

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on Monday 20 October 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.
No members of the public or press were present

F 0339 **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

F 0340 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr P Marshall.

F 0341 **GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT**

No requests for dispensation had been received.

F 0342 **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

F 0343 **PUBLIC REPRESENTATION**

No representation to speak had been received.

F 0344 **APPROVAL OF MINUTES**

With reference to Minute F 0268, the Town Clerk confirmed that he and the Town Mayor had made the final selection of Christmas lights under the approved Option 3 but had upgraded the selection for the trees in The Square to give a much better display. The final choice of the Christmas lights would cost approximately £600-£700 more each year than originally discussed by the Committee in September 2014. The total cost for the Christmas lights for 2014 would be approximately £8K and approximately £7.5K for each of the following two years. It was noted that the costs for the fitting of around £3.5K, the PAT testing and the electrical cabling were always additional costs.

The overall cost of having Christmas lights in the town would be within the current budget of £15K which had been increased from the budget of £11.5K allocated in previous years.

RESOLVED that the additional cost of £600-£700 for upgrading the Christmas lights for the tree in The Square be approved.

RESOLVED that the Minutes of the Meeting held on 15 September 2014 be approved and signed by the Chairman.

F 0345

FINANCIAL RECOMMENDATIONS FROM COMMITTEES

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

PH 0311 **STRATEGY TO RESOLVE THE DAMP INGRESS IN THE PETERSFIELD TOWN HALL BUILDING**

The Committee discussed the details of Minute PH 0311 concerning the problem of the damp ingress into the Town Hall building and agreed with the Public Halls Committee that the investigative work should be carried out without delay within the current year. The Town Clerk advised that he was investigating whether a cherry picker could be used instead of scaffolding to reduce the cost.

RESOLVED that the cost of the initial investigative work into the problem caused to the Town Hall building by damp ingress following the installation of replacement windows be approved; that the cost of approximately £1000.00 + scaffolding costs be met initially from contingency funds, with virement being found if possible.

PH 0315 **SOLAR PV PROPOSAL FOR THE AVENUE PAVILION**
(Minute PH 0054 June 2014 refers)

The Committee discussed Minute PH 0315 and the recommendation to approve the installation of a Solar PV system for The Avenue Pavilion which was anticipated would reduce electricity costs and also generate income after about five years. The current feed-in tariff would be changed on 1st January 2015 so the acceptance of the proposed system should be made before then. It was noted that the main electricity usage in the Pavilion was in the evenings.

Cllr Deane (Chairman of Public Halls) proposed, and it was agreed, that the recommendation should be put to Council for their approval.

RECOMMENDED that the Council approve the proposal and quotation from East Hampshire Environment Network dated 22 September 2014 for the provision of a Solar PV system for The Avenue Pavilion; that the system cost of £5,435.87 be met from Reserves in the current financial year.

(b) Grounds Committee Meeting held on 16 October 2014

G 0338 STRATEGY FOR COUNCIL OWNED LAND IN PETERSFIELD
(Minute G 0070 June 14 refers)

The Committee considered the Notes of the Working Party set up to develop a Strategy for Council Owned Land in Petersfield and the financial implications on the recommendation made about Bell Hill Common in Point 3.5.1. They agreed with the recommendation of the Grounds Committee that this point required further consideration by the Council when the strategy was discussed. The question was raised about how often a review of the strategy agreed should take place.

RECOMMENDED that Council approve the Working Party's proposed Strategy for Council Owned Land in Petersfield, subject to a discussion on the action to be taken on Bell Hill Common.

F 0346 TOWN CLERK'S FINANCIAL REPORT

Members received and noted the Finance Report dated 13 October 2014 from the Town Clerk, a copy of which is attached to these Minutes at Appendix A.

F 0347 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.

The Chairman said he did not feel that it was necessary to produce a mid-month reconciliation report for the Committee as it could cause confusion with the other reports produced at the end of the previous month, particularly with reference to the unrepresented cheques. He asked if, at this point in the financial year, the unrepresented payment(s) of £123.20 brought forward from the previous financial year could be identified and followed up.

