

## 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 June 2014 at 6.30 pm

**PRESENT:** Cllr A Tarver (Chairman), Cllr J Deane, Cllr Mrs L Farrow, Cllr W Organ and Cllr G Watkinson.

**ALSO IN ATTENDANCE:** Mr N Hitch (Town Clerk), Mrs A Church (Committee Administrator) and the Town Mayor. One member of the public was present.

### **F 0075**      ELECTION OF DEPUTY CHAIRMAN

Cllr Tarver proposed Cllr Organ as Deputy Chairman and was seconded by Cllr Deane.

No further nominations were forthcoming. It was therefore

**RESOLVED** that Cllr Organ be elected as Deputy Chairman of the Finance & General Purposes Committee for the ensuing year.

### **F 0076**      CHAIRMAN'S COMMENTS

The Chairman had no comments.

### **F 0077**      APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr P Marshall.

### **F 0078**      GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT

No requests for dispensation had been received.

### **F 0079**      DECLARATIONS OF INTEREST

There were no declarations of interest made.

### **F 0080**      PUBLIC REPRESENTATION

No representation to speak had been received.

### **F 0081**      APPROVAL OF MINUTES

**RESOLVED** that the Minutes of the Meeting held on 19 May 2014 be approved and signed by the Chairman.

FINANCIAL RECOMMENDATIONS FROM COMMITTEESPublic Halls Committee Meeting held on Monday 9 June 2014PH 0057 RE-POSITIONING OF THE STAGE LIFT CONTROLS IN THE FESTIVAL HALL

The Committee considered the details in Minute PH 0057 concerning the need for moving the stage lift controls from the side of the stage to the lighting corridor and also whether the one quotation received was sufficient. It was noted that the stage lift controls were operated only by the Festival Hall Manager.

**RESOLVED** that the quotation of £1,664.88 to re-locate the stage lift controls from the stage to the lighting corridor be accepted, with the funds being found from virement.  
*(The quotation was later revealed to be from Britton Price)*

PH 0058 PURCHASE OF SECOND-HAND FOLLOW-SPOT LIGHTS FOR THE FESTIVAL HALL

The Festival Hall Manager had advised that one of the Trustees at the King's Theatre, Southsea, had offered the Council two follow-spot lights for the Festival Hall at a total cost of £1,500. The existing follow-spot in the Festival Hall is now about 12 years old and not suitable for use. The purchase of a new follow-spot was one of the items that had been requested by the Public Halls Sub-Committee. To purchase new, each follow-spot would cost approximately £8000.

It was agreed that, prior to purchase, the Festival Hall Manager should inspect the two follow-spot lights.

**RESOLVED** that the purchase be approved of two second-hand follow-spot lights from the King's Theatre, Southsea, at a total cost of £1,500.00, subject to a preliminary and satisfactory inspection by the Festival Hall Manager; that the cost be met from that part of the budget reserved for the purchase of lights and bulbs for the Festival Hall.

Grounds Committee Meeting held on Thursday 12 June 2014G 0069 THE PLUMP DUCK

Mr Ian Baker, proprietor of The Plump Duck, had presented to the Grounds Committee his outline business plan and accounts. As a result of very hard work and innovative ideas, The Plump Duck had had a very successful year and Mr Baker had asked the Committee whether consideration could be given to moving him from an profit-based rental to a fixed annual rental to enable him to better forecast his financial position. Some concern had been

expressed at the Grounds Committee about whether such changes should be considered before the end of the current concession agreement term.

Members discussed the requests from Mr Baker and, whilst they were prepared to consider the basis used for the rental charge for The Plump Duck, they would not be prepared to extend the current rental period agreement. Before any further discussion could take place on the rental charge, it was agreed that Mr Baker should pass a copy of his filed accounts for the first year of trading to the Chairman for his perusal.

**RESOLVED** that the proprietor of The Plump Duck make available to the Chairman of the Finance & General Purposes Committee the filed accounts for his first year of trading; that, at a following date, the proprietor make a presentation of his outline business plan to the Financial & General Purposes Committee.

