

**PETERSFIELD TOWN COUNCIL**

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on Monday 15 July 2013 at 6.30 pm

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

**ALSO IN ATTENDANCE:** Cllr P Marshall (Mayor), Cllr J Deane, Mr N Hitch (Town Clerk), Mrs A Church (Committee Administrator).

**F 0195**            **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

**F 0196**            **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr G Watkinson

**F 0197**            **GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT**

No requests for dispensation had been received.

**F 0198**            **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**F 0199**            **PUBLIC REPRESENTATION**

No representation to speak had been received.

**F 0200**            **APPROVAL OF MINUTES**

**RESOLVED**            **that the Minutes of the Meeting held on 17 June 2013 be approved and signed.**

**F 0201**            **FINANCIAL RECOMMENDATIONS FROM COMMITTEES**

**a. Public Halls**

There were no recommendations.

b. Grounds

**G 0187      BARBECUES ON THE HEATH**

**RECOMMENDED**      that barbecues on The Heath not be allowed unless specifically approved by the Council and that signage to advise the public be erected on The Heath toilets, outside the Wendy House and on the two notice boards near to Sussex Road and the car park.

**G 0188      PROPOSED COVERED SEATING AREA AT THE PLUMP DUCK**

**RECOMMENDED**      that the Town Council consider and approve the proposal to install a three-sided, covered seating area at The Plump Duck on The Heath.

**G 0189      HEATH POND ASSOCIATION - EXTENDED TERM**  
(Minute C 0206 August 2011 refers)

**RECOMMENDED**      that the Town Council consider and approve that the amended Heath Pond Management Paper be accepted for five years, subject to a review after three years.

**RECOMMENDED**      that the Town Council consider and approve an annual ticket pricing review each March (1<sup>st</sup> July being the start of the fishing season).

**G 0193      PROVISION OF A 'KICK WALL' AT THE AVENUE PLAYING FIELDS**

**RESOLVED**          that the young people using The Avenue Playing Fields for football should be canvassed for their views on the provision of a kick wall.

**F 0202      TOWN CLERK'S FINANCIAL REPORT**

Members received and noted the Financial Report from the Town Clerk, a copy of which is attached to these Minutes at Appendix A.

**F 0203      BANK RECONCILIATION**

Members received and noted the latest bank reconciliation, a copy of which is attached to these Minutes at Appendix B.

F 0204

**EMERGENCY REPAIRS ON PUBLIC TOILETS ON THE HEATH**

The Committee received and approved the invoice of 11 June 2013 in the sum of £108.00 for the emergency repair to the jammed shutter door on the entrance to the public toilets on The Heath.

F 0205

**REQUEST FROM THE LITTLE SCHOOL - PAYMENT OF ROOF REPAIR**  
(G 0118 June 2013 refers)

The Committee considered in detail the request from The Little School for the Town Council to pay for a current roof repair. In the request, The Little School had questioned the quality of workmanship by the Town Council's contractor when the unsafe sheds were demolished and new guttering installed last year.

The Town Clerk had contacted the contractor for his views on the complaint raised by The Little School. The contractor had confirmed that the leaking roof had not been part of the scope of works under the demolition contract and that the tenant of the nursery had been aware of this at the time.

**RESOLVED** that the Town Clerk write to The Little School to advise that, having considered the request in detail, the Committee did not agree that the Town Council pay for the current roof repair on The Little School who had entered into a full repairing lease for the day nursery premises on The Heath.

F 0206

**CREATION OF 'APPROVED CONTRACTORS' LIST**  
(F0131 June 2013 refers)

The Committee considered the progress made to date by the Working Party on creating an 'Approved Contractors' List.

Nine categories of work had been identified by the Working Party where it would be useful to have a list of approved contractors, together with their business details and references. Detailed discussion took place on the next stage required to progress this.

**RESOLVED** that, initially, the category "General Building Maintenance and Brickwork" be selected to trial the proposed scheme.

**RESOLVED** that contractors, recently used by The Town Council for general building maintenance and brickwork, be contacted by letter to request updated business information for the Approved Contractors list and that the resulting information be shared with the Working Party; subsequently, that advertisements be put in the local press inviting other contractors to apply for this category.

F 0207

**INTERNAL AUDIT PROCEDURE FOR 2013/2014**

The scope of work to be undertaken as part of the Internal Audit procedure, due in January 2014, was primarily for the review of control processes in place. The Committee discussed which areas in particular should be addressed.

**RESOLVED** that the internal auditor check the control processes in place, with particular reference to the monitoring of contracts and to the control of risk assessment.

