

PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held at the Town Hall, Petersfield on 9 January 2006.

PRESENT: Mr V Clarke (Town Mayor)
Mr R Ayer
Mrs H Ayer
Mr A Baird
Mrs L Daubney
Mr K Hick
Mr P Molloy
Mr H Sandeman
Ms M Vincent
Mr G Watkinson

Also in attendance:

Mrs S McMorran (Deputy Town Clerk)
Mrs S Watts (RFO)
Mrs L Farley (Administration Officer)

Petersfield Herald

and 2 members of the public

C 0584

TOWN MAYOR'S REMARKS

The Town Mayor welcomed everyone to the meeting and wish all present a very happy New Year.

The Town Mayor informed those present that a very successful twinning visit was made to Warendorf in December. A Twinning Charter would be drawn up for signing, firstly in Warendorf in early April and subsequently later in the year in Petersfield.

The Town Mayor also announced that correspondence had been received from the Lord-Lieutenant, Mary Fagen informing the Town Council that anyone living in Hampshire celebrating their 80th birthday on 21 April 2006 could apply to be considered to attend a luncheon reception at Buckingham Palace hosted by The Queen and The Duke of Edinburgh. Details were available in the Town Council office.

Finally the Town Mayor advised the meeting that agenda item 17 would be removed from the agenda. Advice had been received since the publication of the agenda that this complaint could not be covered under standing order 70. The Town Mayor would deal with the matter directly and would write to the complainant explaining the options available to him.

C 0585 APOLOGIES FOR ABSENCE

An apology for absence was received from Mr Dutton and Mr Jenner.

C 0586 DECLARATIONS OF INTEREST

Mr Watkinson declared a personal interest as he was a member of Winton Players and the Town Council's representative on Petersfield Marketing Limited, Petersfield Open Air Pool and Acorns minute number C 0596 refers.

Mr Clarke declared a personal interest as he was the Town Council's representative on Petersfield Open Air Pool, minute number C 0596 refers.

C 0587 APPROVAL OF MINUTES

RESOLVED that the minutes of the meeting of the Petersfield Town Council held on 5 December 2005 be approved and signed.

C 0588 PLANNING COMMITTEE REPORT

RESOLVED that the minutes of the Planning Committee meetings held on 6 and 20 December 2005 and 3 January 2006 (previously distributed) be received.

C 0589 EXTRACTS

RESOLVED that the extracts from the decisions of the East Hampshire District Council's South Planning Committee, notified during December 2005 be received.

It was then

RESOLVED that the meeting be adjourned, in order for members of the public to discuss matters of interest with Councillors.

Mrs Towner asked the Town Council to consider the possibility of the Christmas Lights being on longer before Christmas rather than into the New Year. She suggested the Sunday after Armistice Day. Mrs Towner also asked that the lights be switched on earlier in the day. It was agreed that Mr Watkinson would pass this on to Petersfield Marketing Limited. The Town Mayor also congratulated Petersfield Marketing Limited on the Christmas Lights.

The meeting was re-convened.

C 0590 COUNTY COUNCILLOR'S REPORT

Mr Cartwright and Ms Payne both sent apologies.

C 0591 DISTRICT COUNCILLOR'S REPORT

No report given.

C 0592 COMMITTEE REPORTS

RESOLVED

(a) Grounds Committee

No meeting held in December 2005

(b) Public Halls Committee

No meeting held in December 2005

(c) Finance and General Purposes Committee

that the minutes of the Finance and General Purposes Committee held on 15 December be received

F 0559 B Perkins Slade Limited

RESOLVED that the intention of Perkins Slade Ltd to re-furbish their office space is agreed in principle subject to detailed monitoring by the Public Halls Committee and advice from the Officers.

C 0593 REPRESENTATION ON OUTSIDE BODIES - MEMBERS' REPORTS

Mr Clarke (for Dr Keefe) Rail Users Group

Mr Watkinson Petersfield Open Air Pool

Mr Hick Twinning Association and
Petersfield Museum

Mrs Ayer asked that the Town Council write to EHDC seeking re-instatement of the Taxi- Bus. It was agreed that Mrs Ayer contact the Deputy Town Clerk with details to enable a letter to be sent.

