

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on Monday 16 September 2013 at 6.30 pm

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

ALSO IN ATTENDANCE: Cllr J Deane, Mr N Hitch (Town Clerk), Mrs A Church (Committee Administrator).
No members of the public or Press were present

F 0296 **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

F 0297 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr A Tarver (Chairman)

F 0298 **GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT**

No requests for dispensation had been received.

F 0299 **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

F 0300 **PUBLIC REPRESENTATION**

No representation to speak had been received.

F 0301 **APPROVAL OF MINUTES**

RESOLVED that the Minutes of the Meeting held on 15 July 2013 be approved and signed by the Chairman.

F 0302 **FINANCIAL RECOMMENDATIONS FROM COMMITTEES**

a. Public Halls

There were no recommendations.

b. Grounds

G 0284

OUTDOOR FITNESS CLASSES ON THE HEATH

RECOMMENDED

that the Town Council consider and approve that the free trial period granted on 13 June 2013 to OUT-FIT be extended and reviewed again at the end of January 2014.

G 0286

PLAY AREAS AT BOROUGH ROAD AND WOODS MEADOW *(Minute G 0190 July 2013 refers)*

RESOLVED

that the Grounds Committee review the final plans and costings and that the matter be discussed further by the Grounds Committee at their next meeting.

G 0289

REPORT ON THE QUOTATIONS FOR THE THINNING OF THE TREES ON THE HEATH *(Minute G 0120 June refers)*

RECOMMENDED

that the Town Council consider and accept the quotation received from Company 'A' in the sum of £2,250 for the thinning of the trees on The Heath. *(A copy of the Grounds Committee report is attached to these Minutes as Appendix A)*

G 0290

REPAIR OF THE DOOR ON THE HEATH TOILETS *(Minute G 0191 July 2013 refers)*

RECOMMENDED

that the Town Council consider and accept the quotation received from Company 'C', in the sum of £975, for the replacement of the outer wooden door by another wooden door on The Heath Toilets and that the door should be painted in a dark green. *(A copy of the Grounds Committee report is attached to these Minutes as Appendix B)*

G 0291

PROPOSAL FROM THE LITTLE SCHOOL TO ALTER THE PERIMETER FENCE ON THE HEATH SIDE OF THE NURSERY *(Minute G 0192 refers)*

RECOMMENDED

that the Town Council consider and approve the proposal from The Little School to alter the perimeter fence on The Heath side of the Nursery.

G 0293

**FORMALISING THE LAYOUT OF THE LAND
CONTAINED WITHIN THE RUGBY CLUB LEASE**

RECOMMENDED that the Town Council approve the formalising of the layout of the land contained within the Rugby Club lease to that which currently exists on the ground, in accordance with Clauses 4.3 and 4.4 of their lease dated 23 April 2004.

RECOMMENDED that the Town Council approve payment for the legal costs associated with this work.

F 0303

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 C.

F 0304

BANK RECONCILIATION

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

F 0305

PETERSFIELD IN BLOOM

The Committee discussed the current procedure for awarding prizes and the category of prizes, and considered the setting up of a Working Party to administer the event in future.

Following this year's Petersfield in Bloom, which for the first time had been managed by the Town Council, some questions had been asked about how best the event could be run in the future. It was noted that there had been very few entrants for some categories.

The Committee proposed that a Working Party should be set up to consider and make proposals on how Petersfield in Bloom should be run in the future. It was also proposed that non-Councillors could also be invited to join the Working Party in order to bring a fresh approach to discussions. However, it was important that Cllr Vincent, with her wealth of knowledge and experience of the event, should continue to be involved.

RECOMMENDED that the Town Council approve the setting up of a Working Party to review all aspects of the administration, the awarding of prizes and the content of the event known as Petersfield in Bloom.

F 0306

RIGHTS OF PETERSFIELD OPEN AIR SWIMMING POOL OVER THEIR SOLAR PANELS

The Committee were advised that the Open Air Pool Committee had raised concerns over their rights on the photovoltaic solar panels, which they had recently installed on the roof of the Festival Hall, in the unlikely event of the sale of the Town Hall building. The Committee would be supportive, in principle, of their concerns.

RESOLVED that the Open Air Swimming Pool Committee be asked to make a written proposal, which would cover their concerns, for further consideration by the Finance & General Purposes Committee.

F 0307

ITEMS FOR INCLUSION IN THE REVENUE & CAPITAL FIRST DRAFT BUDGET FOR 2014 - 2015

The Finance and General Purposes Committee had not submitted items in the current budget for 2013 -2014.