F 0208

**CONFIDENTIAL**

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

*There being no further business, the meeting closed at 8.05 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	536,865.88	0.05%
Clydesdale 30 Day Notice Account	4,060.45	0.25%
Clydesdale Term Deposit	207,457.90	1.45%
Clydesdale Current Account	0.00	
Cambridge & Counties Bank 30 Day A/c	1,000.00	1.75%
Public Sector Deposit Fund	50,000.00	varies

**Total** 799,634.23

Town Mayor's Charity Account 578.30

Clydesdale's and Scottish Widows rating on Bank Deposits with Moody's is A2 with ratings stable. Lloyds TSB is also A2 but with a negative outlook.

Notice has been given to close the Clydesdale 30 Day Account. The Cambridge and Counties Bank (30 Day account) was opened with an initial deposit to secure the interest rate as the product was being withdrawn and a further deposit of £380,000 has now been made from the funds held in Lloyds TSB following the closure of the Scottish Widows 7 day account.

### Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	1,874	13,400	13.99
Expenditure	18,719	70,700	26.48

No expenditure concerns at present. Interest income is a little lower than expected largely due to the recent falls in available interest rates. Expenditure increase mainly relates to monies spent on the Neighbourhood Plan.

#### Grounds & Open Spaces Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	14,324	64,525	22.20
Expenditure	49,444	253,371	17.03

Income is a little lower than expectations although not concerningly so at this stage of the year. Expenditure is comfortably on track at present.

#### Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	46,517	176,742	26.32
Expenditure	122,334	454,599	26.91

Expenditure figures reflect the annual charge for rates as well as the annual contract costs for various maintenance items. Income is nicely on track at present although we are heading for the traditionally quieter time of the year for hall hires.

#### Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	62,715	254,667	24.63
Expenditure	190,497	778,670	24.46

The year to date figures, if everything was on track would show a 25.00% spend. Last year at this stage income was at 24.76% and expenditure 25.91%.

Neil Hitch  
Town Clerk & Responsible Finance Officer  
8th July 2013

Date: 04/07/2013

Petersfield Town Council

Page No: 1

Time: 11:44

User : CLW

## Bank Reconciliation Statement as at: 28/06/2013 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	28/06/2013	84	250.00
			<u>250.00</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
02/04/2013 014260	HMRC Only		4,400.78
26/04/2013 DDR Pymnt8	SOUTHERN WATER		132.94
26/04/2013 DDR Pymnt8	WPS Insurance Brokers & Risk		1,781.84
29/04/2013 014317	Tracey Greenaway		150.00
03/06/2013 014372	Friends of P/F Grange		1,000.00
24/06/2013 014395	Alan J. Harland FCA		2,544.00
24/06/2013 014396	Clear Round Pest Services		504.00
24/06/2013 014397	G Burley and Sons Ltd		14,602.55
24/06/2013 014398	SLCC Enterprises Ltd		150.00
24/06/2013 014399	STAGE SERVICES LTD		312.00
24/06/2013 014400	Hattie Hughes		150.00
24/06/2013 014401	P/F Orchestra		250.00
27/06/2013 cheque	Cambridge and Counties		1,000.00
01/07/2013 014405	Front of House Productions		90.00
01/07/2013 014406	Bibby Factors Leicester Limite		21.60
01/07/2013 014407	Moviola Ltd		219.45
01/07/2013 014408	Travis Perkins Trading Company		3.52
01/07/2013 014410	Vantech Media		180.00
01/07/2013 014414	RAT (Music Stands) LTD		252.00
			<u>27,744.68</u>
			-27,494.68
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			-27,494.68
			<b>Balance per Cash Book is :-</b>
			<b>-26,728.11</b>
			<b>Difference Excluding Adjustments is :-</b>
			<b>-766.57</b>
<u>Adjustments to Reconciliation</u>			0.00
			<u>0.00</u>
			<b>Unreconciled Difference is :-</b>