F 0348 PROPOSED AGREEMENT BY EAST HAMPSHIRE DISTRICT COUNCIL TO ALLOW ACCESS TO THE TOWN COUNCIL TO THE LAND ADJACENT TO ST PETER'S CHURCH FOR THE PURPOSE OF LAYING A COMMEMORATIVE STONE

The Town Clerk explained that the proposed agreement by East Hampshire District Council to grant a licence, to allow access to the Town Council to the land adjacent to St Peter's Church, was in connection with the WW1 Victoria Cross awarded posthumously to Loftus Jones of Petersfield who was killed at the Battle of Jutland on 31 May 1916. The Department for Communities and Local Government (DCLG) had requested that Councils accept, place and maintain a commemorative paving stone which would be paid, engraved and supplied by them. This had been agreed by Council in September 2013 (Minute C0325 refers). The stone would be laid in the paved area between St

Peter's churchyard and The Square.

The intention of DCLG is that each stone is laid on the 100th anniversary of the action for which the VC was awarded. In this way, each event will be specific to the individual being commemorated and the events around the country will be spread across the four-year period of the centenary. Each stone will be delivered at least one month before the anniversary.

Point 14 of the Agreement with East Hampshire District Council referred to the licence fee, if demanded, being a peppercorn fee. It was noted that a peppercorn fee was £1.00.

RESOLVED that the Town Clerk sign the Licence Agreement by East Hampshire District Council to allow access to the Town Council to the land adjacent to St Peter's Church, at a peppercorn fee of £1.00 if demanded, for the purpose of laying a commemorative stone.

In view of the confidential nature of the business about to be discussed, it was

RESOLVED that the public and press be asked to leave the meeting.

CONFIDENTIAL

F 0349 RECOMMENDATIONS FROM COMMITTEES

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

F 0350 NON-PAYMENT OF AN INVOICE FOR THE HIRE OF THE FESTIVAL HALL AND ROSE ROOM

The Committee discussed the further action to be taken in respect of the non-payment of an invoice for the hire of the Festival Hall and Rose Room.

RESOLVED that a formal letter to the hirer be sent by the Town Clerk

There being no further business, the meeting closed at 7.35 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 Current Account	250.00	
Lloyds 30 Day Account	492,865.85	0.05%
Cambridge & Counties 30 Day Account	441,024.66	1.75%
Public Sector Deposit Fund	70,229.39	varies
Local Authorities Property Fund	100,000.00	varies 36,054 units

Total **1,104,369.90**

Town Mayor's Charity Account 648.42

Lloyds Bank Deposits with Moody's is A2 with ratings stable but with a negative outlook. A further deposit is being made to Cambridge & Counties Bank of £330,000 following receipt of the second half of the annual Precept and the maturity of the Clydesdale Term Deposit. Investigations have failed to highlight a possible safe home for our deposits paying better than we receive from the Cambridge & Counties Bank. As agreed last month, an investment of £100,000 has been made into the Local Authorities Property Fund, purchasing 36,054 units at a price of £2.7736 per unit on 30th September.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	8,523	10,000	85.23
Expenditure	140,584	282,780	49.71

Income figures budgeted for was primarily interest income. The major area of spending has been in connection with the Neighbourhood Plan where some of the allocated funds from Earmarked Reserves have also been spent in addition to the budgeted sum.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	87,753	194,654	45.08
Expenditure	121,160	228,676	52.98

Income overall is slightly lower than would normally be expected. Lettings to the Festival Hall are at 47% of budget (this time last year was 53%) and the Avenue Pavilion income is at 44.3% of budget (last year at this time was 52%) which reflects the quieter summer period. I would expect this to recover during the autumn period. Expenditure is a little high because some of the annual costs, such as rates have been met in full and others such as licenses and maintenance contracts tend to have a greater level of cost at the beginning of the financial year.