The Committee discussed in detail whether to include in the first draft budget for 2014 - 2015 an amount to be used on the beautification of the town centre with more tubs and flowers, particularly as the Town Council was now responsible for the Petersfield in Bloom annual event. It was felt that this would encourage shops and businesses to continue with their floral contributions in The Square and around the town.

RESOLVED that the following item be considered for inclusion in the first draft budget for 2014 - 2015.

Revenue	Budget
<i>(new item for draft budget)</i>	£
Any floral beautification of the town which is linked to Petersfield in Bloom	5,000

CONFIDENTIAL

F 0308

STAFF MATTERS

RESOLVED that the increase in all staff salaries by 1%, with effect from 1st April 2013, in accordance with the recently approved national Local Government pay review, be confirmed.

There being no further business, the meeting closed at 7.25



Grounds Committee

Heath Tree Thinning

Background

The Heath Management Plan describes the woodland on The Heath as being

“secondary woodland, derived from growth of trees on the heath and planting mainly on the barrows and does not have the diversity of woodland plants that much older woodland might have”.

The Plan confirms the need to manage the woodland currently on The Heath as it continues, saying

“Undesirable exotic species should be removed. Wherever possible, glades or rides should be created and kept open, and edge habitat should be increased through the creation of ‘scalped’ edges. In these areas, bracken must not be allowed to take over.”

This practise was begun a few years ago with progressive amounts of woodland being thinned around the area of the cricket pitch which had the added benefit of improving visibility to the cricket ground and reducing vandalism that was being experienced at this time. It was also noticeable that the tree thinning process had the effect of enabling long dormant heather seed to re-grow in parts of the new glades which is tremendously encouraging as the Council seeks to restore more of the traditional heathland habitat.

Quotations

All of the companies that have quoted for the work are fully qualified to undertake the role and are experienced in this type of work.

Each company was asked to quote for the next phase of the tree thinning work which is to be the area to the north of the cricket pitch, lying between two parallel footpaths and bordered by a diagonal path running to the north east corner of The Heath. All have been shown around the area with the remit as follows:

“To fell all under canopy tree and shrub growth (birch, ash, gorse, brambles and holly etc.) and to selectively thin all remaining mature trees to create a glade similar to that existing on the neighbouring land bordering the cricket pitch. All timber is to be

removed and arisings/brashings to be either burnt on site or shreaded. The Bronze Age barrow contained within the boundary of this work is to be left untouched.”

Company A

This company has done work for the Council on a number of occasions and it has always been to a high standard.

The quotation to complete the work is for £2,250

Company B

The company has not undertaken work for the Council before but satisfaction reports on ‘checkatrade’ are very positive.

The quotation to complete the work is for £3,250

Company C

The company has not undertaken work for the Council before but was recommended by another contractor who I approached to quote for the work, but declined to do so because he wanted all his work to be private. Their quotation also included evidence of employers and public liability cover as well as a copy of their Environmental Policy Statement.

The quotation to complete the work is for £4,500 plus VAT

Company D

The company has not undertaken work for the Council before but satisfaction reports on ‘checkatrade’ are very good. The company visited and inspected the site but have yet to provide a quotation for the work.

Summary and recommendation

In accordance with Financial Regulations there are three quotations for members to consider for this work. Additionally, there is a budget allocation for work under the Heath Management Plan of £3,000.

Before any work can commence a ‘Felling Licence’ needs to be obtained from the Forestry Commission. The licence has been applied for and is awaited.

Bearing in mind the budget allocation available and the quotations received it is recommended that Contractor A be appointed to undertake the work.

Neil Hitch
Town Clerk
2nd September 2013



Grounds Committee

Heath Toilets

Background

The doors to the family changing facility and the disabled person's toilet are rotten and warped. Both need to be replaced.

It is suggested that in order to improve the security of the toilets and long term effectiveness of the repair that steel doors and frames are used.

Quotations

All of the companies that have quoted for the work are fully qualified to undertake the role and are experienced in this type of work.

Company A

This was the first contractor that inspected the condition of the doors and suggested that steel doors and frames would be more appropriate. The doors and frames would be powder coated in a white finish.

The company has done work for us before and completed it to our full satisfaction.

The cost of the work is quoted at **£1,633.57 plus VAT**.

I have not had a quotation from company A to replace the doors with like for like wooden doors.

Company B

The company was requested to quote for the repair costing both steel doors with frames as well as a like for like replacement. Their quotation when received was only on a like for like replacement, supplying and making ply doors using the existing lock and steel strip with weatherboard. It included priming, undercoating and glossing both doors and frames with the removal of all debris.

The company has again done work for us in the past and completed it to our full satisfaction.

The cost of the work quoted is **£1,180.00 plus VAT**.