**Bank Reconciliation Statement as at: 04/07/2013 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	28/06/2013	84	250.00
			<u>250.00</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
02/04/2013 014260	HMRC Only		4,400.78
26/04/2013 DDR Pymnt8	SOUTHERN WATER		132.94
26/04/2013 DDR Pymnt8	WPS Insurance Brokers & Risk		1,781.84
29/04/2013 014317	Tracey Greenaway		150.00
03/06/2013 014372	Friends of P/F Grange		1,000.00
24/06/2013 014395	Alan J. Harland FCA		2,544.00
24/06/2013 014396	Clear Round Pest Services		504.00
24/06/2013 014397	G Burley and Sons Ltd		14,602.55
24/06/2013 014398	SLCC Enterprises Ltd		150.00
24/06/2013 014399	STAGE SERVICES LTD		312.00
24/06/2013 014400	Hattie Hughes		150.00
24/06/2013 014401	P/F Orchestra		250.00
27/06/2013 cheque	Cambridge and Counties		1,000.00
01/07/2013 014405	Front of House Productions		90.00
01/07/2013 014406	Bibby Factors Leicester Limite		21.60
01/07/2013 014407	Moviola Ltd		219.45
01/07/2013 014408	Travis Perkins Trading Company		3.52
01/07/2013 014410	Vantech Media		180.00
01/07/2013 014414	RAT (Music Stands) LTD		252.00
			<u>27,744.68</u>
			-27,494.68
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			<b><u>0.00</u></b>
			-27,494.68
		<b>Balance per Cash Book is :-</b>	<b>-27,494.68</b>
		<b>Difference is :-</b>	<b>0.00</b>



Your account statement  
 Statement sheet number: **84**  
 Issue date: **28 June 2013**  
 Page: **1 of 1**



**Lloyds TSB**

PETERSFIELD TOWN COUNCIL  
 TOWN HALL  
 PETERSFIELD  
 HAMPSHIRE  
 UNITED KINGDOM  
 GU31 4EA



Write to us at:  
**PO Box 1000**  
**Andover**  
**BX1 1LT**

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

Visit us online: [www.lloydstsb.com](http://www.lloydstsb.com)



C3603444F46164 1890  
 1121/1/023368

Your branch: **PETERSFIELD**  
 Sort code: **30-96-61**  
 Account number: **00239842**  
 BIC: **LOYDGB21276**  
 IBAN: **GB98 LOYD 3096 6100 2398 42**

**BUSINESS ACCOUNT**  
 PETERSFIELD TOWN COUNCIL

**Account Summary**

Balance On 21 June 2013	£250.00
Total Paid In	£54,858.83
Total Paid Out	£54,858.83
<b>Balance On 28 June 2013</b>	<b>£250.00</b>

**Account Activity**

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>21 Jun 13</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>250.00</b>
24 Jun 13	Bank Giro Credit	CARDNET 504784455 504784455 19/06		98.87	348.87
24 Jun 13	Direct Debit	FOCUS 4 U LTD FC6669	108.36		240.51
24 Jun 13	Cheque	014381	150.00		90.51
24 Jun 13	Transfer	FROM30966107033557		159.49	250.00
25 Jun 13	Cheque	014386	72.60		177.40
25 Jun 13	Cheque	014391	114.00		63.40
25 Jun 13	Transfer	FROM30966107033557		186.60	250.00
26 Jun 13	Cheque	014380	561.29		311.29 OD
26 Jun 13	Cheque	014393	50,000.00		50,311.29 OD
26 Jun 13	Transfer	FROM30966107033557		50,561.29	250.00
28 Jun 13	Direct Debit	EDENSPRINGS 00/00103282	24.00		226.00
28 Jun 13	Cheque	014389	298.32		72.32 OD
28 Jun 13	Direct Debit	VEOLIA ES UK 08482301-048	384.89		457.21 OD
28 Jun 13	Cheque	014394	3,145.37		3,602.58 OD
28 Jun 13	Transfer	FROM30966107033557		3,852.58	250.00
<b>28 Jun 13</b>		<b>BALANCE CARRIED FORWARD</b>			<b>250.00</b>

**Messages**

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement  
 For our data privacy notice, please see: [www.lloydstsbbusiness.com/legal/mypersonaldata.asp](http://www.lloydstsbbusiness.com/legal/mypersonaldata.asp)

**Bank Reconciliation Statement as at: 28/06/2013 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	28/06/2013	55	142,241.83
			<u>142,241.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>142,241.83</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>142,241.83</u>
		Balance per Cash Book is :-	142,241.83
		Difference is :-	0.00

Your account statement  
 Statement sheet number: **55**  
 Issue date: **28 June 2013**  
 Page: **1 of 1**



**Lloyds TSB**

PETERSFIELD TOWN COUNCIL  
 TOWN HALL  
 PETERSFIELD  
 HAMPSHIRE  
 UNITED KINGDOM  
 GU31 4EA

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**PO Box 1000**  
**Andover**  
**BX1 1LT**

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

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C3603444F46164 1890  
 1123/1/023370

Your branch: **PETERSFIELD**  
 Sort code: **30-96-61**  
 Account number: **07033557**  
 BIC: **LOYDGB21276**  
 IBAN: **GB91 LOYD 3096 6107 0335 57**