F 0083

**GRANTS PANEL**

The Committee considered which three Councillors should be recommended to Council to sit on a Sub-Committee known as the Grants Panel (*Standing Order 69(p) refers*). It was noted that the Town Mayor may not sit on the Grants Panel.

**RECOMMENDED** that Council approve the appointment of Cllrs Organ, Ms Vincent and Watkinson to the Sub-Committee known as the Grants Panel for the municipal year 2014-2015.

F 0084

**STAFF PANEL**

The Committee considered which three Councillors, plus one stand-in deputy, should sit, in addition to the Town Clerk, on a Sub-Committee known as the Staff Panel (*Standing Order 69 (p) refers*). It was noted that the Town Mayor may not sit on the Staff Panel.

**RESOLVED** that Cllrs Mrs Farrow, Organ and Watkinson, with Cllr Deane as stand-in deputy, be appointed to the Sub-Committee known as the Staff Panel for the municipal year 2014-2015.

F 0085

**APPEALS PANEL**

The Committee considered which three Councillors, plus one stand-in deputy, should sit on the Sub-Committee known as the Appeals Panel. It was noted that members of the Staff Panel may not be sit on the Appeals Panel (*C 0353A October 2007 refers*).

**RESOLVED** that the Town Mayor, Cllrs Dickinson and Clarke, with Cllr Marshall as stand-in deputy, be appointed to the Sub-Committee known as the Appeals Panel for the municipal year 2014-2015

F 0086

**TOWN CLERK'S FINANCIAL REPORT**

Members received and noted the Finance Report dated 9 June 2014 from the Town Clerk, a copy of which is attached to these Minutes at Appendix A.

The Town Clerk advised that the compensation award of £500, directed by the Ombudsman in respect of the interest shortfall from Clydesdale Bank, had been less than anticipated.

F 0087

**BANK RECONCILIATION**

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

Discussion took place on the increase in the amount of reserved funds. The Town Clerk said that it was established and good practice to keep three to six months of operating expenditure in General Reserve as a contingency fund. Other reserves were earmarked as savings towards future projects or as seed monies when seeking grants.

The Committee felt that the reasons for the monies being in the individual reserve funds should be reviewed and updated annually. The Town Clerk advised that this is generally done as part of the budget process.

F 0088

**CONFIDENTIAL**

There were no confidential staff, financial or other recommendations from committees.

*There being no further business, the meeting closed at 7.20 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           | 63,311.16                | 0.05%       |
| Clydesdale Term Deposit             | 207,457.90               | 1.45%       |
| Cambridge & Counties 30 Day Account | 598,120.87               | 1.75%       |
| Scottish Widows 7 Day Account       | 70,129.16                | varies      |
| <b>Total</b>                        | <b><u>939,269.09</u></b> |             |
| Town Mayor's Charity Account        | 98.32                    |             |

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.

The Banking Ombudsman has found in our favour concerning the interest rate paid by the Clydesdale Bank on the Term Deposit account we hold. Whilst we will not receive full recompense for the interest rate shortfall because we still have the ability to close the deposit and receive a higher rate on interest from the Cambridge & Counties Bank, we will be receiving compensation of around £500. Once this has been received, I will put in motion the closure of this Deposit.

Following the changes made to the system of accounts there is still a considerable amount of work that needs to be done to ensure the correct budgets are allocated to the correct Cost Centre. This is a 'work in progress' which will continue over the next few months and will mean changes to the various committee's budget figures as the discrepancies are identified and corrected.

A transfer of £60,000 is due to take place in the next few days from the Cambridge & Counties account to the Lloyds account.

### Finance & General Purposes Committee

|             | <u>£</u> | <u>Budget</u> | <u>% Budget</u> |
|-------------|----------|---------------|-----------------|
| Income      | 4,688    | 10,000        | 46.88           |
| Expenditure | 36,613   | 282,780       | 12.95           |

Income figures budgeted for were primarily interest income. The actual figures include a grant receipt towards the Neighbourhood Plan of £700 and an insurance claim for the Love Lane Pavilion roof of £2,450. Expenditure includes payment of the first tranche of grants to our Perennial Grant clients as well as normal 'establishment' costs.