Grounds Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	42,131	59,531	70.77
Expenditure	97,146	241,912	40.16

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. 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	138,407	264,185	52.39
Expenditure	358,890	753,368	47.64

If everything was on track the year to date figures would show a 50.00% 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 54.02% for income and 43.87% 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
13th October 2014

Petersfield Town Council

Bank - Cash and Investment Reconciliation as at 13 October 2014

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Lloyds Current Account	1,624.96
1	Lloyds Saving Account	487,314.08
2	Cambridge & Counties	441,024.66
3	Public Sector Deposit Fund	70,163.47
4	Clydesdale Bank	0.00
5	Petty Cash	315.00
6	Local Auth Property Fund	100,000.00
		1,100,442.17
<u>Other Bank & Cash Balances</u>		
	Cash Book Suspense	0.00
		0.00
		1,100,442.17
<u>Unpresented Payments</u>		
1	31/03/2013	123.20
1	07/07/2014 015030	54.98
1	08/07/2014 808758	189.47
1	04/08/2014 015087	1,000.00
1	15/09/2014 015143	150.00
1	29/09/2014 015167	54.60
1	06/10/2014 015180	2,887.61
1	07/10/2014 015181	1,560.00
1	07/10/2014 015182	79.16
1	07/10/2014 015183	97.72
1	07/10/2014 0151834	708.00
		6,904.74
		1,093,537.43
<u>Receipts not on Bank Statement</u>		
1	02/10/2014	211.52
1	02/10/2014	45.00
1	02/10/2014	30.00
1	02/10/2014	1,063.31
1	02/10/2014	91.24
1	02/10/2014	4.00
1	02/10/2014	32.50
1	02/10/2014	25.00
1	02/10/2014	32.50
1	02/10/2014	25.00
1	02/10/2014	20.00
1	02/10/2014	10.00
1	02/10/2014	10.00
1	02/10/2014	120.00
1	02/10/2014	45.00
1	02/10/2014	10.00
1	02/10/2014	20.00
1	02/10/2014	185.00
1	02/10/2014	14.50

Petersfield Town Council

Bank - Cash and Investment Reconciliation as at 13 October 2014

	<u>Account Description</u>	<u>Balance</u>
1	02/10/2014	60.00
1	02/10/2014	88.50
1	02/10/2014	8.36
1	02/10/2014	9.00
1	02/10/2014	70.00
1	02/10/2014	105.00
1	02/10/2014	38.19
1	02/10/2014	10.00
1	07/10/2014	17.50
1	07/10/2014	50.00
1	07/10/2014	549.60
1	07/10/2014	17.93
1	07/10/2014	35.86
1	07/10/2014	211,390.10
		<u>214,444.61</u>
Closing Balance		<u>1,307,982.04</u>
<u>All Cash & Bank Accounts</u>		
	Current Bank A/c	478,984.00
	C & C Bank A/c	441,024.66
	Clydesdale Bank A/c	0.00
	Public Sector Fund A/c	70,163.47
	Petty Cash	315.00
	Local Auth Property Fund	100,000.00
	Other Bank & Cash Balances	0.00
	Total Bank & Cash Balances	<u>1,090,487.13</u>

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Trade Debtors	-11,797
102	Sundry Debtors	3,000
105	VAT Control A/c	3,057
110	Prepayments	5,815
200	Current Bank A/c	274,338
201	C & C Bank A/c	441,025 ✓
202	Clydesdale Bank A/c	207,358
203	Public Sector Fund A/c	70,163 ✓
204	Petty Cash	315 ✓
205	Local Auth Property Fund	100,000 ✓
Total Current Assets		1,093,274
<u>Current Liabilities</u>		
500	Creditors	49,808
510	Accruals	4,000
511	Accruals General	5,689
515	PAYE & NI CONTROL A/C	2,888
520	Deposits held	3,400
521	Allotment Deposits Held	3,930
560	Receipts in Advance	1,015
Total Current Liabilities		70,730
Net Current Assets		1,022,545
Total Assets less Current Liabilities		1,022,545
<u>Represented By :-</u>		
300	Current Year Fund	336,429
310	General Reserves	289,615
320	Revenue E/Reserve	133,067
321	Capital E/Reserve	104,038
322	Contingency E/Reserve	19,000
323	Public Events E/Reserve	1,633
324	Capital Reserve	138,762
Total Equity		1,022,545

