

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on Monday 15 September 2014 at 6.30 pm

PRESENT: Cllr W Organ (Deputy Chairman), Cllr J Deane, Cllr Mrs L Farrow, Cllr P Marshall 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 0251 **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

F 0252 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr A Tarver.

F 0253 **GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT**

No requests for dispensation had been received.

F 0254 **DECLARATIONS OF INTEREST**

There were no declarations of interest made.

F 0255 **PUBLIC REPRESENTATION**

No representation to speak had been received.

F 0256 **APPROVAL OF MINUTES**

RESOLVED that the Minutes of the Meeting held on 21 July 2014 be approved and signed by the Chairman.

F 0257 **FINANCIAL RECOMMENDATIONS FROM COMMITTEES**

(a) **Public Halls Committee Meeting held on Monday 14 July 2014**

PH 0228 **ON-LINE TICKETING SERVICE FOR THE MOVIOLA CINEMA AND THE PURCHASE OF RELATED PRINTERS AND COMPUTER**

The Committee considered the details in Minute PH 0228 concerning introducing an on-line ticketing system for Festival Hall events but to be trialled, in the first instance, for the Moviola cinema. It was noted that the

Chairman of the Public Halls Committee would be contacting the Petersfield Tourist Office and One Tree Books, who were already using an on-line ticketing service, for their comments.

RESOLVED that the initial purchase of a stock of tickets and one printer, at a total cost not exceeding £700.00, to trial an on-line ticketing service for the Moviola cinema be approved, with the proviso that the Chairman of the Public Halls Committee check first the views of the Tourist Information Board and One Tree Books on their experience of on-line ticketing.

PH 0232 PURCHASE OF A SECOND BLUE-RAY PLAYER FOR THE MOVIOLA CINEMA

The Committee discussed the proposal in Minute PH 0232 to purchase a digital analogue splitter and a domestic blue-ray player to be used as a fall-back in the event of another problem occurring during the showing of a Moviola film.

RESOLVED that the purchase of a digital analogue splitter and a domestic blue-ray player be approved at a cost of approx. £200.00 to be met from Moviola surplus funds.

(b) Grounds Committee Meeting held on 11 September 2014

G 0243 FUTURE MAINTENANCE OF THE WILD AREA IN THE SOUTH-WEST CORNER OF LOVE LANE RECREATION GROUND

The Town Clerk advised that, since the Grounds Committee Meeting of 11 September 2014, he had spoken to Weed Management Ltd and to Burleys about clearing the wild area in the south-west corner of Love Lane Recreation Ground in order to try to eradicate the Japanese Knotweed growing there. The advice given was that, over the winter period when the Knotweed is dormant and will not spread, the whole wild area should be flailed and grass seeded. Thereafter, with regular frequent cutting of the grass which would also take off the tops of the Knotweed, the Knotweed would weaken and eventually die.

The Committee asked the Town Clerk if he would ascertain whether the blades used by the grounds contractor for cutting the grass were sterilized in between different contract works to help prevent the spread of noxious weeds.

RESOLVED that the Town Clerk be asked to determine the cost of appointing a grounds contractor to clear, upgrade and maintain the wild area in the south-west corner of the Love Lane Recreation Ground in order to permanently eradicate the Japanese Knotweed and that this information be brought back to the Finance & General Purposes Committee for their further consideration.

F 0258 TOWN CLERK'S FINANCIAL REPORT

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

F 0259 TO CONSIDER WHETHER TO INVEST FUNDS AND TO WHAT VALUE IN THE CCLA PROPERTY FUND

All Councillors had been invited to a presentation on 26 August 2014 in the Council Chamber by the Local Authorities' Property Fund (CCLA). It had been a most impressive and informative meeting to discuss possible long term investment of funds by the Town Council in the CCLA Property Fund.

Considerable discussion took place on whether to invest funds in the CCLA Property Fund and, if so, to what value. It was agreed that, of the Clydesdale Term Deposit funds maturing in October 2014, £100K should be placed, as a long term investment of a minimum of five years, with the CCLA Property Fund. This represented approximately 15% of the Town Council's funds on deposit.

The remainder of the maturing funds from Clydesdale would be transferred to the Cambridge & Counties 30 Day Account which was currently paying a very modest rate of interest. The Town Clerk was asked to investigate higher-rate investment possibilities for these funds.

RESOLVED that £100K of the Town Council's deposit funds be invested in the Local Authorities' Property Fund (CCLA) as a long-term investment for a minimum of five years.

F 0260 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.

