

**PETERSFIELD TOWN COUNCIL**

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 17 November 2014 at 6.30 pm

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

**ALSO IN ATTENDANCE:** Mr N Hitch (Town Clerk), Mrs A Church (Committee Administrator) and the Town Mayor.  
*No members of the public or press were present*

**F 0405      CHAIRMAN'S COMMENTS**

The Chairman had no comments.

**F 0406      APOLOGIES FOR ABSENCE**

There were no apologies for absence

**F 0407      GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT**

No requests for dispensation had been received.

**F 0408      DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**F 0409      PUBLIC REPRESENTATION**

No representation to speak had been received.

**F 0410      APPROVAL OF MINUTES**

**RESOLVED** that the Minutes of the Meeting held on 20 October 2014 be approved and signed by the Chairman.

**F 0411      FINANCIAL RECOMMENDATIONS FROM COMMITTEES**

**( a )      Public Halls Committee Meeting held on Monday 13 October 2014**

**PH 0390      QUOTATIONS FOR THE INSTALLATION OF A LOWERABLE STAGE CURTAIN BORDER FOR THE FESTIVAL HALL**

The Committee considered the details in Minute PH 0390 concerning the installation of a lowerable stage curtain border for the Festival Hall. The Town Clerk confirmed that £15,000.00 had been agreed and included in Earmarked Reserves in the current year's budget for this capital item. The

actual cost of £17,855.00, including electrical work, was £2,855.00 more than the budgeted figure which had proved to be an underestimate of the actual work involved. This difference could be met from virement from the surplus from the installation of the deaf-loop system in the Festival Hall.

**RESOLVED** that a virement of £2,855.00 be approved, from the surplus within Earmarked Reserves for the provision of the deaf loop system, to meet the anticipated cost of the installation of a lowerable stage curtain border for the Festival Hall.

**RECOMMENDED** that Council approve that the contract for the installation of a lowerable stage curtain border for the Festival Hall be given to the company which had submitted Option 4 at a total cost of £17,885.00, to include £1,000.00 of electrical work.

**(b) Grounds meeting on 13 November 2014**

**G 0403 QUOTATIONS FOR THE SUPPLY OF ARTIFICIAL GRASS TO COVER THE TUNNEL PLAY AREA ON THE HEATH**

With reference to Minute G 0403, the Town Clerk advised that he had contacted two further companies for quotations to supply artificial grass to cover the tunnel play area on The Heath. One company had agreed to supply a quotation for the work by 13 November but it had not yet been received. The Grounds Committee considered that the work should be put in hand as soon as possible. If the matter was deferred for discussion until their next meeting in January 2015, the problem on The Heath would worsen in the meantime as the play area was so well used.

After discussion, it was agreed that a Sub-Committee should be set up to evaluate and compare the expected second quotation with the first quotation already received.

**RECOMMENDED** that Council approve the setting of a Sub-Committee made up of the Chairman of the Grounds Committee, the Chairman of the Finance & General Purposes Committee and the Town Clerk to evaluate and compare a second quotation with the first quotation already received for carrying out the erosion prevention work and the laying of the artificial grass over the whole play area.

**F 0412 TOWN CLERK'S FINANCIAL REPORT**

Members received and noted the Finance Report dated 10 November 2014 from the Town Clerk, a copy of which is attached to these Minutes at Appendix A.

The Town Clerk confirmed that the Grounds Committee income included additional income from The Plump Duck.





## 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 Current Account	250.00	
Lloyds 30 Day Account	125,096.29	0.05%
Cambridge & Counties 30 Day Account	771,817.99	1.75%
Public Sector Deposit Fund	70,229.39	varies
Local Authorities Property Fund	100,000.00	varies 36,054 units
<b>Total</b>	<b><u>1,067,393.67</u></b>	
Town Mayor's Charity Account	1,058.92	

Lloyds Bank Deposits with Moody's is A1 with ratings stable but with a negative outlook.

### Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	13,870	10,000	138.70
<b>Expenditure</b>	168,911	282,780	59.73

Income figures budgeted for was primarily interest income and the target has been achieved following the maturity of the Clydesdale Bank Term Deposit with monthly interest from Cambridge & Counties continuing to accumulate. Expenditure is broadly in line with where it is expected to be at this stage of the year.

### Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	105,164	194,654	54.03
Expenditure	136,374	228,676	59.64

Income overall is slightly lower than would normally be expected. Lettings to the Festival Hall are at 52.6% of budget (this time last year was 53%) and the Avenue Pavilion income is at 57.3% of budget (last year at this time was 56%) which is about normal for the time of the year. There are no real concerns at expenditure levels at this stage of the financial year.

### Grounds Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	55,366	59,531	93.00
Expenditure	113,003	241,912	46.71

Income reflects the charging of quarterly rents to our various tenants as well as the annual allotment rentals. Income budgeted from the Heath Pond Association for fishing on the Pond has already exceeded its annual budget and that is despite a significant increase in the budgeted sum. Expenditure is where it is expected to be at this time of the year. Some areas of expenditure look very likely to exceed budget such as play equipment maintenance at Penns Farm following the replacement of the basket swing but overall, expenditure should remain nicely within budget.

### Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	174,400	264,185	66.01
Expenditure	418,288	753,368	55.52

If everything was on track the year to date figures would show a 58.33% spend. There are no concerns at this stage concerning either income or expenditure figures and close monitoring will continue. At this stage last year the corresponding figures were 66.79% for income and 51.39% for expenditure. Anyone wishing to see a full Detailed Income and Expenditure by Budget Heading breakdown for the end of the first half of the financial year is welcome.

Neil Hitch

Town Clerk & Responsible Finance Officer

10th November 2014

Bank Reconciliation Statement as at: 31/10/2014 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	31/10/2014	95	250.00
Lloyds Saving Account	31/10/2014	63	126,265.26
			<u>126,515.26</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
07/07/2014 015030	Dave Doe	54.98	
08/07/2014 808758	Grenke Leasing Ltd	189.47	
06/10/2014 015187	John Palmer	20.00	
20/10/2014 015210	Toolstation Ltd	23.36	
20/10/2014 015215	Liss Band	208.19	
20/10/2014 015216	The Petersfield School	20.00	
27/10/2014 015218	Aramark Plc	1,250.00	
27/10/2014 015219	Auditel	139.94	
27/10/2014 015220	Cluson Engineering Ltd	13.20	
27/10/2014 015223	Ocean Securities (UK) Ltd	504.00	
27/10/2014 015226	Stage Electrics	404.94	
27/10/2014 015227	TAS Software	34.80	
27/10/2014 015228	Clare Nash	150.00	
27/10/2014 015229	Clements Fairs	250.00	
27/10/2014 015230	Save the Children	250.00	
27/10/2014 015231	Woolovers	250.00	
27/10/2014 015232	Jackie Shepherd	150.00	
27/10/2014 015233	Clare Watts	71.20	
			<u>3,984.08</u>
			122,531.18
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			122,531.18
	<b>Balance per Cash Book is :-</b>		<b>122,531.18</b>
	<b>Difference is :-</b>		<b>0.00</b>

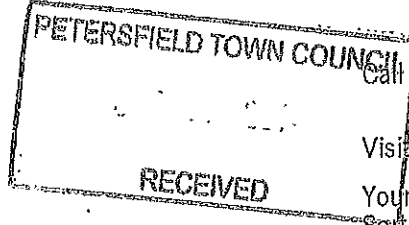


Your account statement  
 Statement sheet number: 95  
 Issue date: 31 October 2014  
 Page: 2 of 2

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

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

3790 937/2/023920



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

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

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 Activity**

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
31 Oct 14		<b>BALANCE BROUGHT FORWARD</b>			<b>147.78 OD</b>
31 Oct 14	Cheque	015224	764.40 ✓		912.18 OD
31 Oct 14	Cheque	015205	1,053.31 ✓		1,965.49 OD
31 Oct 14	Cheque	015221	1,053.31 ✓		3,018.80 OD
31 Oct 14	Cheque	015222	13,304.26 ✓		16,323.06 OD
31 Oct 14	Transfer	FROM30966107033557		16,573.06 ✓	250.00
31 Oct 14		<b>BALANCE CARRIED FORWARD</b>			<b>250.00</b>

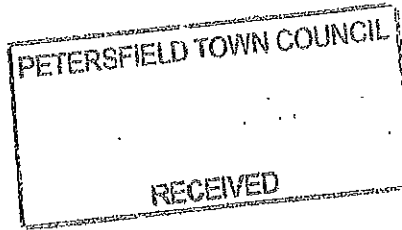
**Messages**

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.lloydsbank.com/legal/mypersonaldata.asp](http://www.lloydsbank.com/legal/mypersonaldata.asp)