### Public Halls Committee

|             | <u>£</u> | <u>Budget</u> | <u>% Budget</u> |
|-------------|----------|---------------|-----------------|
| Income      | 34,462   | 194,654       | 17.70           |
| Expenditure | 50,385   | 228,676       | 22.03           |

Income for the Festival Hall complex is at 13.4% of target which is what is expected at this time of the financial year. Similarly The Avenue Pavilion income is at 12.8% of target. Overall income is on track from the commercial rents received from Town and Festival Hall tenants. Expenditure seems to be artificially high because some salary costs have been entered against the Town Hall when they should have been within the 'Establishment' figure so it is expected that when this is corrected the situation will be improved.

### Grounds Committee

|             | <u>£</u> | <u>Budget</u> | <u>% Budget</u> |
|-------------|----------|---------------|-----------------|
| Income      | 13,205   | 59,531        | 22.18           |
| Expenditure | 23,892   | 241,912       | 9.88            |

Income reflects the charging of quarterly rents to our various tenants. Expenditure is artificially low because the grounds maintenance charges for May had not been received at the time of creating this report.

### Overall

|             | <u>£</u> | <u>Budget</u> | <u>% Budget</u> |
|-------------|----------|---------------|-----------------|
| Income      | 52,355   | 264,185       | 19.82           |
| Expenditure | 110,890  | 753,368       | 14.72           |

If everything was on track the year to date figures would show a 16.67% spend. On this basis it is encouraging to see income in excess of this figure and expenditure below it. At this stage last year the corresponding figures were 18.48% for income and 17.14% for expenditure

Neil Hitch  
Town Clerk & Responsible Finance Officer  
9th June 2014

Date :- 09/06/2014

Petersfield Town Council 31 March 2014

Page No: 1

Time :- 11:41

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 2

31/05/2013

| <u>A/c</u>                 | <u>Account Description</u>                   | <u>Actual</u> |                |
|----------------------------|--|---------------|----------------|
| <u>Current Assets</u>      |  |               |                |
| 101                        | TRADE DEBTORS                                | 1,994         |                |
| 105                        | VAT ACCOUNT                                  | 4,128         |                |
| 111                        | PREPAYMENTS                                  | 5,815         |                |
| 201                        | BANK CURRENT ACCOUNT                         | -30,833       |                |
| 202                        | BANK 14 DAY ACCOUNT                          | 241,386       |                |
| 204                        |  | 4,060         |                |
| 205                        | CLYDESDALE TERM                              | 207,458       |                |
| 208                        |  | 403,164       |                |
| 210                        | PETTY CASH                                   | 315           |                |
|                            | <b>Total Current Assets</b>                  |               | <b>837,488</b> |
| <u>Current Liabilities</u> |  |               |                |
| 500                        | TRADE CREDITORS                              | 46,688        |                |
| 510                        | ACCRUALS SPECIFIC                            | 4,072         |                |
| 511                        | ACCRUALS GENERAL                             | 5,617         |                |
| 515                        | PAYE & NI CONTROL A/C                        | -1,178        |                |
| 520                        | DEPOSITS HELD                                | 3,550         |                |
| 521                        | DEPOSITS HELD ALLOTMENTS                     | 3,550         |                |
| 560                        | RECEIPTS IN ADVANCE                          | 3,333         |                |
|                            | <b>Total Current Liabilities</b>             |               | <b>65,632</b>  |
|                            | <b>Net Current Assets</b>                    |               | <b>771,856</b> |
|                            | <b>Total Assets less Current Liabilities</b> |               | <b>771,856</b> |
| <u>Represented By :-</u>   |  |               |                |
| 300                        | CURRENT YEAR FUND                            | 184,955       |                |
| 310                        | GENERAL RESERVES                             | 251,818       |                |
| 321                        | REVENUE E/RESERVE                            | 85,414        |                |
| 322                        | CAPITAL E/RESERVE                            | 50,273        |                |
| 323                        | CONTINGENCIES RESERVE                        | 19,000        |                |
| 324                        | PUBLIC EVENTS E/RESERVE                      | 1,633         |                |
| 326                        | PENSION TOP-UP E/RESERVE                     | 40,000        |                |
| 330                        | CAPITAL RESERVE                              | 138,762       |                |
|                            | <b>Total Equity</b>                          |               | <b>771,856</b> |