F 0261 CLEANING OF THE WAR MEMORIAL

The Town Clerk explained that cleaning the War Memorial, would necessitate either the hiring of scaffolding or a cherry-picker. Unfortunately, due to personal circumstances, the two possible contractors to clean the War Memorial had had to withdraw. Although further efforts would be made to find another contractor, it was unlikely to be in time for the War Memorial to be cleaned before the Remembrance Sunday Parade 2014 on 9 November. The Town Clerk advised that he had already obtained grants totalling £1,000 towards the cleaning of the War Memorial and he asked the Committee to set a total budget for the work to be carried out.

The question of the Remembrance Day clock time not being currently aligned to GMT was raised and it was noted that the Petersfield Youth Theatre, who leased the building where the clock was installed, would be contacting the freeholder of the building to see if he also owned the clock.

RESOLVED that a total budget, including any grants received, of £2,500.00 be allocated for the cleaning of the town's War Memorial.

F 0262 **PROPOSAL TO IN-FILL THE LETTER CARVING ON THE NOTICE BOARDS IN THE COUNCIL CHAMBER**

The Town Clerk had obtained a quotation for in-filling the letter carving on the notice boards in the Council Chamber which recorded the Town Mayors of Petersfield. However, because of the high cost involved to carry out this work, it was agreed not to proceed with the proposal to in-fill the letter carving.

F 0263 **WRITTEN SUBMISSION TO THE COMMUNITIES AND LOCAL GOVERNMENT COMMITTEE IN RESPONSE TO THEIR ENQUIRY INTO LITTER PROBLEMS**

Members received and noted the enquiry dated 24 July 2014 from the Communities and Local Government Committee concerning litter problems and fly-tipping in particular. As Petersfield Town Council did not have a significant issue with fly-tipping, it was agreed that no written submission would be made.

F 0264 **ANNUAL RETURN AND NOTIFICATION OF COMPLETION OF THE EXTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2014**

The Committee received and considered the Annual Return and Notification of Completion of the External Audit for the Year ended 31 March 2014. The Town Clerk advised that the reduction in receipts for the year was due to the loss of income from Sheet Village Hall and the Sheet allotments, and lower grant income.

F 0265 **APPOINTMENT OF NEW INTERNAL AUDITOR**

Following the recent retirement of Mr Alan Harland, the Town Council's Internal Auditor, the Town Clerk presented to the Committee three quotations for a replacement Internal Auditor. After some deliberation, it was agreed that the Internal Auditor, detailed in Quotation C, should be appointed.

RESOLVED that the Internal Auditor, detailed in Quotation C, be appointed by the Town Council to provide the annual internal audit at a cost of £1,325.00 per annum.

(The Internal Auditor appointed was subsequently revealed to be Ms Eleanor Green)

F 0266

ITEMS FOR INCLUSION IN THE REVENUE AND CAPITAL FIRST DRAFT BUDGET FOR 2015-2016

The Committee agreed that, at this stage, there were no extra items to put forward for inclusion in the Revenue and Capital First Draft Budget for 2015-2016.

CONFIDENTIAL

F 0267

RECOMMENDATIONS FROM COMMITTEES

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

F 0268

TOWN'S CHRISTMAS LIGHTS

The Town Clerk reminded the Committee that the Town Council had taken over the provision and financing of the town's Christmas lights from Petersfield Marketing Ltd several years ago. The Christmas lights are leased or rented to enable the display to be changed every three years to prevent it becoming too staid or dated. The budget for the Christmas lights had been increased for the current year to £15,000.00 to cover the provision of lights and the associated labour and maintenance costs; approximately £7,500.00 was needed for the rental of the lights. The increase in the current year's budget would enable lights to be displayed in places in the town not previously lit; Lavant Street would be included.

The Committee agreed that it was important that the town should have a good display of Christmas lights and they considered the quotations and options submitted by three different companies. It was agreed that Option 3, put forward by the Festive Lighting Company, should be accepted.

RESOLVED that the Festive Lighting Company's quotation - Option 3 - be accepted for the provision of the town's Christmas lights over three years at a cost of £7,411.77 in Year 1 and £7,273.77 in Years 2 and 3; that the Town Mayor be involved in the final display choices.

There being no further business, the meeting closed at 8.15 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	110,754.85	0.05%
Clydesdale Term Deposit	207,457.90	1.45%
Cambridge & Counties 30 Day Account	440,394.83	1.75%
Public Sector Deposit Fund	70,163.47	varies

Total **829,021.05**

Town Mayor's Charity Account 648.39

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.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	5,381	10,000	53.81
Expenditure	128,903	282,780	45.59

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	67,697	194,654	34.78
Expenditure	103,520	228,676	45.27

Income overall is lower than would normally be expected and appears to relate primarily to service charge income from Town and Festival Hall tenants which is being investigated. Lettings to the Festival Hall are at 33% of budget (this time last year was 30%) and the Avenue Pavilion income is at 34.7% of budget (last year at this time was 36%) 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	38,801	59,531	65.18
Expenditure	78,999	241,912	32.66

Income reflects the charging of quarterly rents to our various tenants as well as the annual allotment rentals. Expenditure is where it is expected to be at this time of the year.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	111,879	264,185	42.35
Expenditure	311,422	753,368	41.34

If everything was on track the year to date figures would show a 41.67% 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 42.07% for income and 37.84% for expenditure. Anyone wishing to see a full Detailed Income and Expenditure by Budget Heading breakdown for the end of the first quarter of the financial year is welcome.