**BUS 30 DAY NOTICE**  
 PETERSFIELD TOWN COUNCIL



**Account Summary**

Balance On 21 June 2013	£190,629.71
Total Paid In	£6,372.08
Total Paid Out	£54,759.96
<b>Balance On 28 June 2013</b>	<b>£142,241.83</b>

**Account Activity**

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
<b>21 Jun 13</b>		<b>BALANCE BROUGHT FORWARD</b>			<b>190,629.71</b>
24 Jun 13	Bill Payment	GAYNOR OAKES FITNE PAVILLION GAYNOR		211.57✓	190,841.28
24 Jun 13	Transfer	TO 30966100239842	159.49✓		190,681.79
25 Jun 13	Bank Giro Credit	NHSBT 2103398		394.34✓	191,076.13
25 Jun 13	Bank Giro Credit	THE PETERSFIELD SC THE PETERSFIELD SC		766.65✓	191,842.78
25 Jun 13	Faster Payment	SUTTON WINSN GEN NO REF RP4673363243953100		1,217.70✓	193,060.48
25 Jun 13	Transfer	TO 30966100239842	186.60✓		192,873.88
26 Jun 13	Transfer	TO 30966100239842	50,561.29✓		142,312.59
27 Jun 13	Bank Giro Credit	BOULTER MOSSMAN LI BOULTER MOSSMAN 500284		1,400.00✓	143,712.59
27 Jun 13	Deposit	500284		600.24✓	144,312.83
27 Jun 13	Faster Payment	LEWIS KAREN ELIZAB S11135 FP13178017936498		17.50✓	144,330.33
28 Jun 13	Bank Giro Credit	HAMPSHIRE COUNTY C 1000 9703481680 K		657.94✓	144,988.27
28 Jun 13	Faster Payment	PS FINANCIAL ADV PS FINANCIAL ADV RP4652383926410300		1,050.00✓	146,038.27
28 Jun 13	Deposit	500285		56.14✓	146,094.41
28 Jun 13	Transfer	TO 30966100239842	3,852.58✓		142,241.83
<b>28 Jun 13</b>		<b>BALANCE CARRIED FORWARD</b>			<b>142,241.83</b>

**Messages**

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement  
 For our data privacy notice, please see: [www.lloydstsb.com/legal/mypersonaldata.asp](http://www.lloydstsb.com/legal/mypersonaldata.asp)

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**Bank Reconciliation Statement as at: 30/06/2013 for Cash Book 3 Cambridge and Counties**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cambridge and Counties	30/06/2013	0	1,000.00
			<hr/> 1,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			1,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			<hr/> 0.00
			1,000.00
		Balance per Cash Book is :-	<b>1,000.00</b>
		Difference is :-	<b>0.00</b>



**Strictly Private & Confidential**

Mr N Hitch  
Petersfield Town Council  
Town Hall  
Heath Road  
Petersfield  
Hampshire  
GU31 4EA

27 June 2013

Dear Mr Hitch

We are delighted to confirm that your new 30 Day Notice Business Savings Account – Issue 3 has been opened.

Please find enclosed your welcome pack which explains how to operate the account and also includes 'notice to withdraw forms' should you wish to move funds back to your current account.

Your new account details are:

Account Number	Sort Code	Opening Deposit
15000147	60-95-86	£1,000.00

These details should be given to your bank should you wish to transfer funds from your current account into your savings account.

Thank you for your business and should you have any queries please contact us at [savings@ccbanc.co.uk](mailto:savings@ccbanc.co.uk) or on 0844 225 3939.

Yours sincerely



Rachel Curtis-Bowen  
Head of Marketing

**Bank Reconciliation Statement as at: 31/05/2013 for Cash Book 4 CLYDESDALE BANK**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clydesdale 40 day 90025455	31/05/2013	47	4,060.45
			<u>4,060.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			4,060.45
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			4,060.45
		<b>Balance per Cash Book is :-</b>	<b>4,060.45</b>
		<b>Difference is :-</b>	<b>0.00</b>

POST

 **Clydesdale Bank**

Can we help?  
0800 7831100

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

**Branch Address**  
6/8 London Road  
Unit 5 Peveril Court  
Crawley RH10 8JB

000000000000

18900

 1401034466

Page 1 of 2

**Your 30 Day Notice Corporate Account statement.**

Statement No: 47

**Statement date**  
31 May 2013

**Account name**  
PETERSFIELD TOWN COUNCIL

**Sort Code**  
82-64-02

**Account number**  
90025455

**IBAN**  
GB51CLYD82640290025455

**BIC**  
CLYDGB21402

**Current balance**  
£4060.45

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

Date	Description	Debits	Credits	Balance
02 May 2013	Previous statement			4059.59
31 May	Gross Interest		0.86	4060.45

The following credit interest rates were applicable at the statement date.