Petersfield Town Council

Bank - Cash and Investment Reconciliation as at 9 June 2014

|                                       | <u>Account Description</u>            | <u>Balance</u>    |
|---------------------------------------|---------------------------------------|-------------------|
| <u>Bank Statement Balances</u>        |                                       |                   |
| 1                                     | Lloyds Current Account                | 250.00            |
| 1                                     | Lloyds Saving Account                 | 63,311.16         |
| 2                                     | Cambridge & Counties                  | 397,304.91        |
| 3                                     | Public Sector Deposit Fund            | 70,129.16         |
| 4                                     | Clydesdale Bank                       | 207,457.90        |
|                                       |                                       | <b>738,453.13</b> |
| <u>Other Bank &amp; Cash Balances</u> |                                       |                   |
|                                       | Petty Cash                            | 0.00              |
|                                       | Cash Book Suspense                    | 315.00            |
|                                       |                                       | <b>315.00</b>     |
|                                       |                                       | <b>738,768.13</b> |
| <u>Unpresented Payments</u>           |                                       |                   |
| 1                                     | 31/03/2013                            | 873.20            |
| 1                                     | 12/05/2014 014929                     | 60.00             |
| 1                                     | 12/05/2014 014930                     | 665.14            |
| 1                                     | 12/05/2014 014938                     | 126.00            |
| 1                                     | 12/05/2014 014943                     | 29.52             |
| 1                                     | 12/05/2014 014941                     | 250.00            |
| 1                                     | 19/05/2014 014954                     | 48.00             |
| 1                                     | 19/05/2014 014959                     | 250.00            |
| 1                                     | 27/05/2014 014961                     | 135.47            |
| 1                                     | 27/05/2014 014963                     | 14,012.55         |
| 1                                     | 27/05/2014 014964                     | 75.60             |
| 1                                     | 27/05/2014 014965                     | 60.00             |
| 1                                     | 27/05/2014 014966                     | 250.00            |
|                                       |                                       | <b>16,835.48</b>  |
|                                       |                                       | <b>721,932.65</b> |
| <u>Receipts not on Bank Statement</u> |                                       |                   |
| 2                                     | 29/04/2014                            | 200,000.00        |
|                                       |                                       | <b>200,000.00</b> |
| <b>Closing Balance</b>                |                                       |                   |
| <u>All Cash &amp; Bank Accounts</u>   |                                       |                   |
|                                       | Current Bank A/c                      | 46,725.68         |
|                                       | C & C Bank A/c                        | 597,304.91        |
|                                       | Clydesdale Bank A/c                   | 207,457.90        |
|                                       | Public Sector Fund A/c                | 70,129.16         |
|                                       | Other Bank & Cash Balances            | 315.00            |
|                                       | <b>Total Bank &amp; Cash Balances</b> | <b>921,932.65</b> |



## Bank Reconciliation Statement as at: 09/06/2014 for Cash Book 1 Current/Savings Bank A/c

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u>  |
|--|-----------------------|----------------|------------------|
| Lloyds Current Account                 | 30/05/2014            | 0              | 250.00           |
| Lloyds Saving Account                  | 30/05/2014            | 0              | 63,311.16        |
|  |                       |                | <u>63,561.16</u> |