Neil Hitch

Town Clerk & Responsible Finance Officer

10th September 2014

Date :- 08/09/2014

Petersfield Town Council

Page No: 1

Time :- 11:20

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 5 31 August 2014

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Trade Debtors	1,720
102	Sundry Debtors	3,000
105	VAT Control A/c	-1,332
110	Prepayments	5,815
200	Current Bank A/c	105,303
201	C & C Bank A/c	440,395
202	Clydesdale Bank A/c	207,358
203	Public Sector Fund A/c	70,163
204	Petty Cash	315
Total Current Assets		832,738
<u>Current Liabilities</u>		
500	Creditors	28,821
510	Accruals	4,000
511	Accruals General	5,689
515	PAYE & NI CONTROL A/C	2,946
520	Deposits held	4,220
521	Allotment Deposits Held	3,930
560	Receipts in Advance	1,015
Total Current Liabilities		50,621
Net Current Assets		782,117
Total Assets less Current Liabilities		782,117
<u>Represented By :-</u>		
300	Current Year Fund	96,002
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		782,117

Petersfield Town Council

Bank - Cash and Investment Reconciliation as at 8 September 2014

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	Lloyds Current Account	250.00	
1	Lloyds Saving Account	134,517.63	
2	Cambridge & Counties	440,394.83	
3	Public Sector Deposit Fund	70,163.47	
4	Clydesdale Bank	207,457.90	
			852,783.83
 <u>Other Bank & Cash Balances</u>			
	Petty Cash	315.00	
	Cash Book Suspense	0.00	
			315.00
			<hr/> 853,098.83
 <u>Unpresented Payments</u>			
1	31/03/2013	123.20	
1	27/05/2014 014966	250.00	
1	07/07/2014 015030	54.98	
1	08/07/2014 808758	189.47	
1	21/07/2014 015050	250.00	
1	28/07/2014 015066	250.00	
1	04/08/2014 015083	500.00	
1	04/08/2014 015087	1,000.00	
1	04/08/2014 015088	500.00	
1	04/08/2014 808818	965.90	
1	14/08/2014 015107	3,380.59	
1	18/08/2014 015111	49.89	
1	26/08/2014 808835	190.61	
1	26/08/2014 808871	2,438.60	
1	26/08/2014 015113	217.52	
1	26/08/2014 015114	86.74	
1	26/08/2014 015115	118.30	
1	26/08/2014 015116	14,013.82	
1	26/08/2014 015117	3,240.00	
1	26/08/2014 015118	162.00	
1	26/08/2014 015119	331.01	
1	26/08/2014 015120	97.20	
1	26/08/2014 015121	318.30	
1	26/08/2014 015122	110.00	
1	26/08/2014 015123	79.16	
1	26/08/2014 015124	336.00	
1	26/08/2014 015125	534.00	
1	26/08/2014 015128	227.00	
4	28/08/2014 f/flow	100.00	
			30,114.29
			<hr/> 822,984.54

Petersfield Town Council

Bank - Cash and Investment Reconciliation as at 8 September 2014

<u>Account Description</u>	<u>Balance</u>
<u>Receipts not on Bank Statement</u>	
1 29/08/2014	550.00
	<u>550.00</u>
Closing Balance	823,534.54
<u>All Cash & Bank Accounts</u>	
Current Bank A/c	105,303.34
C & C Bank A/c	440,394.83
Clydesdale Bank A/c	207,357.90
Public Sector Fund A/c	70,163.47
Other Bank & Cash Balances	<u>315.00</u>
Total Bank & Cash Balances	823,534.54

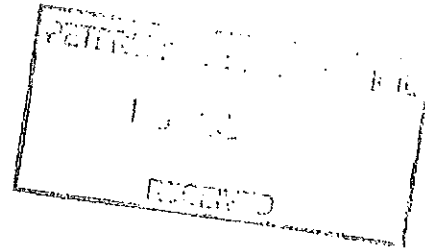
**THE PUBLIC
SECTOR
DEPOSIT FUND**

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

Date: 08/09/2014

Petersfield Town Council

Page No: 1

Time: 11:15

User: CLW

Bank Reconciliation Statement as at: 31/08/2014 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	31/08/2014	0	70,163.47
			<u>70,163.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	0.00
			<u>70,163.47</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>70,163.47</u>
		Balance per Cash Book is :-	70,163.47
		Difference is :-	0.00

