

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Petersfield Town Council held at the Town Hall, Petersfield on 8 October 2007.

PRESENT: Mr V Clarke (Deputy Town Mayor), Mr R Ayer, Mrs H Ayer, Mr D Bowers, Mr K Hick, Ms M Vincent, Mr C Shore, Mr G Watkinson and Mr S Wisdom

Also in attendance: Mr N Hitch (Town Clerk), Mrs S McMorran (Deputy Town Clerk), Mr D Mossman, (Boulter Mossman), Mr John West (EHDC), Mr M Cartwright (HCC) Petersfield Herald and 2 members of the public.

C 0336 DEPUTY TOWN MAYOR'S REMARKS

Mr Clarke advised those present that preview tickets were available from the Town Clerk for a Creative Artscape exhibition in Chichester on the 11 October.

He also reported that all the Cherry trees along the path at the Avenue Pavilion had, once again, been vandalised.

C 0337 APOLOGIES FOR ABSENCE

Apologies were received from Messrs Molloy and Aiston.

C 0338 DECLARATIONS OF INTEREST

Mr Shore declared a personal interest as his nephew was serving with the Royal Marines, minute number C 0347 refers

Mr Watkinson declared a personal interest as he was helping at the Charity Concert, minute number C 0347 refers

Mr Clarke declared a personal interest as he was helping at the Charity Concert, minute number C 0347 refers.

C 0339 APPROVAL OF MINUTES

RESOLVED: that the minutes of the meetings of the Petersfield Town Council held on 6 and 28 August 2007 be approved and signed.

C 0340 PLANNING COMMITTEE REPORT

RESOLVED: that the minutes of the Planning Committee meetings held on 7 and 21 August 2007, 4 and 18 September 2007 and 2 October 2007 be received.

It was then

RESOLVED to evoke standing order 36 c to alter the order of business agenda item 17 the Town/Festival Hall windows would be taken as the next item of business

C 0341 **TOWN/FESTIVAL HALL WINDOWS**

Mr David Mossman from Boulter Mossman went through his report and recommendations regarding the replacement windows. He also advised that he had been in contact with Building Control and Planning at East Hampshire District Council regarding this project. Following consideration it was

RESOLVED that Mr Mossman pursue the costs of secondary windows for all fire rated windows and report to a future meeting.

It was then

RESOLVED that the meeting be adjourned for 15 minutes in order for Councillors to discuss topics (which do not appear on the agenda) with members of the public.

Mr John Crowhurst expressed his concern that District Councillor Stacpoole did not attend Town Council meetings and seemed unaware that a Town Councillor was living in his ward. Mr Crowhurst felt this was unacceptable. Mr Crowhurst was informed that out of 6 District Councillors only 3 were regular attendees (2 of which were also Town Councillors) so it seemed inappropriate to single out Councillor Stacpoole.

The meeting was re-convened.

C 0342 **COUNTY COUNCILLOR'S REPORT**

Mr Cartwright informed those present that the County Councils rolling replacement for street lighting was continuing with work currently being undertaken in Tilmore Gardens with Rival Moor Road being the next area to be undertaken.

He advised that it was continuing to be extremely difficult to get funding for a parking review in Petersfield, which was not helped by the fact that EHDC did not have an agency agreement with HCC for road schemes.

Finally he advised that funds were still available from his individual Councillor budget for any voluntary organisations, which met the criteria.

Following questions regarding the Dragon Street Mosaic, car parking and the individual Councillor budget the meeting was reconvened.

C 0343 **DISTRICT COUNCILLORS REPORT**

Mrs Ayer advised that, in 2009, an access project would be undertaken in Petersfield, which would include schools, hospitals and other public facilities. A new bus service was starting in December with an express bus from Waterlooville to Petersfield Station timed to catch fast trains up to London. It was hoped this might ease the parking congestion in Petersfield. Finally she advised that she would be attending the HCC overview scrutiny committee when changes to bus services in East Hampshire would be discussed.

C 0344 **COMMITTEE REPORTS**

RESOLVED:

(a) **Grounds Committee**

that the minutes of the meeting held on 13 September 2007 be received.

(b) **Public Halls Committee**

that the minutes of the meeting held on 17 September 2007 be received.

(c) **Finance and General Purposes Committee**

that the minutes of the Finance and General Purposes Committee held on 20 September 2007 be received.

F 0316 P0256 - Parking in Petersfield

RESOLVED that the recommendation from Planning Committee for a questionnaire to be sent to all residents was not supported.