Your account statement  
 Statement sheet number: 63  
 Issue date: 31 October 2014  
 Page: 2 of 2

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.lloydsbank.com](http://www.lloydsbank.com)

3790 938/2/023922

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

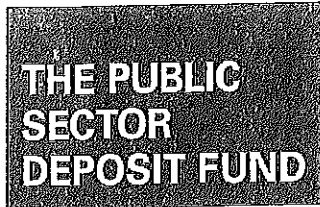
### Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
28 Oct 14		<b>BALANCE BROUGHT FORWARD</b>			127,094.17
29 Oct 14	Bank Giro Credit	BOULTER MOSSMAN LI		1,987.41✓	129,081.58
29 Oct 14	Faster Payment	BOULTER MOSSMAN HOPPCOACHING S14053 00156529632BBGJBGZ 090127 10 29OCT14 16:20		35.52✓	129,117.10
29 Oct 14	Transfer	TO 30966100239842	696.00✓		128,421.10
30 Oct 14	Faster Payment	P'FIELD RUGBY FC L PRFC PITCHES 64105148137746000N 601626 10 30OCT14 10:51		555.00	128,976.10
30 Oct 14	Deposit	500425		1,097.56	130,073.66
30 Oct 14	Transfer	P L MATTHEWS T/A T S13986		9,900.00✓	139,973.66
30 Oct 14	Faster Payment	LION & UNICORN PLA S13387 08160434140681000N 601626 10 30OCT14 16:04		2,942.52✓	142,916.18
30 Oct 14	Transfer	TO 30966100239842	77.86✓		142,838.32
31 Oct 14	Transfer	TO 30966100239842	16,573.06✓		126,265.26
31 Oct 14		<b>BALANCE CARRIED FORWARD</b>			126,265.26

### 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.lloydsbank.com/legal/mypersonaldata.asp](http://www.lloydsbank.com/legal/mypersonaldata.asp)





Senator House, 85 Queen Victoria Street, London EC4V 4ET

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

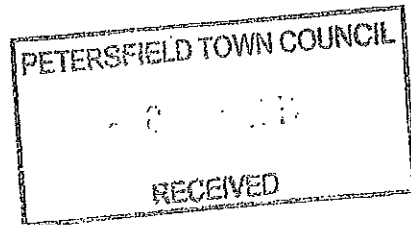
STATEMENT

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 2014

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/07/14	Brought Forward			70,163.47	
01/07/14	Dividend reinvested		21.00	70,184.47	
01/08/14	Dividend reinvested		22.95	70,207.42	
01/09/14	Dividend reinvested		21.97	70,229.39	
30/09/14	Carried Forward			70,229.39	



Statement of Dividends declared during the quarter to 30 September 2014

For Month Ended	Receiving Account	Amount Paid £
01-07-14	Dividend reinvested	21.00
01-08-14	Dividend reinvested	22.95
01-09-14	Dividend reinvested	21.97

CCLA Investment Management Limited (Registered in England No. 2183088) and CCLA Fund Managers Limited (Registered in England No. 8735639) are authorised and regulated by the Financial Conduct Authority. Registered address: Senator House, 85 Queen Victoria Street, London, EC4V 4ET.



---

**Bank Reconciliation Statement as at: 31/10/2014 for Cash Book 3 Public Sector Fund A/c**

---

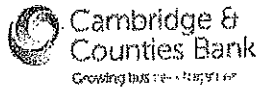
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	31/10/2014	0	70,229.39
			<hr/> 70,229.39
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<hr/> 70,229.39
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<hr/> 70,229.39
		Balance per Cash Book is :-	70,229.39
		Difference is :-	0.00

---

**Bank Reconciliation Statement as at: 31/10/2014 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	31/10/2014	0	771,817.99
			<hr/> 771,817.99
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			771,817.99
<u>Receipts not Banked/Cleared (Plus)</u>			<hr/> 0.00
			771,817.99
		Balance per Cash Book is :-	771,817.99
		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
31/10/2014	Interest credited gross15000147	£783.33	£771,817.99
21/10/2014	Deposit to CCB by ChequeCheq Deposit	£330,000.00	£771,024.66
30/09/2014	Interest credited gross15000147	£629.83	£441,024.66
31/08/2014	Interest credited gross15000147	£697.46	£440,394.83
21/08/2014	Withdrawal CCBank	£50,000.00-	£439,697.37
31/07/2014	Interest credited gross15000147	£772.59	£489,697.37
22/07/2014	Withdrawal ccbank	£50,000.00-	£488,924.78
30/06/2014	Interest credited gross15000147	£803.91	£538,924.78
13/06/2014	Withdrawal ccbank	£60,000.00-	£538,120.87
31/05/2014	Interest credited gross15000147	£815.96	£598,120.87