| <u>Unpresented Cheques (Minus)</u>          | <u>Amount</u>    |
|---|------------------|
| 12/05/2014 014929 Avalon Software(UK) Ltd   | 60.00            |
| 12/05/2014 014930 CPC                       | 665.14           |
| 12/05/2014 014938 U.K. OFFICE SYSTEMS       | 126.00           |
| 12/05/2014 014943 Graham Steagles           | 29.52            |
| 12/05/2014 014941 All Inclusive             | 250.00           |
| 19/05/2014 014954 Meon Cleaning Services    | 48.00            |
| 19/05/2014 014959 Help and Care             | 250.00           |
| 27/05/2014 014961 ACORN OFFICE SUPPLIES     | 135.47           |
| 27/05/2014 014963 G Burley and Sons Ltd     | 14,012.55        |
| 27/05/2014 014964 Ocean Securities (UK) Ltd | 75.60            |
| 27/05/2014 014965 Suzie Lockyer             | 60.00            |
| 27/05/2014 014966 Denmead Operatic          | 250.00           |
|   | <u>15,962.28</u> |
|   | 47,598.88        |

Receipts not Banked/Cleared (Plus)

0.00

47,598.88

Balance per Cash Book is :-

46,725.68

Difference Excluding Adjustments is :-

873.20

Adjustments to Reconciliation

|            |                               |               |
|------------|-------------------------------|---------------|
| 31/03/2013 | Unpresented                   | 873.20        |
|            |                               | <u>873.20</u> |
|            | Unreconciled Difference is :- | <u>0.00</u>   |

## Detailed Balance Sheet (Excluding Stock Movement)

Month No: 2

31/05/2014

| <u>A/c</u>                 | <u>Account Description</u>                   | <u>Actual</u> |                |
|----------------------------|--|---------------|----------------|
| <u>Current Assets</u>      |  |               |                |
| 101                        | Trade Debtors                                | 15,581        |                |
| 102                        | Sundry Debtors                               | 3,000         |                |
| 105                        | VAT Control A/c                              | 1,226         |                |
| 110                        | Prepayments                                  | 34,976        |                |
| 200                        | Current Bank A/c                             | 46,726        |                |
| 201                        | C & C Bank A/c                               | 597,305       |                |
| 202                        | Clydesdale Bank A/c                          | 207,458       |                |
| 203                        | Public Sector Fund A/c                       | 70,129        |                |
| 299                        | Cash Book Suspense                           | 315           |                |
|                            | <b>Total Current Assets</b>                  |               | <b>976,716</b> |
| <u>Current Liabilities</u> |  |               |                |
| 500                        | Creditors                                    | 34,444        |                |
| 510                        | Accruals                                     | 4,000         |                |
| 511                        | Accruals General                             | 5,689         |                |
| 515                        | PAYE & NI CONTROL A/C                        | 3,013         |                |
| 520                        | Deposits held                                | 3,150         |                |
| 521                        | Allotment Deposits Held                      | 3,810         |                |
| 560                        | Receipts in Advance                          | 1,015         |                |
|                            | <b>Total Current Liabilities</b>             |               | <b>55,120</b>  |
|                            | <b>Net Current Assets</b>                    |               | <b>921,596</b> |
|                            | <b>Total Assets less Current Liabilities</b> |               | <b>921,596</b> |
| <u>Represented By :-</u>   |  |               |                |
| 300                        | Current Year Fund                            | 216,581       |                |
| 310                        | General Reserves                             | 289,615       |                |
| 320                        | Revenue E/Reserve                            | 151,966       |                |
| 321                        | Capital E/Reserve                            | 104,038       |                |
| 322                        | Contingency E/Reserve                        | 19,000        |                |
| 323                        | Public Events E/Reserve                      | 1,633         |                |
| 324                        | Capital Reserve                              | 138,762       |                |
|                            | <b>Total Equity</b>                          |               | <b>921,596</b> |