Date :- 07/10/2013

Petersfield Town Council

Page No: 1

Time :- 14:15

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 6 30 September 2013

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	TRADE DEBTORS	666	
106	VAT ACCOUNT	547	
111	PREPAYMENTS	5,815	
201	BANK CURRENT ACCOUNT	-12,478	
202	BANK 14 DAY ACCOUNT	358,588	
203	CAMBRIDGE AND COUNTIES	331,000	
205	CLYDESDALE TERM	207,458	
206	THE PUBLIC SECTOR FUND	50,000	
210	PETTY CASH	315	
	Total Current Assets		941,910
	<u>Current Liabilities</u>		
500	TRADE CREDITORS	41,377	
510	ACCRUALS SPECIFIC	4,072	
511	ACCRUALS GENERAL	5,617	
515	PAYE & NI CONTROL A/C	2,769	
516	NET WAGES CONTROL A/C	-200	
518	CHILDCARE VOUCHERS	200	
520	DEPOSITS HELD	4,100	
521	DEPOSITS HELD ALLOTMENTS	3,490	
560	RECEIPTS IN ADVANCE	3,333	
	Total Current Liabilities		64,758
	Net Current Assets		877,152
	Total Assets less Current Liabilities		877,152
	<u>Represented By :-</u>		
300	CURRENT YEAR FUND	341,710	
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	
	Total Equity		877,152

Bank Reconciliation Statement as at: 30/09/2014 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	30/09/2014	0	250.00
Lloyds Saving Account	30/09/2014	0	381,321.32
			<u>381,571.32</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
04/08/2014 015087 East Petersfield Community	1,000.00
08/09/2014 808870 SOUTHERN WATER	137.55
15/09/2014 015143 Clive Essex	150.00
15/09/2014 015148 Petersfield Cricket Club	2,500.00
15/09/2014 015154 Weed Management Ltd	294.00
22/09/2014 015157 ACORN OFFICE SUPPLIES	52.27
22/09/2014 015162 Meon Cleaning Services	225.60
22/09/2014 015163 Petaprint Ltd	162.00
22/09/2014 015164 Robin Burleigh	850.00
26/09/2014 015166 Local Auth Property Fund	100,000.00
29/09/2014 015167 Armashield Building Security	54.60
29/09/2014 015168 Confidential Waste Handling Lt	132.00
29/09/2014 015169 Dunbar Silk Associates	120.00
29/09/2014 015170 Farm and Country Supplies	135.60
29/09/2014 015171 HAMPSHIRE COUNTY COUNC	441.59
29/09/2014 015172 Ocean Securities (UK) Ltd	100.80
29/09/2014 015173 PHS GROUP PLC	129.12
29/09/2014 015174 The Spruce Girls Ltd	302.40
29/09/2014 015175 VoxIT Limited	120.00
29/09/2014 015176 P/F Youth Theatre	250.00
29/09/2014 015177 Ass of P/F Businesses	250.00
30/09/2014 015179 Cash	38.06
	<u>107,690.04</u>
	273,881.28

Receipts not Banked/Cleared (Plus)

01/09/2014	550.00
29/09/2014	30.00
	<u>580.00</u>
	274,461.28

Balance per Cash Book is :- 274,338.08

Difference Excluding Adjustments is :- 123.20

Adjustments to Reconciliation

31/03/2013	Unpresented	123.20
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Date: 07/10/2014

Petersfield Town Council

Page No: 2

Time: 10:29

User : CLW

Bank Reconciliation Statement as at: 30/09/2014 for Cash Book 1 Current/Savings Bank A/c

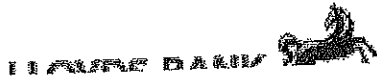
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
			123.20
		Unreconciled Difference is :-	<u>0.00</u>

Date	Description	Type	In (£)	Out (£)	Balance (£)
01 Oct 14	SOUTHERN WATER 1623449900012	DD		137.55	71.45
01 Oct 14	E.ON 013034557910A	DD		41.00	209.00
30 Sep 14	FROM30966107033557	TFR	3561.29		250.00

Key to abbreviations

BGC	Bank giro credit	FPC	Faster Payment charge	STK	Stocks/Shares
BNS	Bonus	FPI	Faster Payment incoming	TD	Dep Term Dec
BP	BillPayment	FPO	Faster Payment outgoing	TDG	Term Deposit Gross Interest
CHG	Charge	IB	Internet Banking	TDI	Dep Term Inc
CHQ	Cheque	INT	Interest	TDN	Term Deposit Net Interest
COM	Commission	LTB	Transfer	TFR	Transfer
COR	Correction	MTG	Mortgage	UT	Unit Trust
CPT	Cashpoint	NS	National Savings Dividend	SDC	Sepa (Single European Payments Area) Direct Debit Collection
CSH	Cash	NSC	National Savings Certificates	SCR	Sepa (Single European Payments Area) Collection Reversed
CSQ	Cash/Cheque	OTH	Other	SDD	Sepa (Single European Payments Area) Direct Debit Collection
DD	Direct Debit	PAY	Payment	SDR	Sepa (Single European Payments Area) Direct Debit Reversed
DEP	Deposit	PP	Pending payment	SUR	Excess Reject
EFT	EFTPOS (electronic funds transfer at point of sale)	PSB	Premium Savings Bonds		
EUR	Euro Cheque	PSV	Paysave		
FE	Foreign Exchange	SAL	Salary		
FEE	Fixed Service Charge	SPB	Cashpoint		
		SO	Standing Order		