**Bank Reconciliation Statement as at: 31/10/2014 for Cash Book 6 Local Auth Property Fund**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Local Auth Property Fund	31/10/2014	1	100,000.00
			<u>100,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>100,000.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>100,000.00</u>
		Balance per Cash Book is :-	100,000.00
		Difference is :-	0.00

**The Local Authorities' Property Fund****Purchase Contract Note**

Mr N R Hitch  
Petersfield Town Council  
Town Hall  
24 Heath Road  
PETERSFIELD  
Hampshire  
GU31 4EA  
UK

Client Name: PETERSFIELD TOWN COUNCIL

Account Number: 626631901

Contract Number	Date	Description	Cost £	Price per Unit	Number of Units
010095	30-09-14	Bought	100,000.00	277.36p	36,054

Units held in account number 626631901 at the close of business on 30 September 2014

36,054

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 Unit Certificates are issued and this Contract Note should therefore be retained for future reference. Please request a mandate form for any changes in your account details.

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Trade Debtors	-3,059	
102	Sundry Debtors	3,000	
105	VAT Control A/c	-16	
110	Prepayments	5,815	
200	Current Bank A/c	122,531	
201	C & C Bank A/c	771,818	
203	Public Sector Fund A/c	70,229	
204	Petty Cash	315	
205	Local Auth Property Fund	100,000	
	<b>Total Current Assets</b>		<b>1,070,634</b>
<u>Current Liabilities</u>			
500	Creditors	52,568	
510	Accruals	4,000	
511	Accruals General	5,689	
515	PAYE & NI CONTROL A/C	3,080	
520	Deposits held	3,842	
521	Allotment Deposits Held	3,870	
560	Receipts in Advance	1,015	
	<b>Total Current Liabilities</b>		<b>74,063</b>
	<b>Net Current Assets</b>		<b>996,571</b>
	<b>Total Assets less Current Liabilities</b>		<b>996,571</b>
<u>Represented By :-</u>			
300	Current Year Fund	314,299	
310	General Reserves	289,615	
320	Revenue E/Reserve	129,223	
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>996,571</b>

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	TRADE DEBTORS	2,405	
105	VAT ACCOUNT	-357	
111	PREPAYMENTS	5,815	
201	BANK CURRENT ACCOUNT	-4,733	
202	BANK 14 DAY ACCOUNT	104,389	
203	CAMBRIDGE AND COUNTIES	551,000	
205	CLYDESDALE TERM	207,458	
206	THE PUBLIC SECTOR FUND	50,031	
210	PETTY CASH	315	
	<b>Total Current Assets</b>		<b>916,322</b>
	<u>Current Liabilities</u>		
500	TRADE CREDITORS	45,352	
510	ACCRUALS SPECIFIC	4,072	
511	ACCRUALS GENERAL	5,617	
515	PAYE & NI CONTROL A/C	2,909	
516	NET WAGES CONTROL A/C	-200	
518	CHILDCARE VOUCHERS	200	
520	DEPOSITS HELD	3,300	
521	DEPOSITS HELD ALLOTMENTS	3,610	
560	RECEIPTS IN ADVANCE	3,333	
	<b>Total Current Liabilities</b>		<b>68,193</b>
	<b>Net Current Assets</b>		<b>848,129</b>
	<b>Total Assets less Current Liabilities</b>		<b>848,129</b>
	<u>Represented By :-</u>		
300	CURRENT YEAR FUND	312,687	
310	GENERAL RESERVES	250,661	
321	REVENUE E/RESERVE	83,099	
322	CAPITAL E/RESERVE	40,683	
323	CONTINGENCIES RESERVE	19,000	
324	PUBLIC EVENTS E/RESERVE	1,633	
326	PENSION TOP-UP E/RESERVE	1,604	
330	CAPITAL RESERVE	138,762	
	<b>Total Equity</b>		<b>848,129</b>