C 0594 SCHEDULE OF PAYMENTS MADE IN DECEMBER 2005

Clarification was sought for P512024 which had a zero entry.

RESOLVED that the Schedule of Payments made in

December 2005 be received and approved and the November 2005 schedule also be approved (received at the November 2005 meeting).

C 0595

APPOINTMENT TO COMMITTEES:

A. Finance and General Purposes Committee

Members were asked for nominations to fill the vacancy on the committee (due to the resignation of Mrs Butler). Mr Hick was nominated but declined to stand. Mrs Daubney was nominated and agreed to sit on the committee. Following which

RESOLVED that Mrs Daubney be appointed to Finance and General Purposes Committee.

B. Mrs Daubney (New Co-opted Councillor)

Following consideration it was

RESOLVED that Mrs Daubney be appointed as a member of the Grounds committee.

C 0596

BUDGET/ESTIMATES 2006/2007

Members received the recommendation from Finance and General Purposes committee (F 0560 refers).

Mr Baird asked why there was not a precept that was 10% (as projected) lower than the 2005/2006 precept. He also stated that after the 35% increase last year he would not have supported any increase for the coming year. He applauded the efforts of both Councillors and Officers for their work in the budget process.

The Chairman of Finance and General Purposes committee thanked Chairmen of committees and Officers for their hard work on the budget. He voiced concern at the level of expenditure. He also informed those present that the tax base for a band D property was set at £5885.03 so this figure needed to be changed on the budget papers. This was noted.

Following further discussion it was

RESOLVED that the budget/estimates for 2006/2007 be accepted and agreed with the precept request set at £394,786.

C 0597

**DEVELOPING THE COMMUNITY SAFETY PARTNERSHIP YEAR 2
ACTION PLAN**

Members received an update together with a request for suitable projects from EHDC.

No suitable projects were brought forward. Mrs Ayer suggested that the Love Lane Vandalism Working Party should be examined and perhaps broadened to include all of the Town. It was agreed that this should be an agenda item for a future meeting of Council.

C 0598

STAFF MATTERS - NON-CONFIDENTIAL ITEMS

Mr Hick voiced concerns that the recommendations of the Staff Panel were often amended at Finance and General Purposes committee. He felt that recommendations that did not have a financial implication should go to Council. Mr Hick was advised that the current procedure was in line with the Town Council's Standing orders.

A. Councillor/Officer Protocol

RESOLVED that the Councillor/Officer Protocol as recommended by Finance and General Purposes Committee be agreed, approved and implemented with the following amendments:

Page 2 2nd paratrust and due respect..
Page 3 1st paracourtesy and due respect.....
Page 6 Remove section 6 (Officer relationships with Political Groups)
Page 7 3rd paraavoid adverse criticism...

It was also

RESOLVED that a date be set for a round the table meeting with Councillors, Officers and ACAS as soon as possible.

B. E-Mail Protocol

RESOLVED that the E-Mail Protocol as recommended by Finance and General Purposes committee be agreed, approved and implemented in so far as it is possible within the technical capabilities of the Council's IT system (this applies wherever possible to both Councillors and Officers), with the following amendments.

Cover pageCouncillors and Officers
Page 3 1st Para ...released and unacceptable messages....

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

RESOLVED to evoke Standing Order 36m to exclude the Press and Public for the remainder of the meeting.

CONFIDENTIAL

C 0599 CONFIDENTIAL STAFF MATTERS

A. Locum Clerk

RESOLVED that a Locum Clerk be sought for four days a week, preferably Monday, Tuesday, Thursday and Friday.

B. Recruitment Consultants

RESOLVED that employment consultants be appointed Wray People Management to be contacted and Mr Ferrier's (EHDC) offer of advice also be accepted.

There being no further business the meeting closed at 8.30 pm.