F 0316 PH 0291 - Bust of Harry Roberts (Festival Hall)

RESOLVED that as the Museum intends to proceed to raise funds that the Town Council look favourably on supporting the provision of a commemorative bust of Harry Roberts.

F 0316 PH 0297C - Damp Proof Survey and Remedial Work at Avenue Pavilion

RESOLVED that the estimate from Bo-Wood in the sum of £10,460 together with a sum to be advised for the provision of temporary toilets be accepted.

C 0345 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 for information.

C 0346 REPRESENTATION ON OUTSIDE BODIES:

A. Reports

Mr Shore - Petersfield Tomorrow

A meeting had been held on 12 September 2007 to discuss better use of the Square. 30 people had attended the brainstorming session and the minutes were available on Petersfield Tomorrows website.

Mr Ayer - Rail Users Group

Mr Ayer attended a meeting on 3 October 2007 at Liphook. The Group represents the users of four stations on the Portsmouth to Waterloo line: Rowlands Castle, Petersfield, Liss and Liphook.

The meeting was attended by both users and railway staff and members of the '450 Campaign' (lobbying for more comfortable seats). Concern was expressed that the independent Health and Safety study was unacceptable and that it should be referred back. Major engineering works were due to take place between 24 and 28 October, which would impact badly on the service. This was the final stage of a long process. Punctuality had been very good over the last 2 - 3 months. Car parking at Petersfield station was an increasing problem and it was intended to reorganise the car parking to improve the service. The new bus service from Waterlooville was to start in December.

Ms Vincent - Petersfield in Bloom

An excellent prize giving event had been held with Pippa Greenwood giving out the prizes. A produce, plant and book stall would be run on 20 October in Rams Walk.

Mr Watkinson - Christmas Lights

All arrangements were in place for the switch on of the Christmas Lights on 16 November in conjunction with Children in Need. A meeting had been held with Philip Haines to discuss various issues including the running of the Square.

Mr Hick - Twinning Association

A visit to Barentin was taking place at the end of May 2008 and anyone interested in attending was asked to contact Mr Hick. Warendorf would be visiting Petersfield in early July 2008.

B. Petersfield Rugby Club

A request for a Town Council representative was received from the Petersfield Rugby Club. The Chairman of Grounds advised that, in his opinion it would be better to form a better working relationship with the Town Council and Officers. He felt it was not an appropriate time to appoint a representative. Mr Shore advised that he would be happy to be the Rugby club representative when appropriate.

RESOLVED that a representative would not be appointed at this time with the situation being reviewed in the future.

It was then

RESOLVED to evoke standing order 36 c to alter the order of business agenda item 14 the Charity Concert would be taken as the next item of business

C 0347 **CHARITY CONCERT**

Members received a request that the hire charge for a Charity Concert in aid of the Royal Marines 1939 War Fund be waived. To enable Miss Pitt to address the meeting it was

RESOLVED to suspend standing orders

Miss Pitt realised that it may be difficult to have the Hall free of charge but she really hoped the Council would realise what a good cause this was. Servicemen and women in Iraq were having an awful time and this was a way of showing support.

The meeting was re-convened.

Members were very sympathetic but felt that a precedent should not be set. Many other requests had been received for free use of the Hall and these had all been refused. It was felt that there would be no problem with flying the Royal Marine flag on the day of the concert.

It was suggested that Miss Pitt apply for a grant for the cost of the hire of the Hall with an extra meeting of the grants panel being called if necessary.

RESOLVED that Miss Pitt complete a grant application form and that once this is received an additional meeting of the Grants Panel be called to consider the application.

C 0348 **SCHEDULE OF PAYMENTS MADE IN AUGUST AND SEPTEMBER 2007**

RESOLVED: that the Schedule of Payments made in August and September 2007 be received and approved, copy attached to these minutes at Appendix B for information.

C 0349 **CHRISTMAS LIGHTS WORKING PARTY**

Members received a report of the meeting held on 6 September 2007, copy attached to these minutes at Appendix C.

C 0350 **SOUTH EAST EMPLOYERS**

Details of a workshop 'Local Leadership through Community Engagement and Partnership Working' to be held on 30 October at Thame Town Council and 31 October 2007 at Alton Town Council was received. Anyone interested in attending was asked to contact the Town Clerk.

C 0351 **PUBLICATION SCHEME**

Members carried out the annual review of the charging policy.

RESOLVED that no charge be made and that this decision be reviewed in October 2008.