Account Balance (£)	Gross Rate %	Net Rate %	AER %
0 - 99,999	0.25	0.20	0.25
100,000 - 999,999	0.40	0.32	0.40
1,000,000 +	0.50	0.40	0.50

Please refer to the reverse of page 1 for definitions of Gross Rate, Net Rate and AER.

PETERSFIELD TOWN COUNCIL  
05 JUN 2013

0844 7360435



**Bank Reconciliation Statement as at: 30/06/2013 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	30/06/2013		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>
		<b>Balance per Cash Book is :-</b>	<b>315.00</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at: 30/06/2013 for Cash Book 6 Clydesdale Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clydesdale Term Deposit	30/06/2013	0	207,457.90
			<u>207,457.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			207,457.90
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			207,457.90
		Balance per Cash Book is :-	207,457.90
		Difference is :-	0.00

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

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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

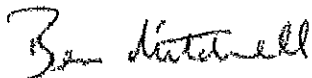
Thank you for renewing your Term Deposit with Clydesdale Bank, the details of your new Term Deposit are above. Please keep this letter in a safe place as it provides details and proof of your investment.

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

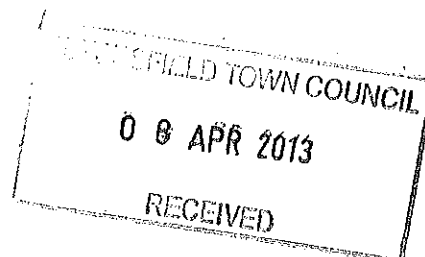
If you have any queries in the meantime or wish to discuss our other Clydesdale Bank products please call into your local branch or contact your relationship manager, or, if your original Term Deposit was purchased via either our telephone or internet channel, contact us on 0800 012 1111.

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





## PURCHASE CONTRACT NOTE

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



CLIENT: PETERSFIELD TOWN COUNCIL  
ACCOUNT NAME: PETERSFIELD TOWN COUNCIL  
ACCOUNT NUMBER: 0663190001PC (S)

Contract Number	Date	Description	Cost £	Price per Share	Number of Shares
011802	26-06-13	Bought	50,000.00	100.00p	50,000.00

Shares held in account number 0663190001PC (S) at the close of business on 26 June 2013 50,000.00

This Contract Note is evidence of the transaction(s) stated above which was executed on a forward pricing basis with settlement due by the transaction date. The transaction time can be supplied on request.

No Share Certificates are issued and this Contract Note should therefore be retained for future reference.

Please request a Mandate Form for any changes to your account.

Shares were created at the valuation point by the Depositary on behalf of the Fund.

**Bank Reconciliation Statement as at: 02/06/2013 for Cash Book 8 Scottish Widows Term Deposit**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Scottish Widows 50936100799	02/06/2013	25	403,623.56
			<u>403,623.56</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>403,623.56</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>403,623.56</u>
		<b>Balance per Cash Book is :-</b>	<b>403,623.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

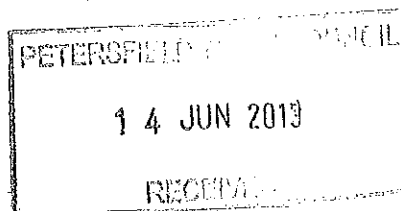
Petersfield Town Council Re The Heath C  
The Town Hall  
Heath Road  
PETERSFIELD  
Hampshire  
GU31 4EA

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67 Morrison Street  
Edinburgh EH3 8YJ  
Telephone 0845 845 0829  
International Telephone 0044 131 655 2000  
Facsimile 0845 846 0829  
Website www.scottishwidowsbank.co.uk

Statement Date : 2 June 2013  
Statement Number : 25  
Account Number : 50936100799  
Account Type : Charities 7 Day - Intro  
Account Name : Petersfield Town Council Re The Heath C  
Current Interest Rate : 1.35% Gross/AER (\* see interest rate information overleaf)  
Balance on 1 June 2013 : £403,623.56

Interest Rates as at 2 June 2013

Balances of	Gross/AER*
£50,000 and over	1.35%
up to £49,999	1.10%



\* see interest rate information overleaf

Account Activity

Transaction Date	Effective Date	Description	Paid Out	Paid In	Balance
		Balance brought forward			£403,164.14
01/06/2013	01/06/2013	Interest GROSS		£459.42	£403,623.56
		Balance carried forward			£403,623.56
		Totals	£0.00	£459.42	

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