

**PETERSFIELD TOWN COUNCIL**

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on Monday 9 December 2013 at 6.30 pm

**PRESENT:** Cllr A Tarver (Chairman), Cllr Mrs S Harwood, Cllr C Mills, Cllr W Organ, Cllr G Watkinson

**ALSO IN ATTENDANCE:** Mr N Hitch (Town Clerk), Mrs A Church (Committee Administrator).  
*There were no press or public present*

**F 0499** **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

**F 0500** **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Mrs L Farrow.

**F 0501** **GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT**

No requests for dispensation had been received.

**F 0502** **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**F 0503** **PUBLIC REPRESENTATION**

No representation to speak had been received.

**F 0504** **APPROVAL OF MINUTES**

**RESOLVED** that the Minutes of the Meeting held on 18 November 2013 be approved and signed by the Chairman.

**F 0505** **FINANCIAL RECOMMENDATIONS FROM COMMITTEES**

**a. Public Halls**

There were no financial recommendations from Public Halls.

**b. Grounds**

There were no financial recommendations from Grounds.

F 0506

**TOWN CLERK'S FINANCIAL REPORT**

Members received and considered the Financial Report from the Town Clerk, a copy of which is attached to these Minutes at Appendix A. It was noted that, because of the early submission of the financial report, the grounds maintenance contract costs for November 2013, of approximately £13,000, were not included in the Grounds & Open Spaces expenditure-to-date figure.

Discussion took place on whether the Financial Report could be made more meaningful for committee meetings. It was agreed that, for a trial period, the balance sheet with previous year comparative figures should be produced in addition to the current Financial Report format.

F 0507

**BANK RECONCILIATION**

Members received and noted the latest bank reconciliation, a copy of which is attached to these Minutes at Appendix B. The payment to Intelligent Facility Solutions, for £756.00 inc VAT, referred to the purchase of four replacement hand dryers – two for The Avenue Pavilion (made under Emergency Powers) and two for the Festival Hall toilets.

F 0508

**INFORMATION PAPER FROM THE TOWN CLERK CONCERNING A PETERSFIELD TOWN COUNCIL POLICY FOR THE PROVISION OF GRANT AID**

The Committee received and considered in detail the information paper from the Town Clerk on a Petersfield Town Council policy for the provision of grant aid which he had prepared following the cessation of the Community Initiatives Fund. Amendments to the draft document were agreed before its submission to Full Council for approval. These included changing the responsibility for the Grants Panel from the Finance & General Purposes Committee to Council which would be reflected in the revised Standing Orders.

Members were aware that an applicant seeking grant aid should have previously tried to obtain funding from other sources. It was agreed that it was not acceptable for potential applicants to try to personally canvass Councillors on the Grants Panel; all applications should be made through the proper channels via the Town Clerk.

**RECOMMENDATION**

**that the Town Council consider and approve the draft information paper from the Town Clerk, subject to the agreed amendments, on a Petersfield Town Council policy for the provision of grant aid.**

F 0509

**TO RECEIVE, CONSIDER AND APPROVE THE ORDERS PLACED UNDER EMERGENCY POWERS FOR HAND DRYERS AT THE AVENUE PAVILION AND THE CLEARING OF A BLOCKAGE AT THE HEATH TOILETS**

Members received and considered two purchase orders made under Emergency Powers: (1) No. 131096 dated 22 November 2013 for £315.00 for two replacement hand dryers for the Avenue Pavilion and (2) No. 130034 dated 2 December 2013 for £227.00 for clearing and repair following a blockage at The Heath toilets.

**RESOLVED** that the following purchase orders, made under Emergency Powers, be approved:

- (1) Order No. 131096, dated 22 November 2013, for £315.00 for two replacement hand dryers at The Avenue Pavilion.
- (2) Order No. 130034, dated 2 December 2013, for £227.00 for the clearing of a blockage at The Heath toilets.

F 0510

**CONFIDENTIAL**

There were no confidential staff, financial or other recommendations from Committees to be considered.