The company has also submitted a quotation to replace the doors with powder coated steel doors and the cost of this work would be **£1,880.00 plus VAT** which can be directly compared with the original quotation from Company A.

Company C

The company was also requested to submit quotations for both steel doors and like for like replacements. It is a company that we have not used before but is locally based and references have been checked on 'checkatrade'.

The quotation that has been submitted from company C is to replace the doors on a like for like basis and the cost of this work would be **£975.00 plus VAT**.

The quotation to replace the doors with steel powder coated doors is **£2,819.75 plus VAT**.

Summary

Members need to decide whether they wish to replace the doors and frames on a like for like basis or whether it is desired to improve the security of the toilets by installing steel doors and frames. The use of steel doors and frames is likely to change the external appearance of the building which members will want to take into account in coming to a decision.

There are now two quotations for replacing the doors on a like for like basis and three quotation for replacing them with steel powder coated doors which, bearing in mind the projected cost is considered to be sufficient in accordance with our Financial Regulations.

To replace the doors on a like for like basis there is a choice between Company B and Company C. Company C is a lower cost but would be new to us. Their reports on 'checkatrade' are very positive. Company B has previously undertaken work for us on a number of occasions.

To improve the security of the toilets and replace the doors with powder coated steel doors a choice between all three companies needs to be made. Company C has not worked for us before whereas the other two have. The quotation from Company A is the lowest.

Neil Hitch
Town Clerk
5th September 2013



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	60,507.82	0.05%
Clydesdale Term Deposit	207,457.90	1.45%
Cambridge & Counties Bank 30 Day A/c	381,000.00	1.75%
Public Sector Deposit Fund	50,000.00	varies
Total	<u>699,215.72</u>	
Town Mayor's Charity Account	1,373.35	

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 close transfer £50,000 from the Cambridge and Counties Bank (30 Day account) to the Lloyds TSB account which is due to be received on 16th September. The final six month installment of the Precept is due to be received later this month when a further transfer will be made back to the Cambridge & Counties Bank account to maximize interest earnings.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	2,173	13,400	16.22
Expenditure	22,453	70,700	31.76

No expenditure concerns at present. Interest income is a little lower than expected largely due to the recent falls in available interest rates. Expenditure relates to monies spent on the Neighbourhood Plan plus community and perennial grants made in the first half of the financial year.

Grounds & Open Spaces Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	34,476	64,525	53.43
Expenditure	79,303	253,371	31.30

Income is nicely on track at the moment against budget. The level of income anticipated from the Heath Pond Association has significantly exceeded expectations having exceeded the budget by over two and a half times that expected and achieved in previous years. Expenditure overall is comfortably within budget. Play area equipment maintenance budgets at Bell Hill and Woods Meadow are under pressure and look 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	70,500	176,742	39.89
Expenditure	192,904	454,599	42.43

Expenditure levels overall remain on track. The figures are slightly inflated at present in that the entire insurance charge for the year of £16,906 has been charged to this budget heading pending receipt from the insurers of the detailed split of premiums for all areas of risk. 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. Income is lower than expected, largely due to the summer when neither the Festival Hall nor Avenue Pavilion are as heavily used as normal. The Avenue Pavilion is currently at 36% of its income budget, whilst the Festival Hall is at 30%. I would expect this to get closer to budget target as the financial year progresses. On the positive side, following the incredibly sunny summer income from the solar panels is currently 84% of annual budget.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	107,149	254,667	42.07
Expenditure	294,660	778,670	37.84

The year to date figures, if everything was on track would show a 41.67% spend. Last year at this stage income was at 48.07% and expenditure 37.79%.

Neil Hitch
Town Clerk & Responsible Finance Officer
9th September 2013

Date: 04/09/2013

Petersfield Town Council

Page No: 1

Time: 10:39

User: CLW

Bank Reconciliation Statement as at: 31/08/2013 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	31/08/2013	0	251.00
			<u>251.00</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	11.65	
29/07/2013 014451	The Petersfield School	250.00	
29/07/2013 014453	Classique School of Dance	250.00	
29/07/2013 014456	Clements Fairs	9.23	
29/07/2013 014455	Friends of P/F Heath	1,000.00	
05/08/2013 014464	Fireskills Ltd	816.00	
05/08/2013 014466	Moviola Ltd	323.00	
12/08/2013 014478	Regal Environmental Systems L	62.56	
19/08/2013 808003	WPS Insurance Brokers & Risk	39.80	
27/08/2013 807959	SOUTHERN WATER	2,419.19	
27/08/2013 807964	SOUTH EAST WATER LTD	1,268.24	
27/08/2013 014489	G Burley and Sons Ltd	13,849.07	
27/08/2013 014490	Bibby Factors Leicester Limite	65.40	
			<u>24,897.86</u>
			-24,646.86
<u>Receipts not Banked/Cleared (Plus)</u>			
30/08/2013		40.95	
			<u>40.95</u>
			-24,605.91
			Balance per Cash Book is :-
			-24,605.91
			Difference is :-
			0.00