Petersfield Town Council
Schedule of Payments for November 2005

*Approve@
Jan 06
Meeting*

Purchase Number	Supplier	Description	Net	VAT	Gross
P 510022	Waldrons	Window cleaning - Town Hall, SVH, Avenue Pav	350.00	61.26	411.26
P 510034	Playsafe Playgrounds Ltd	Repairs to Skate Board Park	50.00	8.75	58.75
P 510035	Playsafe Playgrounds Ltd	Repairs to Skate Board Park	150.00	26.25	176.25
P 510036	Playsafe Playgrounds Ltd	Repairs to Skate Board Park	570.00	99.75	669.75
P 510037	SAS	Repairs to play equipment	320.00	56.00	376.00
P 510039	SAS	Repairs to play equipment	1022.90	179.01	1201.91
P 510040	N Taylor	Repairs to chainlink fence -near Barnfield Rd	270.00	0.00	270.00
P 510041	Aluminium Access Products Ltd	Service & certificate telescope	200.00	35.00	235.00
P 510042	Johnston Newspapers South	Public Notices	76.80	13.44	90.24
P 510043	UK Office Systems	Black Toner for photocopier	35.00	6.13	41.13
P 510044	JMS Janitorial Supplies	Cleaning supplies	68.90	12.07	80.97
P 510052	IPF	CIPFA VAT reference manual - subscription renewal	105.00	0.00	105.00
P 510054	Philip Voice Ltd	Grounds Maintenance - The Heath	825.05	144.38	969.43
P 510054	Philip Voice Ltd	Litter Collection - The Heath	1626.42	284.62	1911.04
P 510055	Philip Voice Ltd	Litter Collection - Misc Grounds & open spaces	496.88	86.95	583.83
P 510055	Philip Voice Ltd	Grounds Maintenance Misc Grounds & open spaces	3314.23	579.99	3894.22
P 510056	Philip Voice Ltd	Extra litter collections + removal of fly tipping	50.00	8.76	58.76
P 510056	Philip Voice Ltd	Marking Running Track - Penns	220.00	38.50	258.50
P 510058	M Way	Re-decoration Town Hall foyer + work to SVH	3275.00	0.00	3275.00
P 510059	Business Gas	Supply to Town Hall	83.61	4.18	87.79
P 510060	Acorn Office Supplies	Stationery supplies	32.04	5.62	37.66
P 510061	JMS Janitorial Supplies	Cleaning supplies	46.00	8.05	54.05
P 510062	JMS Janitorial Supplies	Cleaning supplies	40.41	7.07	47.48
P 510063	PHS Group plc	Sanitary disposal - Festival Hall	39.40	6.90	46.30
P 510064	Mercury Fire Alarm Ltd	Recharge vandalised fire extinguishers - A. Pav	29.44	5.15	34.59
P 510065	Mr J Ball	Returned Deposit	60.00	0.00	60.00
P 510066	Acorn Office Supplies	Stationery supplies	277.06	48.49	325.55
P 510067	Cluson Engineering Ltd	Safety clothing FH Caretaker & Assistant	98.00	17.16	115.16
P 510068	HCC	Batteries for digital camera	10.25	1.79	12.04
P 510069	Tempo Employment Agency	Temp cleaner	67.50	11.81	79.31