*There being no further business, the meeting closed at 7.25 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

	<u>£</u>	<u>Rate</u>
Lloyds TSB Current Account	250.00	
Lloyds TSB 30 Day Account	80,845.63	0.05%
Clydesdale Term Deposit.	207,457.90	1.45%
Cambridge & Counties Bank 30 Day A/c	551,000.00	1.75%
Public Sector Deposit Fund	50,030.59	varies

**Total** **889,584.12**

Town Mayor's Charity Account 2,655.56

Clydesdale's and Scottish Widows rating on Bank Deposits with Moody's has been reduced to Baa2 with ratings stable. Lloyds TSB is A2 but with a negative outlook. Notice has been given to withdraw a further £50,000 from the Cambridge & Counties account which is due to be received next week.

### Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	9,018	13,400	67.30
<b>Expenditure</b>	54,438	70,700	77.00

Interest income remains low although income has been bolstered by the receipt of grant monies towards the Neighbourhood Plan work. Expenditure relates to monies spent on the Neighbourhood Plan plus community and perennial grants.

### Grounds & Open Spaces Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	53,089	64,525	82.28
Expenditure	120,214	253,371	47.45

Income is nicely on track at the moment against budget. Expenditure overall is comfortably within budget although with this report having to be produced immediately after the end of the month the grounds maintenance contract costs for November of approximately £13,000 are not included in these figures. Following the appropriation of insurance costs to all cost centre's the budget for Miscellaneous Grounds has been exceeded although overall insurance costs are within budget so some virement will be requested across this budget heading in due course. The budget for play area equipment maintenance at Borough Road has exceeded budget and Woods Meadow is under pressure and looks likely to exceed budget this year but to date, this is more than compensated for by the budgets held for other play sites across the town.

### Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	124,030	176,742	70.08
Expenditure	261,208	454,599	57.46

Expenditure levels overall remain on track. The Professional Fees budget has exceeded budget for the year as a result of the External Investigation costs as well as the decision to appoint Health & Safety advisors and the legal work in connection with the Petersfield Town Football Club and Nursery at Love Lane Pavilion. Income levels are holding up well. The Avenue is now at 65.8% of target and the Festival Hall at 62.8%. Income from the solar panels is currently 84% of annual budget.

### Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	186,137	254,667	73.09
Expenditure	435,860	778,670	55.98

The year to date figures, if everything was on track would show a 66.67% spend. Last year at this stage income was at 75.13% and expenditure 59.49%. There should be no reason why overall spending doesn't remain within budget at the end of the financial year

Neil Hitch  
Town Clerk & Responsible Finance Officer  
2nd December 2013

Bank Reconciliation Statement as at: 30/11/2013 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	30/11/2013	0	250.00
			<u>250.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
19/08/2013 808003 WPS Insurance Brokers & Risk	39.80
05/11/2013 014595 VoxIT Limited	60.00
05/11/2013 014596 Mr Maher	15.92
11/11/2013 014601 Adare International Ltd	1,239.84
18/11/2013 014610 Suzie Cullen	150.00
18/11/2013 014612 Aramark Plc	1,610.67
18/11/2013 014618 Oxenford Farm Ltd	420.00
18/11/2013 014622 Save the Children	250.00
25/11/2013 014628 ACORN OFFICE SUPPLIES	50.96
25/11/2013 014629 FARROW CREATIVE LIMITED	160.20
25/11/2013 014630 Furniture @ Work Ltd	720.00
25/11/2013 014631 G Burley and Sons Ltd	13,849.07
25/11/2013 014632 Hampshire Assoc. of Local Cour	36.00
25/11/2013 014633 H. Monfared (Builders) Ltd	113.38
25/11/2013 014634 Intelligent facility solutions	756.00
25/11/2013 014635 LaddersFree Ltd	321.36
25/11/2013 014636 Bibby Factors Leicester Limite	108.00
25/11/2013 014637 Petersfield Community Associat	61.50
	<u>19,962.70</u>
	-19,712.70

<u>Receipts not Banked/Cleared (Plus)</u>	
	<u>0.00</u>
	-19,712.70
<b>Balance per Cash Book is :-</b>	<b>-19,712.70</b>
<b>Difference is :-</b>	<b>0.00</b>



## Business Account Statement

Printed: 02 December 2013

**Petersfield Town Council** Sort code 30-96-61 Account number 00239842

 Town Hall  
 Petersfield  
 Hampshire  
 GU31 4EA

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (, from outside the UK). Or Textphone .