**Bank Reconciliation Statement as at: 30/05/2014 for Cash Book 1 Current/Savings Bank A/c**

| <u>Bank Statement Account Name (s)</u>           | <u>Statement Date</u> | <u>Page No</u>       | <u>Balances</u>                                      |
|--|-----------------------|----------------------|--|
| Lloyds Current Account                           | 30/05/2014            | 0                    | 250.00   |
| Lloyds Saving Account                            | 30/05/2014            | 0                    | 63,311.16  |
|  |                       |                      | <u>63,561.16</u>                                     |
| <b><u>Unpresented Cheques (Minus)</u></b>        |                       | <b><u>Amount</u></b> |  |
| 12/05/2014 014929 Avalon Software(UK) Ltd        |                       | 60.00                |  |
| 12/05/2014 014930 CPC                            |                       | 665.14               |  |
| 12/05/2014 014938 U.K. OFFICE SYSTEMS            |                       | 126.00               |  |
| 12/05/2014 014943 Graham Steagles                |                       | 29.52                |  |
| 12/05/2014 014941 All Inclusive                  |                       | 250.00               |  |
| 19/05/2014 014954 Meon Cleaning Services         |                       | 48.00                |  |
| 19/05/2014 014959 Help and Care                  |                       | 250.00               |  |
| 27/05/2014 014961 ACORN OFFICE SUPPLIES          |                       | 135.47               |  |
| 27/05/2014 014963 G Burley and Sons Ltd          |                       | 14,012.55            |  |
| 27/05/2014 014964 Ocean Securiffes (UK) Ltd      |                       | 75.60                |  |
| 27/05/2014 014965 Suzie Lockyer                  |                       | 60.00                |  |
| 27/05/2014 014966 Denmead Operatic               |                       | 250.00               |  |
|  |                       |                      | <u>15,962.28</u>                                     |
|  |                       |                      | 47,598.88  |
| <b><u>Receipts not Banked/Cleared (Plus)</u></b> |                       |                      | <u>0.00</u>  |
|  |                       |                      | 47,598.88  |
|  |                       |                      | <b>Balance per Cash Book is :- 46,725.68</b>         |
|  |                       |                      | <b>Difference Excluding Adjustments is :- 873.20</b> |
| <b><u>Adjustments to Reconciliation</u></b>      |                       |                      |  |
| 31/03/2013 Unpresented                           |                       | 873.20               |  |
|  |                       |                      | <u>873.20</u>  |
|  |                       |                      | <b>Unreconciled Difference is :- 0.00</b>            |



## Business Account Statement

Printed: 03 June 2014

**Petersfield Town Council**

Town Hall  
Petersfield  
Hampshire  
GU31 4EA

Sort code 30-96-61  
BIC: LOYDGB21276  
Account number 00239842  
IBAN: GB98LOYD30966100239842

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 (£) |
|-----------|---------------------------------|------|----------|-----------|-------------|
| 03 Jun 14 | 014961                          | CHQ  |          | 135.47    | 114.53      |
| 02 Jun 14 | FROM30966107033557              | TFR  | 18014.84 |           | 250.00      |
| 02 Jun 14 | 014963                          | CHQ  |          | 14012.55  | -17764.84   |
| 02 Jun 14 | EAST HAMPSHIRE DC 01 1100008852 | DD   |          | 2097.00   | -3752.29    |
| 02 Jun 14 | AVIVA 003803921                 | DD   |          | 1411.29   | -1656.29    |
| 02 Jun 14 | 014941                          | CHQ  |          | 250.00    | -244.00     |
| 02 Jun 14 | EAST HAMPSHIRE DC 01 1100078543 | DD   |          | 155.00    | 6.00        |
| 02 Jun 14 | 014954                          | CHQ  |          | 48.00     | 161.00      |
| 02 Jun 14 | E.ON 013034557910A              | DD   |          | 41.00     | 209.00      |
| 30 May 14 | FROM30966107033557              | TFR  | 123.46   |           | 250.00      |
| 30 May 14 | 014962                          | PAY  |          | 123.46 ✓  | 126.54      |
| 29 May 14 | FROM30966107033557              | TFR  | 1248.77  |           | 250.00      |
| 29 May 14 | 014953                          | CHQ  |          | 478.80 ✓  | -998.77     |
| 29 May 14 | 014935                          | CHQ  |          | 469.40 ✓  | -519.97     |
| 29 May 14 | 014948                          | CHQ  |          | 150.57 ✓  | -50.57      |
| 29 May 14 | 014960                          | CHQ  |          | 150.00 ✓  | 100.00      |
| 28 May 14 | FROM30966107033557              | TFR  | 5768.20  |           | 250.00      |
| 28 May 14 | 014946                          | CHQ  |          | 3380.91 ✓ | -5518.20    |
| 28 May 14 | 014955                          | CHQ  |          | 1595.00 ✓ | -2137.29    |
| 28 May 14 | 014956                          | CHQ  |          | 504.00 ✓  | -542.29     |
| 28 May 14 | VEOLIA ES UK LTD 08482301       | DD   |          | 288.29 ✓  | -38.29      |
| 27 May 14 | FROM30966107033557              | TFR  | 581.68   |           | 250.00      |



