SD Playground Services	Replace damaged grass mat with new, Paddock Way. Fill hole in ground of teen shelter and install grass mat to prevent ground erosion. Replace damaged seats on swings at Borough Hill. Repair wet pour. Replace damaged step log with new eye bolts, Agility trail. Repair wet pour on log climbing frame.	965.00	193.00	1158.00
13346	Screwfix	Toilet seats for ladies toilets, basin taps, Halogen lamp, cistern. FH	197.85	39.57	237.42
13347	Siemens Financial Services	Lease rental on photocopier in Town Hall offices	575.00	115.00	690.00
13348	Mrs F Soden	Return of deposit	150.00	0.00	150.00
13349	Georgina Carrick	Return of deposit	150.00	0.00	150.00
13350	Kirsty Westropp	Return of deposit	150.00	0.00	150.00
13351	Petersfield Lions Club	Return of deposit	250.00	0.00	250.00
13352	Lion and Unicorn Players	Return of deposit	250.00	0.00	250.00
13353	Sue McMorran	Reimbursement for hospitality for cinema volunteers	130.00	0.00	130.00
13354	Burnford Heating Ltd	Valve kit and cisterniser for gents w/c in Town Hall	172.26	34.45	206.71
13355	Blackburne & Haynes	Ice cream for Moviola Cinema	10.40	2.08	12.48
13356	G Burley & Sons	Grounds maintenance - The Heath	1350.41	270.08	1620.49
		Ground maintenance - Various sites	5262.51	1052.50	6315.01
		Grounds maintenance - Man and Van	3921.10	784.22	4705.32
		Grounds maintenance - High Meadow Trust	250.00	50.00	300.00
13357	Jacobs and Hunt	Professional services for schedule and valuation of TC buildings and contents	2600.00	520.00	3120.00
13358	Moviola Ltd	Percentage of ticket sales for Oct 2011	431.25	0.00	431.25
13359	Hampshire Wine Shippers	Return of deposit	250.00	0.00	250.00
13360	P/F Round Table	Return of deposit	650.00	0.00	650.00
13361	Carillion Energy Services	Return of deposit	250.00	0.00	250.00

**Petersfield Town Council**  
**Schedule of Payments for November 2011**

13362	Greenspan	Payment for purchase of play equipment at Bell Hill Recreation Ground	35000.00	7,000.00	42000.00
13363	Cash	Petty cash	96.94	0.00	96.94
Direct Debit	Veolia ES Ltd	Container exchange for Town Hall and AP	224.77	44.95	269.72
Direct Debit	Eden Springs	Water for Town Hall offices	24.75	4.95	29.70
Direct Debit	Computershare Voucher Services	Voucher for childcare	21.70	0.34	22.04
Direct Debit	Southern Electric	Electricity bill for FH	826.25	165.25	991.50
Direct Debit	Eon	Electricity bill for Avenue Pavilion	62.50	12.50	75.00
Direct Debit	Eon	Electricity bill for Heath Toilets	35.83	7.17	43.00
Direct Debit	Eon	Electricity bill for Sheet Village Hall	22.50	4.50	27.00
Direct Debit	Databarracks	Backup service for period 15 Oct to 14 Nov	84.00	16.80	100.80
Direct Debit	Wages & Salaries	Wages for month of October 2011	13537.59	0.00	13537.59
		<b>TOTAL PAYMENTS NOVEMBER 2011</b>	<b>87943.07</b>	<b>5038.16</b>	<b>99981.23</b>

*Simon McWhorter*

29/11/11

*[Signature]*  
29/11/11

**PETERSFIELD TOWN COUNCIL – DIAMOND JUBILEE WORKING PARTY****Report on progress up to end November 2011**

The Diamond Jubilee is on Monday 4<sup>th</sup> June 2012

The organisation is progressing well, and the following actions have been taken

- The design of the special stamp cover has been agreed, as has the contents of the envelope
- The design of the polo shirts and T shirts has been agreed and will be ordered shortly
- The design of the mug has been sent to the pottery
- The two Jubilee booklets are progressing, with a lot of content received. Paul Martin is designing the covers.
- The photographer for the DVD is booked
- The time capsule has been ordered. The area in which the capsule is going to be buried (in front of St Peter's) is clear of any underground services.
- The Petersfield School has designed the mosaic and EHDC are considering the design
- A letter has gone out to all Junior, Primary and Infant Schools in the area regarding the schools' competition and the manufacture of the lanterns (for the evening lantern parade) within the school
- Letters have been sent to all Secondary School Art Departments re making lanterns.
- The licences for the booking of the Square, traffic management and an entertainment licence for the Heath have all been granted
- 2 of the 3 groups who will be performing in The Square have been booked
- All 3 groups who will be playing on The Heath have been booked
- There are still ongoing discussions regarding PA in The Square and on the Heath
- Most local organisations have been contacted regarding a stall on the Heath and a number have already booked their space.
- A number of classic cars covering the Queen's lifetime have already booked spaces for the morning display
- The 'blazing tribute' to the Queen, which will be on the Heath Pond is now registered as one of the official Jubilee Beacons.
- Discussions are ongoing regarding bunting in the Town
- A second press release will shortly be circulated.