Date	Description	Type	In (£)	Out (£)	Balance (£)
02 Dec 13	EAST HAMPSHIRE DC 01 1100008852	DD		2049.00	-5140.49
02 Dec 13	AVIVA 003803921	DD		1411.29	-3091.49
02 Dec 13	TECHNOLOGY RENTALS 001-1147	DD		1301.28	-1680.20
02 Dec 13	014618	CHQ		420.00	-378.92
02 Dec 13	EAST HAMPSHIRE DC 01 1100078543	DD		152.00	41.08
02 Dec 13	E.ON 013034557910A	DD		41.00	193.08
02 Dec 13	014596	CHQ		15.92	234.08
28 Nov 13	FROM30966107033557	TFR	1022.98 ✓		250.00
28 Nov 13	VEOLIA ES UK 08482301-053	DD		399.08 ✓	-772.98
28 Nov 13	014606	CHQ		360.00 ✓	-373.90
28 Nov 13	014584	CHQ		250.00 ✓	-13.90
28 Nov 13	EDENSPRINGS 00/00103282	DD		13.90 ✓	236.10
27 Nov 13	FROM30966107033557	TFR	9397.39 ✓		250.00
27 Nov 13	014625	CHQ		9900.00 ✓	-9147.39
27 Nov 13	014620	CHQ		500.00 ✓	752.61
27 Nov 13	014626	CHQ		94.00 ✓	1252.61
27 Nov 13	014621	CHQ		60.00 ✓	1346.61
27 Nov 13	CARDNET 504784455 504784455 22/11	BGC	1156.61 ✓		1406.61
26 Nov 13	FROM30966107033557	TFR	4117.66 ✓		250.00
26 Nov 13	014611	CHQ		3185.07 ✓	-3867.66
26 Nov 13	014615	CHQ		378.14 ✓	-682.59
26 Nov 13	014623	CHQ		250.00 ✓	-304.45

**Bank Reconciliation Statement as at: 30/11/2013 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	30/11/2013	0	79,992.00
			<u>79,992.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			79,992.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			79,992.00
		Balance per Cash Book is :-	79,992.00
		Difference is :-	0.00





## Bus 30 Day Notice Statement

Printed: 02 December 2013

**Petersfield Town Council** Sort code 30-96-61 Account number 07033557

 Town Hall  
 Petersfield  
 Hampshire  
 GU31 4EA

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (, from outside the UK). Or Textphone .

Date	Description	Type	In (£)	Out (£)	Balance (£)
02 Dec 13	FOUN F R + R I T FRRME OFFICE RENT RP4670763231957700	FPI	550.00		80845.63
02 Dec 13	.MACDONALD OATES INV S13456 13025502618994000N	FPI	8.17		80295.63
02 Dec 13	C ROSENBLATT INVOIVE NO S13444 01DEC13	TFR	210.01		80287.46
02 Dec 13	BARCLAY A S13443 30NOV13 RP4679967234443700	FPI	82.80		80077.45
02 Dec 13	BROUGHTON C CBA S13392 30NOV13 56105629065994000N	FPI	2.65		79994.65
29 Nov 13	500330	DEP	43.74		79992.00
28 Nov 13	TO 30966100239842	TFR		1022.98	79948.26
28 Nov 13	PS FINANCIAL ADV PS FINANCIAL ADV RP4652384027327800	FPI	1050.00		80971.24
28 Nov 13	BOULTER MOSSMAN LI BOULTER MOSSMAN	BGC	1400.00		79921.24
27 Nov 13	TO 30966100239842	TFR		9397.39	78521.24
27 Nov 13	PETERSFIELD ORCHES F HALL HIRE	TFR	664.74		87918.63
26 Nov 13	TO 30966100239842	TFR		4117.66	87253.89
25 Nov 13	TO 30966100239842	TFR		5044.65	91371.55
25 Nov 13	SAVILL AD & BS SAVI 09175810585317000N	FPI	43.74		96416.20
25 Nov 13	TUSLER R C S13426 861798011051521101	FPI	28.21		96372.46
25 Nov 13	500329	DEP	4688.87		96344.25
25 Nov 13	LEWIS KAREN ELIZAB S11135 FP13329016490682	FPI	17.50		91655.38
25 Nov 13	SUTTON WINSN GEN NO REF RP4673363307182600	FPI	1217.70		91637.88
22 Nov 13	TO 30966100239842	TFR		2295.29	90420.18