C 0352 **MEMBERS ALLOWANCES**

Members carried out the annual review regarding the claiming of members' allowances.

RESOLVED that no allowances be paid and that this decision be reviewed in October 2008.

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

RESOLVED to evoke standing order 36 m and exclude the public and press

Concern was expressed that all Staff Matters were to be taken in confidential session, as it was felt some items were not confidential. The Town Clerk advised that, in his opinion staff matters should be taken in confidential session. This was noted.

C 0353

STAFF MATTERS

RESOLVED that

- A. An Appeals Panel be formed consisting of three councillors plus one stand-in deputy who are not members of the Staff Panel
- B. The Grievance Policy be agreed.
- C. The Discipline Policy be referred back to Wray People Management for clarification of paragraph 6.9
- D. The Smoke Free Policy be agreed.
- E. The Retirement Policy and Procedure be agreed.
- F. The Clerk be awarded an additional SCP backdated to 13 July 2007 (Examination Success).
- G. The Personal Data Policy be agreed.
- H. The confidential staff report be noted.

There being no further business the meeting closed at 8.20 pm.

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:

- ✱ Action News Update, August 2007 from Community Action Hampshire
- ✱ Insight – Newsletter from Action for Market Towns
- ✱ East Hampshire District Council’s Standards Committee meeting of 25th July 2007
- ✱ Newsletter for Voluntary & Community Groups in East Hampshire
- ✱ Life in Petersfield Magazine
- ✱ The Local Channel Newsletter, August 2007
- ✱ Pension Changes Newsletter
- ✱ East Hants Compact Newsletter
- ✱ Hampshire Association of Parish & Town Councils Annual Report 2007
- ✱ Local Council Review
- ✱ Canine Partners Magazine
- ✱ Petersfield Open Air Swimming Pool Financial Report for August 2007
- ✱ Route Manager Newsletter August 2007
- ✱ Fieldwork – newsletter from the Campaign to Protect Rural England
- ✱ Petersfield Tomorrow Business Plan 2007 – 2011
- ✱ Engaging with your local black and ethnic communities from Community First East Hampshire
- ✱ Clerks & Councils Direct
- ✱ Action News Update from Community Action Hampshire
- ✱ Sheet News – September 2007
- ✱ Campaign for the Protection of Rural England Newsletter for East Hants & Havant
- ✱ Helping you with your journeys leaflet highlighting roadworks in the South East
- ✱ Petersfield Twinning Association September 2007 Newsletter
- ✱ East Hampshire District Council Community Forum Minutes from 4th September 2007
- ✱ Sheet & Tilmore Allotments Association Newsletter Autumn 2007
- ✱ Friends of Petersfield Heath Committee Meeting of 11th September 2007
- ✱ Partners Magazine
- ✱ Town and Parish Standard – newsletter from the Standards Board for England
- ✱ Ways to Tackle Climate Change booklet issued by Defra

Other Information

- 1 HAPTC have circulated a briefing on the future of the Regional Assembly. It is expected that the Assemblies will continue in their current role until 2010 after which their functions will be transferred. The Government plans a single, integrated regional strategy combining economic, environmental and social policy and Local Authorities are likely to play a significant role in agreeing this strategy. A consultation on the plans is anticipated in the autumn.

- 2 Hampshire County Council have provided me with a copy of a letter sent to a resident concerning the speed that vehicles drive down Sussex Road. The resident considers the speed limit should be reduced to 30 mph around the entrance to the golf course. Details have been forwarded to County Councillor Sam Payne for her consideration and comment.
- 3 Petersfield Youth Theatre have written a letter of thanks to the Council for their recent grant of £500 towards their summer school.
- 4 The Annual Parish Update from the South Downs Joint Committee has been received for 2007.
- 5 During the August twinning visit to Warendorf, a copy of the town flag was presented to our hosts.
- 6 I have received a copy of The South East Plan Examination in Public November 2006 – March 2007 (provided in CD form) for anyone that wishes to see it. The report is also available at www.gose.gov.uk/planning/regionalPlanning.
- 7 A list of autumn 2007 training workshops being run by Community First East Hampshire is available for anyone interested.
- 8 Letters of appreciation and thanks have been received from the Friends of Herne Junior School and the Friends of Sheet School for their grants of £350. Herne Junior School have used the funds to part-fund a recycled plastic bench which it is hoped will inspire the children to be more environmentally aware. Similarly, The Southern Orchestral Concert Society have written thanking us for their grant of £500.
- 9 A list of training workshops being run by Community First East Hampshire during autumn 2007 is available for anyone to inspect.
- 10 East Hampshire District Council have created a D.V.D. entitled “Safes as Houses” that highlights local services and grants available in the District for older people. Anyone wishing to see the D.V.D or who knows of organisations that may benefit from the information, please let me know.
- 11 HAPTC have issued new guidance to members relating to the Licensing Act 2003 that has been circulated to all under separate cover.
- 12 A new D.V.D issued by the Standards Board for England is available from HAPTC for training purposes.
- 13 Members need to be aware that under the Accounts and Audit Regulations 2003, the latest date for the Council to approve its accounts will be 31st July in 2008 and 30th June 2009 onwards. This requirement is a statutory one and auditors have no discretion in this respect and will be obliged to report any failures to comply with these regulations.
- 14 The Standards Board for England has issued an ‘Occasional Paper’ titled, “Predisposition, Predetermination or Bias, and the Code”. Anyone wishing to read it, please let me know.
- 15 I have a copy of the East Hampshire Community Safety Partnership brochure introducing the Community Safety Team and Safer Neighbourhoods Teams for anyone wishing to have a copy.