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Bus 30 Day Notice Statement

Printed: 06 October 2014

Petersfield Town Council Sort code 30-96-61
 Town Hall BIC: LOYDGB21276
 Petersfield Account number 07033557
 Hampshire IBAN: GB91LOYD30966107033557
 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 (£)
03 Oct 14	TO 30966100239842	TFR		587.59	277376.03
03 Oct 14	LR FITNE LTD SW CU RP4679961048665400 201699 10 03OCT14 13:18	FPI	395.72		277963.62
03 Oct 14	TUSLER R C S13956 451119031521300101 404526 10 03OCT14 12:51	FPI	102.16		277567.90
02 Oct 14	TO 30966100239842	TFR		102522.27	277465.74
02 Oct 14	BARCLAY A ALEXANDER BARCLAY RP4679961006127900 206749 10 02OCT14 19:38	FPI	30.00		379988.01
02 Oct 14	500416	DEP	2382.82		379958.01
02 Oct 14	KIMBER&KIMBER INV NO S13855 767844259570200101 404758 10 02OCT14 07:59	FPI	25.00		377575.19
01 Oct 14	TO 30966100239842	TFR		4980.93	377550.19
01 Oct 14	YARDLEY CHRISTOPHE INV NO S13868 FP14274001874826 070246 10 01OCT14 15:38	FPI	55.00		382531.12
01 Oct 14	WILLIAMS ESTER S13935 FP14274001736328 070246 10 01OCT14 11:00	FPI	49.80		382476.12
01 Oct 14	P'FIELD RUGBY FC L PRFC PITCHES 51060715227143000N 601626 10 01OCT14 06:07	FPI	555.00		382426.32
01 Oct 14	FOUN F R + R I T FRRME OFFICE RENT RP4670763361612300 206749 30 01OCT14 02:18	FPI	550.00		381871.32
30 Sep 14	TO 30966100239842	TFR		3561.29	381321.32
30 Sep 14	P L MATTHEWS T/A T S13780	TFR	9900.00		384882.61
30 Sep 14	GBS RE NHS SE HAMP 60890002183	BGC	389.39		374982.61
29 Sep 14	TO 30966100239842	TFR		15058.32	374593.22
29 Sep 14	STRODE C A MUMBABA PAVILLION 60165454421690000N 524120 10 29SEP14 16:54	FPI	1.29		389651.54

Bank Reconciliation Statement as at: 13/10/2014 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	10/10/2014	0	1,624.96
Lloyds Saving Account	10/10/2014	0	487,314.08
			<u>488,939.04</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
04/08/2014 015087 East Petersfield Community	1,000.00
15/09/2014 015143 Clive Essex	150.00
29/09/2014 015167 Armashield Building Security	54.60
06/10/2014 015180 HMRC Only	2,887.61
07/10/2014 015181 Natural Choice Wood Floors Ltd	1,560.00
07/10/2014 015182 Petersfield Post	79.16
07/10/2014 015183 Trade UK	97.72
07/10/2014 0151834 SLCC Enterprises Ltd	708.00
	<u>6,781.54</u>
	482,157.50

<u>Receipts not Banked/Cleared (Plus)</u>	
02/10/2014	211.52
02/10/2014	45.00
02/10/2014	30.00
02/10/2014	1,063.31
02/10/2014	91.24
02/10/2014	4.00
02/10/2014	32.50
02/10/2014	25.00
02/10/2014	32.50
02/10/2014	25.00
02/10/2014	20.00
02/10/2014	10.00
02/10/2014	10.00
02/10/2014	120.00
02/10/2014	45.00
02/10/2014	10.00
02/10/2014	20.00
02/10/2014	185.00
02/10/2014	14.50
02/10/2014	60.00
02/10/2014	88.50
02/10/2014	8.36
02/10/2014	9.00
02/10/2014	70.00
02/10/2014	105.00