**Bank Reconciliation Statement as at: 30/11/2013 for Cash Book 3 Cambridge and Counties**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cambridge and Counties	30/11/2013	0	551,000.00
			<u>551,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>551,000.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>551,000.00</u>
		Balance per Cash Book is :-	551,000.00
		Difference is :-	0.00

Bank Reconciliation Statement as at: 30/11/2013 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	30/11/2013		315.00
			<u>315.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>315.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>315.00</u>
		Balance per Cash Book is :-	315.00
		Difference is :-	0.00

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**Bank Reconciliation Statement as at: 30/11/2013 for Cash Book 6 Clydesdale Term Deposit**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clydesdale Term Deposit	30/11/2013	0	207,457.90
			<u>207,457.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>207,457.90</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>207,457.90</u>
		Balance per Cash Book is :-	207,457.90
		Difference is :-	0.00

PETERSFIELD TOWN COUNCIL  
THE TOWN HALL  
HEATH ROAD  
PETERSFIELD GU31 4EA

0000000000



Dear PETERSFIELD TOWN COUNCIL

### Certificate of Term Deposit

**Account Number:** 00640220030450  
**Sort Code:** 826402  
**Commencement Date:** 02/04/2013  
**Maturity Date:** 30/10/2014

**Sum Deposited:** £207457.90  
**Interest Rate:** 1.45% Gross

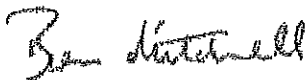
Thank you for renewing your Term Deposit with Clydesdale Bank, the details of your new Term Deposit are above. Please keep this letter in a safe place as it provides details and proof of your investment.

We will contact you prior to your next maturity date in order to identify what you would like to do with your maturing funds.

If you have any queries in the meantime or wish to discuss our other Clydesdale Bank products please call into your local branch or contact your relationship manager, or, if your original Term Deposit was purchased via either our telephone or internet channel, contact us on 0800 012 1111.

Up to date details of all our products and rates can be found at [www.cbonline.co.uk](http://www.cbonline.co.uk)

Yours sincerely



Ben Mitchell  
Senior Savings Product Manager  
Product Solutions



**Bank Reconciliation Statement as at: 30/11/2013 for Cash Book 7 The Public Sector Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
The Public Sector Fund	30/11/2013	0	50,030.59
			<u>50,030.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>50,030.59</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>50,030.59</u>
		Balance per Cash Book is :-	50,030.59
		Difference is :-	0.00

**THE PUBLIC  
SECTOR  
DEPOSIT FUND**

CCLA INVESTMENT MANAGEMENT LTD  
Senator House, 85 Queen Victoria Street, London EC4V 4ET

Client Service:  
Freephone: 0800 022 3505  
Fax: 0207 489 6126

**STATEMENT**

Mr N R Hitch  
24 Heath Road  
PETERSFIELD  
Hampshire  
GU31 4EA  
UK

CLIENT: PETERSFIELD TOWN COUNCIL  
ACCOUNT NAME: PETERSFIELD TOWN COUNCIL  
ACCOUNT NUMBER: 0663190001PC

Statement at 30 September 2013

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/07/13	Brought Forward			50,000.00	
01/07/13	Dividend reinvested		1.44	50,001.44	
01/08/13	Dividend reinvested		15.61	50,017.05	
02/09/13	Dividend reinvested		13.54	50,030.59	
30/09/13	Carried Forward			50,030.59	



Statement of Dividends declared during the quarter to 30 September 2013

For Month Ended	Receiving Account	Amount Paid £
01-07-13	Dividend reinvested	1.44
01-08-13	Dividend reinvested	15.61
02-09-13	Dividend reinvested	13.54

**CCLA**

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