P 510070	Tempo Employment Agency	Temp cleaner	67.50	11.81	79.31
P 510071	Mrs D Hariton	Returned Deposit	65.41	0.00	65.41
P 510072	Mrs S Dimbleby	Returned Deposit	100.00	0.00	100.00
P 510073	EHDC	Returned Deposit	200.00	0.00	200.00
P 510074	HCC	Returned money paid to PTC in error	24.84	0.00	24.84
P 511015	BT	Telephone bill for Town Hall	165.28	28.91	194.19
P 511014	BT	Telephone bill for Town Hall	41.15	7.20	48.35
P 511013	BT	Telephone bill for Avenue Pavilion	41.53	7.26	48.79
P 511011	BT	Telephone bill for Sheet Village Hall	41.57	7.27	48.84
P 511032	Denise Curtis-Raleigh	Returned Deposit	100.00	0.00	100.00
P 511020	Petersfield Orchestra	Returned Deposit	200.00	0.00	200.00
P 511030	EHDC	Returned Deposit	200.00	0.00	200.00
P 511021	EHDC	Returned Deposit	200.00	0.00	200.00
P 511028	Eden Springs UK Ltd	Water supply - Town Hall	7.80	1.37	9.17
P 511026	HAPTC	Training for Town Councillors (HS & PM)	35.00	0.00	35.00
P 511034	Lion & Unicorn Players	Returned Deposit	200.00	0.00	200.00
P 511031	Mrs Karen Lamont	Returned Deposit	100.00	0.00	100.00
P 511003	Playdale Playgrounds Ltd	Staff Training	41.70	7.30	49.00
P 511027	PRS	Royalties (to be recharged)	509.06	89.09	598.15
P 511022	PYT	Returned Deposit	2.45	0.00	2.45
P 511033	Mr N Stride	Returned Deposit	50.00	0.00	50.00
P 511017	Southern Electric	Supply to Festival Hall	991.24	0.00	991.24
P 511023	Southern Electric	Supply to Festival Hall	403.67	70.64	474.31
P 511012	Southern Electric	Supply to Festival Hall	173.30	9.82	183.12
P 510057	Seismic Environmental Services Ltd	Repairs to Heath Toilets	116.98	20.47	137.45
P 511000	Safety Glazing Ltd	Repairs to Avenue Pavilion	84.34	14.75	99.09
P 510053	Safety Matters	Health & Safety Report	150.00		150.00
P 511002	Stage Services	Inspe temporary power installation - Festival Hall	60.00	10.50	70.50
P 511019	Swaythling Housing Society	Returned Deposit	200.00		200.00
P 511029	Tempo Employment Agency	Temp cleaner	77.50	13.56	91.06
P 511025	Mr V C Clarke	Mayor's Reception - reimbursement from Mayor's Allowance	110.83		110.83
P 511048	HMCS	Issuing fee for court order	120.00		120.00
P 511045	Salaries November 2005 inc. expenses	Payroll November 2005	12438.43	0.00	12438.43
P 511047	Hampshire County Council	Superannuation	2553.56	0.00	2553.56
P 511046	Inland Revenue	NI and PAYE November 2005	5027.94	0.00	5027.94
		TOTAL PAYMENTS NOVEMBER 2005	38710.97	2057.03	40768.00