- 16 I am in receipt of a copy of the report from the South West conference of Local Council Associations Quality Council Seminar held on 12th June 2007 entitled 'A Power of Well-being'.
- 17 Hampshire Association of Parish & Town Councils have distributed a copy of their constitution and Standing Orders for meetings as a precursor to their AGM on Saturday 13th October 2007.
- 18 NALC have issued an employment briefing advising that the Department of Trade & Industry have issued an announcement that workers holiday entitlements are to increase from 20 to 28 days, including for the first time bank holidays within this figure. As we already provide a minimum of 28 days leave (including bank holidays) it will have no impact on the local government sector, but is aimed at those employers who currently include bank holidays as part of the minimum holiday entitlement of 20 days or refuse to pay workers for bank holidays.

Neil Hitch
Town Clerk
1st October 2007

Petersfield Town Council
Schedule of Payments for August 2007

APPENDIX B

Purchase Number	Supplier	Description	Net	VAT	Gross
P 706009	British Gas (Business Gas)	Gas bill for Town Hall	37.94	1.89	39.83
P 706016	Commercial Gas Services	Estimate to diagnose fault on Glowworm boiler	55.00	9.63	64.63
P 706031	EHDC	Overpayment on their account	42.38	0.00	42.38
P 707005	First Response	Work on radiators @ AP & replacing valves	465.00	81.38	546.38
P 707008	Gopak	Contour plus folding tables for SVH	154.67	27.07	181.74
P 707009	Hampshire County Council	Janitorial supplies	57.10	9.99	67.09
P 707010	Mr C Thiessen	Return of allotment deposit	60.00	0.00	60.00
P 707011	Veolia ES	Container exchange - AP	77.35	13.54	90.89
P 707012	Veolia ES	Container exchange - Town Hall	123.76	21.66	145.42
P 707016	Robin Burleigh	Remove oak limb & rubbish from Love Lane	160.00	0.00	160.00
P 708000	Robin Burleigh	Remove dead field maple from Woods Meadow	140.00	0.00	140.00
P 708001	Robin Burleigh	Remove dangerous limb from Willow @ Woods Meadow	200.00	0.00	200.00
		Heath Play Area, Bell Hill Rec ground, The Avenue, Woods Meadow, Paddock Way, Penns Farm, Borough Road, Sheet Rec ground, Love Lane - installation of posts & signs & removal of dangerous signs			
P 708002	SAS Playgrounds		400.00	70.00	470.00
P 708003	Sevenside Recycling	Removal of paper - Town Hall	12.50	2.19	14.69
P 708004	South East Water	Water bill for Town Hall	384.66	0.00	384.66
P 708005	South East Water	Water bill for Tilmore Allotments	91.34	0.00	91.34
P 708006	Vail Williams	Inspection, research & valuation of Festival Hall	3487.50	610.31	4097.81
P 708007	Vail Williams	Inspection, research & valuation of AP	210.00	36.75	246.75
P 708008	Ampella	Supply & install PCB & pump at AP	202.50	35.44	237.94
P 708009	Ampella	Additional parts for casing to boiler SVH	420.00	73.50	493.50
P 708010	Adecco	Relief cleaning staff	98.00	17.15	115.15
P 708012	BT	Phone bill for Town Hall	500.63	86.82	587.45
P 708013	BT	Phone bill for Town Hall	160.17	28.91	194.14