## Bus 30 Day Notice Statement

Printed: 03 June 2014

**Petersfield Town Council**

Town Hall  
Petersfield  
Hampshire  
GU31 4EA

Sort code 30-96-61  
BIC: LOYDGB21276  
Account number 07033557  
IBAN: GB91LOYD30966107033557

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 Jun 14 | TO 30966100239842  | TFR  |         | 18014.84 | 46755.88    |
| 02 Jun 14 | PETERSFIELD ORCHES INVOICE S13714                        | TFR  | 744.82  |          | 64770.72    |
| 02 Jun 14 | PETERSFIELD ORCHES INVOICE S13722                        | TFR  | 164.74  |          | 64025.90    |
| 02 Jun 14 | FOUN F R + R I T FRRME OFFICE RENT<br>RP4670763309841700 | FPI  | 550.00  |          | 63861.16    |
| 30 May 14 | TO 30966100239842  | TFR  |         | 123.46   | 63311.16    |
| 30 May 14 | 500383   | DEP  | 447.31  |          | 63434.62    |
| 29 May 14 | TO 30966100239842  | TFR  |         | 1248.77  | 62987.31    |
| 29 May 14 | BOULTER MOSSMAN LJ BOULTER MOSSMAN                       | BGC  | 1400.00 |          | 64236.08    |
| 28 May 14 | TO 30966100239842  | TFR  |         | 5768.20  | 62836.08    |
| 28 May 14 | THE PLUMP DUCK LIM THE PLUMP DUCK<br>61023533111718000N  | FPI  | 282.43  |          | 68604.28    |
| 28 May 14 | PS FINANCIAL ADV PS FINANCIAL ADV<br>RP4652384149483600  | FPI  | 1050.00 |          | 68321.85    |
| 27 May 14 | TO 30966100239842  | TFR  |         | 581.68   | 67271.85    |
| 27 May 14 | SUTTON WINSN GEN NO REF<br>RP4673363384671900            | FPI  | 1217.70 |          | 67853.53    |
| 27 May 14 | MANCZ JAMES S13719 26MAY14<br>FP14146051583663           | FPI  | 68.55   |          | 66635.83    |
| 23 May 14 | TO 30966100239842  | TFR  |         | 5731.18  | 66567.28    |
| 23 May 14 | LEWIS KAREN S11135 FP14143013032295                      | FPI  | 26.89   |          | 72298.46    |
| 23 May 14 | TUSLER R C S13700 606977039401325001                     | FPI  | 96.97   |          | 72271.57    |
| 22 May 14 | TO 30966100239842  | TFR  |         | 527.93   | 72174.60    |
| 22 May 14 | P'FIELD RUGBY FC L PRFC PITCHES<br>02170028767782000N    | FPI  | 2875.00 |          | 72702.53    |

Date: 09/06/2014

Petersfield Town Council

Page No: 1

Time: 11:58

User : CLW

Bank Reconciliation Statement as at: 31/05/2014 for Cash Book 2 C & C Bank A/c

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u>   |
|---|-----------------------|-----------------------------|-------------------|
| Cambridge & Counties                      | 31/05/2014            | 0                           | 598,120.87        |
|   |                       |                             | <u>598,120.87</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>               |                   |
|   |                       |                             | <u>0.00</u>       |
|   |                       |                             | 598,120.87        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                             |                   |
|   |                       |                             | <u>0.00</u>       |
|   |                       |                             | 598,120.87        |
|   |                       | Balance per Cash Book is :- | 598,120.87        |
|   |                       | Difference is :-            | 0.00              |



Your Options

[Account summary](#)

[View Pending Requests](#)   [View Statements](#)   [View Tax Certificates](#)

[Apply for a savings account](#)

**Transactions for account: 15000147**

[Change email address](#)

Transactions are shown here for the last 6 months. To view previous transactions, please view statements.