SMS

Petersfield Town Council
Schedule of Payments for December 2005

Purchase Number	Supplier	Description	Net	VAT	Gross
P 511004	Onyx UK Ltd	Container Exchange - Town Hall	106.32	18.61	124.93
P 511005	Onyx UK Ltd	Container Exchange - Avenue Pavilion	53.16	9.30	62.46
P 511007	Johnston Newspapers South	Public Notices	68.00	11.90	79.90
P 511008	Apollo Pest Control	Rabbit control - Sheet Allotments	200.00	0.00	200.00
P 511009	English Landscapes	Emptying dog bins	936.00	163.80	1099.80
P 511010	CMUK Visual Safety Ltd	First Aid Supplies	21.75	3.80	25.55
P 511018	Siemens	Rental of photocopier	544.00	95.20	639.20
P 511024	Heathland Management Services	Integrated Management Plan - The Heath	4500.00	787.50	5287.50
P 511036	Vodafone Ltd	Mobile phone bills for MCO & Festival Hall Manager	37.74	6.60	44.34
P 511037	Apollo Pest Control	Rat control - Sheet Allotments	35.00	0.00	35.00
P 511038	Farnham Castle Newspapers Ltd	Public Notices	37.60	6.58	44.18
P 511039	Trevor Towner	Gift for Warendorf - Mayor's Allowance	100.00	17.50	117.50
P 511040	Norma Tomlinson	Catering for Mayor's reception - Mayor's allowance	590.00	103.25	693.25
P 511041	Safety Glazing Ltd	Supply & fit toilet window - Avenue Pavilion	99.84	17.48	117.32
P 511042	M Way Building & Property Services	Replace vandalised door to external toilet Avenue Pavilion	265.00	0.00	265.00
P 511043	Philip Voice Ltd	Grounds Maintenance - The Heath	721.91	126.33	848.24
P 511043	Philip Voice Ltd	Litter Collection - The Heath	1423.12	249.05	1672.17
P 511044	Philip Voice Ltd	Litter Collection - Misc Grounds & open spaces	441.03	77.18	518.21
P 511044	Philip Voice Ltd	Grounds Maintenance Misc Grounds & open spaces	2899.94	507.49	3407.43
P 511049	Business Gas	Supply to the Town Hall	546.21	95.58	641.79
P 511050	British Gas	Supply to the Avenue Pavilion	90.52	4.52	95.04
P 511051	UK Office Systems	Toner for the fax machine	90.00	15.75	105.75
P 511052	Petersfield Marketing	Grant Aid	750.00	0.00	750.00
P 511053	Mrs S Allen	Returned deposit	100.00	0.00	100.00
P 511054	British Gas	Supply to Sheet Village Hall	125.39	6.26	131.65
P 512001	Travis Perkins Trading Company Ltd	Fence Panelling - Love Lane Sports Ground	20.30	3.56	23.86
P 512003	Classic Recruitment	Temporary Staff - Festival Hall	254.31	44.50	298.81
P 512005	Steve Parkinson	Locum Clerk - 14 Nov 05	50.00	0.00	50.00
P 512006	Angelica's	Flowers for Mayor's Reception - Mayor's Allowance	50.00	0.00	50.00
P 512007	Eden Springs UK Ltd	Drinking Water	7.18	1.26	8.44
P 512008	Onyx UK Ltd	Container Exchange - Town Hall	106.32	18.61	124.93
P 512009	Onyx UK Ltd	Container Exchange - Avenue Pavilion	53.16	9.30	62.46
P 512015	SLCC	Subscription	175.00	0.00	175.00
P 512016	Safety Glazing Ltd	Supply & fit store room window - Town Hall	60.97	10.67	71.64
P 512017	Philip Voice Ltd	Extra Litter, remark running track, scalping at allotments, Repairs to barriers and fences	486.00	85.07	571.07
P 512018	A.W. Clear	Removing Willows at Love Lane Sports Ground + work at Tilmore and Sheet Allotments	180.00	0.00	180.00
P 512019	Farnham Castle Newspapers Ltd	Public Notices	9.40	1.65	11.05
P 512021	Leaves Building & Decorating	Gas Safety Insp. Avenue Pavilion	80.00	14.00	94.00
P 512022	Leaves Building & Decorating	Gas Safety Insp. Sheet Village Hall	80.00	14.00	94.00
P 512023	Lamb Brooks	Drafting Tenancy at Will - Love Lane Pavilion	500.00	87.50	587.50
P 512024	Castle Trading	Cleaning Supplies Festival Hall	* 67.80	11.87	79.67
P 512026	Acorn Office Supplies	Stationery Supplies	222.43	38.93	261.36
P 512027	Audit Commission	Audit Fee	1250.00	218.75	1468.75
P 512029	JMS Janitorial Supplies	Cleaning Supplies - Festival Hall	101.44	17.75	119.19
P 512030	Southern Electric	Supply to Festival Hall	895.11	156.64	1051.75
P 512031	Southern Electric	Supply to Sheet Village Hall	61.07	3.05	64.12
P 512032	Petersfield Cancer Support Group	Returned deposit	200.00	0.00	200.00
P 512033	Swan Surgery	Returned deposit	200.00	0.00	200.00
P 512034	Mr Martin Holmes	Returned deposit	200.00	0.00	200.00
P 512035	Petersfield Youth Theatre	Returned deposit	200.00	0.00	200.00
P 512036	Home Start Butser	Returned deposit	200.00	0.00	200.00
P 512037	Petersfield & Alton Portage Service	Returned deposit	100.00	0.00	100.00
P 512038	Julie Hele	Returned deposit	100.00	0.00	100.00
P 512039	Petersfield Operatic Society	Returned deposit	200.00	0.00	200.00
P 512040	BT	Telephone bill for Town Council Offices	306.26	53.59	359.85
P 512041	Salaries December 2005 inc. expenses	Payroll December 2005	15422.20	0.00	15422.20
P 512042	Inland Revenue	NI and PAYE December 2005	7112.44	0.00	7112.44
P 512043	Hampshire County Council	Superannuation	3572.26	0.00	3572.26
P 512044	Cash	Petty Cash - various	145.18	0.00	145.18
TOTAL PAYMENTS December 2005			47451.36	3114.38	50565.74

* Amended as per Memo from RFO dated 12/1/06