P 708014	Southern Electric	Electricity bill for Festival Hall	777.41	136.04	913.45
P 708015	Screwfix Direct	Grounds maintenance equipment	104.65	18.31	122.96
P 708016	Zurich Municipal	Membership renewal fee for Aug 2007 to Aug 2008	135.00	23.63	158.63
P 708017	Ampella	Investigate low pressure from hot taps in AP	55.00	9.63	64.63
P 708017	Alpine Tree Surgeons	Heath - To remove dangerous branches near kiosk	180.00	31.50	211.50
P 708018	Brighton Dancing/Strictly Dance	Return of deposit	250.00	0.00	250.00
P 708019	BT	Telephone bill for Festival Hall	42.22	7.38	49.60
P 708020	BT	Telephone bill for Festival Hall	45.65	7.20	52.85
P 708021	BT	Telephone bill for Festival Hall	41.22	7.21	48.43
P 708022	City Link	Minutes sent to Green Street Bindery	12.11	2.12	14.23
P 708023	Eden	Water supplies for Town Hall office	40.54	7.09	47.63
P 708024	Farnham Castle Newspapers	Display advertisement	66.08	11.56	77.64
P 708025	HAPTC	"Pilot Workshop" Training for Neil Hitch, Vaughan Clarke & Paul Molloy	30.00	0.00	30.00
P 708026	Hampshire County Council	Janitorial supplies	185.15	32.40	217.55
P 708027	Hygiene Supplies Direct	Toilet Roll holders for Heath toilets	123.24	21.57	144.81
P 708028	JMA Electrical	Install electrical unit under stairs at FH & label new unit	3425.00	599.38	4024.38
P 708029	Jane Plant	Return of deposit	150.00	0.00	150.00
P 708030	Natural Choice Wood Floors Ltd	Balance for sanding & sealing floor in FH	3384.00	0.00	3384.00
P 708031	Petaprint	Printing of PTC News	1466.00	0.00	1466.00
P 708032	Voice Grounds Care	Open spaces, litter & grounds - July	5079.03	888.83	5967.86
P 708033	Voice Grounds Care	Town planning scheme - 2nd payment of 30%	1590.00	278.25	1868.25
P 708034	Voice Grounds Care	Heath, litter & grounds - July	3282.20	574.39	3856.59
		July extras, Removal of rubbish plot 91 sheet allotments, two cherry trees installed at AP to replace vandalised ones, litter collection Sheet rec, remove fridge & microwave from Sussex rd, remove from tent at Woods Meadow, remove pay & display sign from Heath toilets			
P 708035	Voice Grounds Care		251.50	44.01	295.51
P 708036	Southern Electric	Electricity bill for Public convenience, Heath	77.32	3.86	81.18
P 708037	Southern Electric	Electricity bill for Suite 3, Town Hall	375.81	65.76	441.57
P 708038	Travis Perkins	Supplies for Festival Hall, various	22.07	3.86	25.93
P 708039	Wray People Management	HR advisory & support service for August 2007	78.00	13.65	91.65
P 708040	A1 Security Systems Ltd	Annual maintenance on alarm system	236.00	41.31	277.31
P 708041	Allan Lang (Forestry)	Tree felling & surgery to high risk trees	1705.00	298.38	2003.38
P 708042	Acorn Office Supplies	Stationery for Town Hall	244.85	42.86	287.71
P 708043	A W Clear	Spray plot 90, 52 Sheet, supplying scalplings, Rotovating Plot 53a & b	260.00	0.00	260.00
P 708044	British Gas (Business Gas)	Gas bill for Town Hall	30.96	1.54	32.50
P 708045	CMUK Visual Safety Ltd	Equipment for first aid kits	122.18	21.38	143.56