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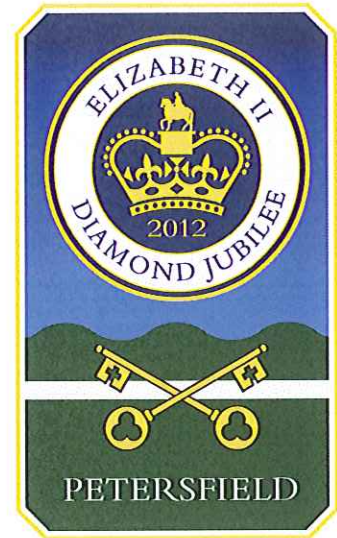
As yet we do not know if there is likely to be any grant aid for Jubilee events from the National Lottery

Attached

- Current Income & Expenditure projections

**PAUL MOLLOY. TREASURER  
DIAMOND JUBLEE WORKING PARTY  
PETERSFIELD TOWN COUNCIL**

NEIL HITCH. TOWN CLERK  
PETERSFIELD TOWN COUNCIL  
PETERSFIELD  
GU31 4EA



Dear Neil,

**FUNDING FOR DIAMOND JUBILEE 2012**

As it has correctly been deemed inappropriate for the Diamond Jubilee committee - being a working party of the Town Council - to request funds from Council Grant Aid, it leaves the question as to how full funding for this important national event can be achieved.

I am attaching a current estimated income and expenditure spreadsheet. It will be noted that although the balance remaining after the event is well in profit, there is a serious cash flow problem during the critical months just prior to the celebrations. This is occasioned by necessary expenditure before income revenue can be expected from the various merchandising initiatives.

These expenses have been partly mitigated through negotiating late payment agreements, but a shortfall can still be expected. It is therefore essential that planned funding continues to be available to the working party. There is little reason why a portion of that funding cannot be considered a 'loan'.

It is therefore requested that a sum of £500 be made available to the working party at this time, with a further transfer of funds as agreed appropriate in April 2012. We are confident that all preparatory expenditure will be well rewarded, and a return of a proportion of Council funds a firm possibility.

We will naturally continue to keep Council informed of progress.

**PAUL MOLLOY  
DIAMOND JUBILEE WORKING PARTY**

**DIAMOND JUBILEE - ESTIMATED EXPENDITURE FROM APRIL '11**

EVENT	APRIL	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG
MARQUEES													800.00		
PORTALOOS												720.00			
BOOKING SQUARE									200.00						
CLOSING ROADS										150.00					
PA ON THE HEATH												600.00			
STAGE IN SQUARE - SHARED												600.00			
BAND													1050.00		
DIAMOND TALK (RM. HIRE)												250.00			
FILM											200.00		400.00		
COMMEMORATIVE COVERS						464.00			175.00		450.00		525.00		
A4 BOOKLETS										500.00					
A5 BOOKLETS										3000.00					
TIME CAPSULE							168.00								
COMMEMORATIVE MOSAIC								729.72							
PROCESSION LANTERNS									250.00				500.00		
POLO SHIRTS (10.45 x 200)							250.00				1840.00				
T SHIRTS (5.40 x 300)							250.00				1370.00				
LICENSES					100.00										
PRESS LICENSE ANNOUNCEMENT						159.36									
PRIZES - COSTUME													50.00		
PRIZES - SCHOOL													50.00		
PRIZES - RAFT RACE													50.00		
PRIZES - TUG O WAR													50.00		
COMMEMORATIVE MUGS											500.00				
					100.00	623.36	668.00	729.72	625.00	3650.00	4610.00	2070.00	3575.00		
									TOTAL		16651.08				
EXPENDITURE					100.00	623.36	668.00	729.72	625.00	3650.00	4610.00	2070.00	3575.00	0.00	16651.08
INCOME	1569.00	2000.00				500.00		250.00	500.00	1500.00	1950.00	4700.00	6400.00	700.00	20069.00
RUNNING BALANCE	1569	3569			3469	3345.6	2677.64	2197.92	2072.92	-77.08	-2737.08	-107.08	2717.92	3417.92	3417.92

DIAMOND JUBILEE - ESTIMATED INCOME															
EVENT	APRIL	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG
OPENING BALANCE	1569														
GRANTS		2000.00				500.00		250.00							
DONATIONS															
ROOM HIRE - LECTURE												400.00			
FILM													200	200	
STAMP COVERS											250.00	250.00	1750.00	250.00	
A4 BOOKLETS											400.00	400.00	200.00		
A5 BOOKLETS (Adv)									500.00	1500.00	500.00				
POLO SHIRTS (200 x 12.99)											500.00	1500.00	500.00	100.00	
T SHIRTS (300 x 6.99)											300	900.00	750.00	150.00	
BEER TENT													3000.00		
BALLARDS SPECIAL															
HOG ROAST												500.00			
BBQ												500.00			
ICE CREAM												250.00			
	1569.00	2000.00	0.00		0.00	500.00		250.00	500.00	1500.00	1950.00	4700.00	6400.00	700.00	0.00
									TOTAL		20069.00				
NB.	DOES NOT INCLUDE THE PROMISED £1000 FROM MR. A E PARKER														