[Change your details](#)

[Send a secure message](#)

[Add your accounts](#)

[Change security details](#)

[Request a withdrawal](#)

[Logout](#)

| Date       | Description   | Amount       | Account Balance |
|------------|---|--------------|-----------------|
| 31/05/2014 | Interest credited gross15000147                         | £815.96      | £598,120.87     |
| 08/05/2014 | Deposit to CCB by ChequeCCBANK 014900                   | £200,000.00  | £597,304.91     |
| 30/04/2014 | Interest credited gross15000147                         | £567.39      | £397,304.91     |
| 31/03/2014 | Interest credited gross15000147                         | £585.44      | £396,737.52     |
| 28/02/2014 | Interest credited gross15000147                         | £597.58      | £396,152.08     |
| 26/02/2014 | Faster payment - Petersfield Town C - Withdrawal CCBank | £50,000.00 - | £395,564.50     |
| 31/01/2014 | Interest credited gross15000147                         | £714.61      | £445,564.50     |
| 21/01/2014 | Faster payment - Petersfield Town C - Withdrawal CCBank | £60,000.00 - | £444,849.89     |
| 31/12/2013 | Interest credited gross15000147                         | £771.15      | £504,849.89     |
| 12/12/2013 | Faster payment - Petersfield Town C - Withdrawal CCBank | £50,000.00 - | £504,078.74     |

**Bank Reconciliation Statement as at: 31/05/2014 for Cash Book 3 Public Sector Fund A/c**

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u>  |
|---|-----------------------|-----------------------------|------------------|
| Public Sector Deposit Fund                | 31/05/2014            | 0                           | 70,129.16        |
|   |                       |                             | <u>70,129.16</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>               |                  |
|   |                       |                             | <u>0.00</u>      |
|   |                       |                             | 70,129.16        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                             |                  |
|   |                       |                             | <u>0.00</u>      |
|   |                       |                             | 70,129.16        |
|   |                       | Balance per Cash Book is :- | 70,129.16        |
|   |                       | Difference is :-            | 0.00             |



## 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<br>£ | Price per<br>Share | Number of Shares |
|-----------------|----------|-------------|-----------|--------------------|------------------|
| 013186          | 24-04-14 | Bought      | 20,000.00 | 100.00p            | 20,000.00        |



( Shares held in account number 0663190001PC (S) at the close of business on 24 April 2014

70,129.16

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: 31/05/2014 for Cash Book 4 Clydesdale Bank A/c**

---

| <u>Bank Statement Account Name (s)</u>    | <u>Statement Date</u> | <u>Page No</u>              | <u>Balances</u>  |
|---|-----------------------|-----------------------------|------------------|
| Clydesdale Bank                           | 31/05/2014            | 0                           | 207,457.90       |
|   |                       |                             | <hr/> 207,457.90 |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>               |                  |
|   |                       |                             | 0.00             |
|   |                       |                             | <hr/> 207,457.90 |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                             |                  |
|   |                       |                             | 0.00             |
|   |                       |                             | <hr/> 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

000000000000



Dear PETERSFIELD TOWN COUNCIL

### Certificate of Term Deposit

**Account Number:** 00640220030450

**Sum Deposited:** £207457.90

**Sort Code:** 826402

**Interest Rate:** 1.45% Gross

**Commencement Date:** 02/04/2013

**Maturity Date:** 30/10/2014

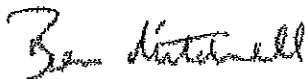
Thank you for renewing your Term Deposit with Clydesdale Bank, the details of your new Term Deposit are above. Please keep this letter in a safe place as it provides details and proof of your investment.

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