Petersfield Town Council

Schedule of Payments for August 2007

P	708046	English Landscapes	To empty 18 dog bins - May 2007 to August 2007	964.08	168.71	1132.79
P	708047	Farnham Castle Newspapers	Display advertisement in Herald	10.35	1.81	12.16
P	708048	Hampshire Flag Company	3 Flags for Town Hall	310.22	54.29	364.51
P	708049	JMA Electrical	Replace broken baton holder in green room	40.00	7.00	47.00
P	708050	JMA Electrical	Replace 200amp switch for the stage lighting	263.94	46.19	310.13
P	708051	JMS Janitorial	Janitorial supplies for Town Hall	55.90	9.78	65.68
P	708052	Veolia ES	Container exchange Town Hall	123.76	21.66	145.42
P	708053	Veolia ES	Container exchange AP	61.88	10.83	72.71
P	708054	Petersfield Cricket Club	Grant Aid	1000.00	0.00	1000.00
P	708055	Christian Rubra	Install new toilet tissue dispensers, toilet seat & signs @ Heath	60.00	0.00	60.00
P	708056	Southern Electric	Electricity bill for AP	97.96	4.89	102.85
P	708057	Sevenside Recycling	Removal of paper - Town Hall	10.00	1.75	11.75
P	708058	Southern Fire Protection	Annual Maintenance & inspection of fire extinguishers FH	380.50	66.59	447.09
P	708059	Southern Fire Protection	Annual Maintenance & inspection of fire extinguishers SVH	380.50	66.59	447.09
P	708060	Southern Fire Protection	Annual Maintenance & inspection of fire extinguishers AP	44.00	7.70	51.70
P	708061	Safety Glazing	Survey at SVH & AP	275.00	48.12	323.12
P	708062	Siemens	Equipment rental of copier for period 10 Sept to 9 Dec 07	544.00	95.20	639.20
P	708063	Travis Perkins	Cisternisers for urinals FH corridor & gents WC's	298.00	52.15	350.15
P	708064	UK Office Systems	Coloured toner for copier Town Hall offices	135.00	23.63	158.63
P	708065	UK Office Systems	Black toner for copier Town Hall offices	35.00	6.13	41.13
P	708066	Vodafone	MCO & FH Manager Mobile phone	56.94	9.96	66.90
P	708067	Waldrons Cleaning Services	Window cleaning Town Hall, SVH, AP	350.00	61.26	411.26
P	708076	Waldrons Cleaning Services	Cleaning canopy at FH entrance	100.00	17.50	117.50
P	708077	Cash	Petty Cash	18.36	0.00	18.36
P	708078	Salaries	Staff Salaries August 2007	12422.88	0.00	12422.88
P	708079	PAYE & NI	Employee PAYE & NI	4676.62	0.00	4676.62
P	708100	Pensions	Employee pension contributions	3360.61	0.00	3360.61
			TOTAL PAYMENTS AUGUST 2007	57484.19	5101.07	62590.32