Business Account Statement

Printed: 02 September 2013

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

 Town Hall
 Petersfield
 Hampshire
 GU31 4EA

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 Please check your statement. If you think that something looks incorrect, please call us on **0845 072 5555** Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0845 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
02 Sep 13	014489	CHQ		13849.07	-24287.26
02 Sep 13	014485	CHQ		3272.49	-10438.19
02 Sep 13	E.H.D.C. 01 110000885	DD		2049.00	-7165.70
02 Sep 13	SOUTHERN WATER 1216821700016	DD		1861.29	-5116.70
02 Sep 13	AVIVA 003803921	DD		1421.87	-3255.41
02 Sep 13	SOUTH EAST WATER 020621570000	DD		1018.83	-1833.54
02 Sep 13	SOUTHERN WATER 1216805100019	DD		557.90	-814.71
02 Sep 13	SOUTH EAST WATER 020657281100	DD		249.41	-256.81
02 Sep 13	E.H.D.C. 01 110007854	DD		152.00	-7.40
02 Sep 13	014490	CHQ		65.40	144.60
02 Sep 13	E.ON 013034557910A	DD		41.00	210.00
29 Aug 13	TO 30966107033557	TFR		1565.91	251.00
29 Aug 13	014491	PAY		180.00	1816.91
29 Aug 13	E.ON 013118282110A	DD		92.04	1996.91
29 Aug 13	SOUTHERN ELECTRIC 031487331	BGC	1838.95		2088.95
28 Aug 13	FROM30966107033557	TFR	687.08		250.00
28 Aug 13	014482	CHQ		383.88	-437.08
28 Aug 13	VEOLIA ES UK 08482301-050	DD		303.20	-53.20
27 Aug 13	FROM30966107033557	TFR	711.58		250.00
27 Aug 13	014487	CHQ		420.98	-461.58
27 Aug 13	014488	CHQ		222.00	-40.60
27 Aug 13	014486	CHQ		69.60	181.40

Bank Reconciliation Statement as at: 31/08/2013 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	31/08/2013	0	75,340.44
			<u>75,340.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			75,340.44
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			75,340.44
		Balance per Cash Book is :-	75,340.44
		Difference is :-	0.00



Bus 30 Day Notice Statement

Printed: 02 September 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 **0845 072 5555** Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0845 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
02 Sep 13	FOUN FR + R I T FRRME OFFICE RENT RP4670763193596400	FPI	550.00		75913.19
02 Sep 13	MISS S PHILLIPS S13281 01SEP13 000000000032228159	FPI	22.75		75363.19
30 Aug 13	500302	DEP	85.54 ✓		75340.44
30 Aug 13	E CHURCH INV S13273 EC	TFR	18.20 ✓		75254.90
29 Aug 13	FROM30966100239842	TFR	1565.91 ✓		75236.70
29 Aug 13	500301	DEP	1116.86 ✓		73670.79
29 Aug 13	SITTON PRD & C PSIT 42023432826868000N	FPI	45.50 ✓		72553.93
29 Aug 13	BOULTER MOSSMAN LI BOULTER MOSSMAN	BGC	1400.00 ✓		72508.43
29 Aug 13	NCT SPECIALIST WK 9A/21368	BGC	81.86 ✓		71108.43
28 Aug 13	TO 30966100239842	TFR		687.00 ✓	71026.57
28 Aug 13	PS FINANCIAL ADV PS FINANCIAL ADV RP4652383966206900	FPI	1050.00 ✓		71713.65
27 Aug 13	TO 30966100239842	TFR		711.58 ✓	70663.65
27 Aug 13	500300	DEP	252.13		71375.23
27 Aug 13	GAYNOR OAKES FITNE PAVILLION GAYNOR	TFR	104.98 ✓		71123.10
27 Aug 13	SUTTON WINSN GEN NO REF RP4673363269222500	FPI	1217.70 ✓		71018.12
27 Aug 13	PENMAN FAIRS CPA S13212 24AUG13 306378237490428001	FPI	6755.70 ✓		69800.42
23 Aug 13	FROM30966100239842	TFR	588.83		63044.72
22 Aug 13	FROM30966100239842	TFR	4.74		62455.89
21 Aug 13	TO 30966100239842	TFR		40124.50	62451.15

Bank Reconciliation Statement as at: 31/08/2013 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	31/08/2013	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