Bank Reconciliation Statement as at: 13/10/2014 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>
02/10/2014		38.19	
02/10/2014		10.00	
07/10/2014		17.50	
07/10/2014		50.00	
07/10/2014		549.60	
07/10/2014		17.93	
07/10/2014		35.86	
07/10/2014		211,390.10	
			<u>214,444.61</u>
			696,602.11
			Balance per Cash Book is :- 478,984.00
			Difference Excluding Adjustments is :- 217,618.11
<u>Adjustments to Reconciliation</u>			
31/03/2013	Unpresented	123.20	
			<u>123.20</u>
			Unreconciled Difference is :- <u>217,494.91</u>

Date: 06/10/2014

Petersfield Town Council

Page No: 1

Time: 11:34

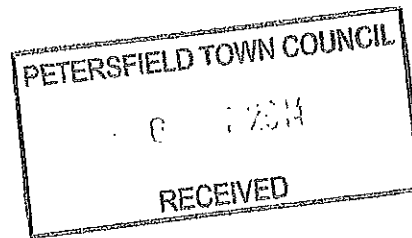
User: CLW

Bank Reconciliation Statement as at: 30/09/2014 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	30/09/2014	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.

Bank Reconciliation Statement as at: 30/09/2014 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			315.00
			<u>315.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>315.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>315.00</u>
		Balance per Cash Book is :-	315.00
		Difference is :-	0.00

Bank Reconciliation Statement as at: 30/09/2014 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	30/09/2014	0	207,357.90
			<hr/> 207,357.90
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<hr/> 207,357.90
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<hr/> 207,357.90
		Balance per Cash Book is :-	207,357.90
		Difference is :-	0.00

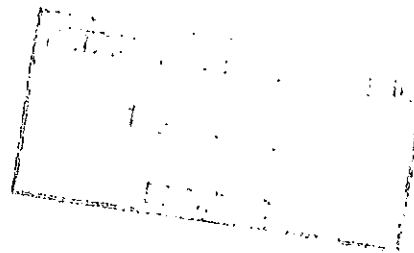
**THE PUBLIC
SECTOR
DEPOSIT FUND**

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

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

STATEMENT

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



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

Statement at 30 June 2014

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/04/14	Brought Forward			50,114.64	
01/04/14	Dividend reinvested		14.52	50,129.16	
24/04/14	Bought		20,000.00	70,129.16	
01/05/14	Dividend reinvested		14.83	70,143.99	
02/06/14	Dividend reinvested		19.48	70,163.47	
30/06/14	Carried Forward			70,163.47	

Statement of Dividends declared during the quarter to 30 June 2014

For Month Ended	Receiving Account	Amount Paid £
01-04-14	Dividend reinvested	14.52
01-05-14	Dividend reinvested	14.83
02-06-14	Dividend reinvested	19.48



CCLA Investment Management Limited (registered in England No. 2183088 at Senator House, 85 Queen Victoria Street London EC4V 4ET) is authorised and regulated by the Financial Conduct Authority and is the Authorised Corporate Director, Fund Manager, Administrator and Registrar for the Company.

Date: 07/10/2014

Petersfield Town Council

Page No: 1

Time: 10:43

User : CLW

Bank Reconciliation Statement as at: 30/09/2014 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	30/09/2014	0	70,163.47
			<u>70,163.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			70,163.47
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			70,163.47
		Balance per Cash Book is :-	70,163.47
		Difference is :-	0.00

Bank Reconciliation Statement as at: 30/09/2014 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	30/09/2014	0	441,024.66
			<hr/> 441,024.66
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			441,024.66
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			441,024.66
		Balance per Cash Book is :-	441,024.66
		Difference is :-	0.00



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Transactions for account: 15000147

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Date	Description	Amount	Account Balance
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 -	£466,924.78
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
06/05/2014	Deposit to CCB by ChequeCCBANK 014900	£200,000.00	£597,304.91
30/04/2014	Interest credited gross15000147	£567.39	£397,304.91