SMA

Petersfield Town Council

Schedule of Payments for September 2007

Purchase Number	Supplier	Description	Net	VAT	Gross
P 708069	Adecco	Temporary Cleaning Staff	98.00	17.15	115.15
P 708070	Adecco	Temporary Cleaning Staff	98.00	17.15	115.15
P 708071	Sheet Horticultural Society	Return of deposit	150.00	0.00	150.00
P 708072	Petersfield Arts & Crafts Society	Return of deposit	250.00	0.00	250.00
P 708073	Age Concern Hampshire	AGM & Lunch for Paul Molloy - Town Mayor	5.00	0.00	5.00
P 708080	British Gas (Business Gas)	Gas bill for Town Hall	142.23	7.11	149.34
P 708081	Furniture @ Work	Chairs for Avenue Pavillion	1267.20	221.76	1488.96
P 709000	HAPTC	Seminar on leadership - Paul Molloy	20.00	0.00	20.00
P 709001	HAPTC	Seminar on chairing a meeting - Paul Molloy	20.00	0.00	20.00
P 709002	Southern Electric	Electricity bill for Sheet Village Hall	69.54	3.47	73.01
P 709003	Southern Electric	Electricity bill for Town Hall	1018.53	178.24	1196.77
P 709004	Southern Fire Protection	New Fire extinguisher, Old Billiards Room, Sheet	52.00	9.10	61.10
P 709005	Travis Perkins	Toilet Seat for Heath Toilets	12.12	2.12	14.24
P 709006	AF Inspections & Safety Ltd	Safety inspection at Paddock Way	110.00	19.25	129.25
P 709007	Acorn Office Supplies	Stationery supplies for Town Hall office	41.85	7.32	49.17
P 709008	David Podger	Return of deposit	150.00	0.00	150.00
P 709009	Eden Springs	Water supplies for Town Hall office	10.77	1.88	12.65
P 709010	Assoc. of P/F Businesses	Return of deposit	250.00	0.00	250.00
P 709011	HAPTC	Clerks Forum - Seminar/lunch for Town Clerk	5.00	0.00	5.00
P 709012	Hampshire County Council	Janitorial supplies	1.06	0.19	0.00
P 709013	Hampshire County Council	Janitorial supplies	157.83	27.62	185.45
P 709014	JMS Janitorial Supplies	Janitorial supplies	55.90	9.78	65.68
P 709015	Mrs Berriman	Return of deposit	150.00	0.00	150.00
P 709016	SAS Playgrounds	To repair leg on notice board in FH Foyer	40.00	7.00	47.00
P 709018	Specialist Lamp Distributors	Various lamp supplies for FH	47.20	8.26	55.46
P 709019	Southern Water	Wastewater charges for Public convenience on Heath	251.52	0.00	251.52
P 709020	Southern Water	Wastewater charges for Sheet Village Hall	44.90	0.00	44.90
P 709021	Southern Water	Wastewater charges for Town Hall	646.58	0.00	646.58
P 709022	Travis Perkins	Supplies for FH	16.33	2.86	19.19
P 709024	UK Office Systems	Quarterly service charge for photocopier	290.17	50.78	340.95
P 709025	Vantech Media	Domain name, phosting package & frontpage extensions	160.00	0.00	160.00
P 709026	Wray People Management	HR advisory & support services for Sept 07	78.00	13.65	91.65
P 709027	British Gas (Business Gas)	Gas bill for Town Hall	18.21	0.91	19.12
P 709028	B T	Internet bill for Town Hall (Broadband service)	21.20	3.71	24.91
P 709029	Canon Fire Protection	Service of fire alarm & emergency lights	676.00	118.31	794.31
P 709031	Hampshire County Council	Janitorial supplies	1.80	0.32	2.12
P 709032	Veolia ES	Container exchange - Avenue Pavillion	77.35	13.54	90.89
P 709033	Veolia ES	Container exchange - Town Hall	123.76	21.66	145.42
P 709034	Voice Grounds Care	Aug open spaces, litter & grounds	5079.03	888.83	5967.86
P 709036	Voice Grounds Care	Aug maintenance Heath, litter, grounds	3282.20	574.39	3856.59
		August extras: Installation of 4 football goal post sockets @ Penns, Replace bin @ Borough Road, Collect tables from Sheet Village Hall, Removal of rubbish from Plot 44 Sheet allotments, Litter pick @ Avenue rec ground x 2, Removal of fly tipped rubbish @ Sussex road & Love Lane car parks	360.00	63.00	423.00
P 709037	Voice Grounds Care		360.00	63.00	423.00
P 709038	Sevenside Recycling	Removal of paper - Town Hall	10.00	1.75	11.75
P 709048	Vodafone	Mobile phone for FH Manager & MCO	48.02	8.40	56.42
P 709050	Salaries	Staff salaries for Sept 07	12358.15	0.00	12358.15
P 709051	Pensions	Employee pension contributions Sept 07	3318.05	0.00	3318.05
P 709052	Cash	Petty Cash	22.51	0.00	22.51
P 709060	PAYE & NI	Employee PAYE & NI contributions Sept 07	4660.28	0.00	4660.28
TOTAL PAYMENTS SEPTEMBER 2007			35766.29	2299.51	38064.55

SID

Petersfield Town Council
Schedule of Payments for September 2007

Purchase Number	Supplier	Description	Net	VAT	Gross
P 708069	Adecco	Temporary Cleaning Staff	98.00	17.15	115.15
P 708070	Adecco	Temporary Cleaning Staff	98.00	17.15	115.15
P 708071	Sheet Horticultural Society	Return of deposit	150.00	0.00	150.00
P 708072	Petersfield Arts & Crafts Society	Return of deposit	250.00	0.00	250.00
P 708073	Age Concern Hampshire	AGM & Lunch for Paul Molloy - Town Mayor	5.00	0.00	5.00
P 708080	British Gas (Business Gas)	Gas bill for Town Hall	142.23	7.11	149.34
P 708081	Furniture @ Work	Chairs for Avenue Pavillion	1267.20	221.76	1488.96
P 709000	HAPTC	Seminar on leadership - Paul Molloy	20.00	0.00	20.00
P 709001	HAPTC	Seminar on chairing a meeting - Paul Molloy	20.00	0.00	20.00
P 709002	Southern Electric	Electricity bill for Sheet Village Hall	69.54	3.47	73.01
P 709003	Southern Electric	Electricity bill for Town Hall	1018.53	178.24	1196.77
P 709004	Southern Fire Protection	New Fire extinguisher, Old Billiards Room, Sheet	52.00	9.10	61.10
P 709005	Travis Perkins	Toilet Seat for Heath Toilets	12.12	2.12	14.24
P 709006	AF Inspections & Safety Ltd	Safety inspection at Paddock Way	110.00	19.25	129.25
P 709007	Acorn Office Supplies	Stationery supplies for Town Hall office	41.85	7.32	49.17
P 709008	David Podger	Return of deposit	150.00	0.00	150.00
P 709009	Eden Springs	Water supplies for Town Hall office	10.77	1.88	12.65
P 709010	Assoc. of P/F Businesses	Return of deposit	250.00	0.00	250.00
P 709011	HAPTC	Clerks Forum - Seminar/lunch for Town Clerk	5.00	0.00	5.00
P 709012	Hampshire County Council	Janitorial supplies	1.06	0.19	0.00
P 709013	Hampshire County Council	Janitorial supplies	157.83	27.62	185.45
P 709014	JMS Janitorial Supplies	Janitorial supplies	55.90	9.78	65.68
P 709015	Mrs Berriman	Return of deposit	150.00	0.00	150.00
P 709016	SAS Playgrounds	To repair leg on notice board in FH Foyer	40.00	7.00	47.00
P 709018	Specialist Lamp Distributors	Various lamp supplies for FH	47.20	8.26	55.46
P 709019	Southern Water	Wastewater charges for Public convenience on Heath	251.52	0.00	251.52
P 709020	Southern Water	Wastewater charges for Sheet Village Hall	44.90	0.00	44.90
P 709021	Southern Water	Wastewater charges for Town Hall	646.58	0.00	646.58
P 709022	Travis Perkins	Supplies for FH	16.33	2.86	19.19
P 709024	UK Office Systems	Quarterly service charge for photocopier	290.17	50.78	340.95
P 709025	Vantech Media	Domain name, hosting package & frontpage extensions	160.00	0.00	160.00
P 709026	Wray People Management	HR advisory & support services for Sept 07	78.00	13.65	91.65
P 709027	British Gas (Business Gas)	Gas bill for Town Hall	18.21	0.91	19.12
P 709028	B T	Internet bill for Town Hall (Broadband service)	21.20	3.71	24.91
P 709029	Canon Fire Protection	Service of fire alarm & emergency lights	676.00	118.31	794.31
P 709031	Hampshire County Council	Janitorial supplies	1.80	0.32	2.12
P 709032	Veolia ES	Container exchange - Avenue Pavillion	77.35	13.54	90.89
P 709033	Veolia ES	Container exchange - Town Hall	123.76	21.66	145.42
P 709034	Voice Grounds Care	Aug open spaces, litter & grounds	5079.03	888.83	5967.86
P 709036	Voice Grounds Care	Aug maintenance Heath, litter, grounds	3282.20	574.39	3856.59
P 709037	Voice Grounds Care	August extras: Installation of 4 football goal post sockets @ Penns, Replace bin @ Borough Road, Collect tables from Sheet Village Hall, Removal of rubbish from Plot 44 Sheet allotments, Litter pick @ Avenue rec ground x 2, Removal of fly tipped rubbish @ Sussex road & Love Lane car parks	360.00	63.00	423.00
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[Handwritten Signature]

CHRISTMAS LIGHTS WORKING GROUP

Notes of the meeting held on 6th September 2007 at 4.30 p.m.

Present: Cllrs R Ayer, V Clarke, C Shore
N Hitch (Town Clerk)

The various options were discussed and can be summarised as follows:

- 1 Town Council to run the lights
- 2 Replacement of Vernon Peake at Petersfield Marketing Limited with the right team to front the running of the event
- 3 An alternative 'fronting' company to Petersfield Marketing Limited is found to run the event
- 4 The Christmas Lights event is scrapped.

All present did not want option 4 to be followed. **The preference was for options 2 or 3** as it was considered that if option 1 were pursued, the possibility of obtaining financial support for the event from the business community would disappear.

It was agreed that the current facts needed to be established and the following questions required an answer:

- 1 Exactly what lights were owned
- 2 It is understood that an option exists to buy the existing Christmas Lights from Blachere Illuminations on expiry of this year's display at a discount of 30%. If this option is pursued, what implications are there?
- 3 What arrangements, if any were in place for Christmas Lights 2008 onwards?
- 4 What were the community currently paying for, and how much is it costing?
- 5 What was the situation regarding the Market Square licence currently enjoyed by Petersfield Marketing Limited?
- 6 A copy of the current agreement with Blachere Illuminations was to be circulated by the Clerk to members of the working party.

The next meeting was arranged for 5.00 p.m. on Monday 8th October.

Neil Hitch
Town Clerk