Date: 08/09/2014

Petersfield Town Council

Page No: 1

Time: 11:13

User: CLW

Bank Reconciliation Statement as at: 31/08/2014 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	31/08/2014	0	440,394.83
			<u>440,394.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	0.00
			<u>440,394.83</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>440,394.83</u>
		Balance per Cash Book is :-	440,394.83
		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
		£697.46	£440,394.83
31/08/2014	Interest credited gross15000147	£50,000.00-	£439,697.37
21/08/2014	Withdrawal CCBank	£772.59	£489,697.37
31/07/2014	Interest credited gross15000147	£50,000.00-	£488,924.78
22/07/2014	Withdrawal ccbank	£803.91	£538,924.78
30/06/2014	Interest credited gross15000147	£60,000.00-	£538,120.87
13/06/2014	Withdrawal ccbank	£815.96	£598,120.87
31/05/2014	Interest credited gross15000147	£200,000.00	£597,304.91
06/05/2014	Deposit to CCB by ChequeCCBANK 014900	£567.39	£397,304.91
30/04/2014	Interest credited gross15000147	£585.44	£396,737.52
31/03/2014	Interest credited gross15000147		

Date: 08/09/2014

Petersfield Town Council

Page No: 1

Time: 11:04

User: CLW

Bank Reconciliation Statement as at: 31/08/2014 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	31/08/2014	0	207,457.90
			<u>207,457.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/08/2014 f/flow	Current/Savings Bank A/c	100.00	
			<u>100.00</u>
			207,357.90
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			207,357.90
		Balance per Cash Book is :-	207,357.90
		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
Sort Code: 826402
Commencement Date: 02/04/2013
Maturity Date: 30/10/2014

Sum Deposited: £207457.90
Interest Rate: 1.45% Gross

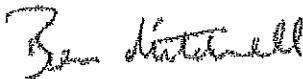
Thank you for renewing your Term Deposit with Clydesdale Bank, the details of your new Term Deposit are above. Please keep this letter in a safe place as it provides details and proof of your investment.

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

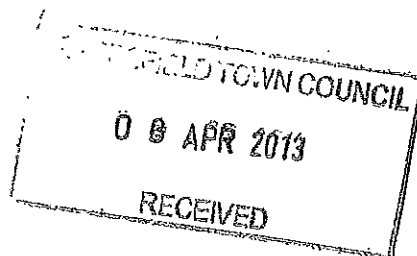
If you have any queries in the meantime or wish to discuss our other Clydesdale Bank products please call into your local branch or contact your relationship manager, or, if your original Term Deposit was purchased via either our telephone or internet channel, contact us on 0800 012 1111.

Up to date details of all our products and rates can be found at www.cbonline.co.uk

Yours sincerely



Ben Mitchell
Senior Savings Product Manager
Product Solutions



Bank Reconciliation Statement as at: 31/08/2014 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	31/08/2014	0	250.00
Lloyds Saving Account	31/08/2014	0	134,517.63
			<u>134,767.63</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
27/05/2014 014966 Denmead Operatic	250.00
07/07/2014 015030 Dave Doe	54.98
08/07/2014 808758 Grenke Leasing Ltd	189.47
21/07/2014 015050 Classique school of Dance	250.00
28/07/2014 015066 The P/F School	250.00
04/08/2014 015083 Petersfield Rugby Club	500.00
04/08/2014 015087 East Petersfield Community	1,000.00
04/08/2014 015088 Petersfield Crickt Club	500.00
04/08/2014 808818 SOUTH EAST WATER LTD	965.90
14/08/2014 015107 Hampshire Pension Fund	3,380.59
18/08/2014 015111 Simply Foam Products	49.89
26/08/2014 808835 SOUTH EAST WATER LTD	190.61
26/08/2014 808871 SOUTHERN WATER	2,438.60
26/08/2014 015113 ACORN OFFICE SUPPLIES	217.52
26/08/2014 015114 CPC	86.74
26/08/2014 015115 Filmbank Distributors Ltd	118.30
26/08/2014 015116 G Burley and Sons Ltd	14,013.82
26/08/2014 015117 H. Monfared (Builders) Ltd	3,240.00
26/08/2014 015118 Impact Promotional Merchandise	162.00
26/08/2014 015119 LaddersFree Ltd	331.01
26/08/2014 015120 Ocean Securities (UK) Ltd	97.20
26/08/2014 015121 Moviola Ltd	318.30
26/08/2014 015122 Picketts and Pursers	110.00
26/08/2014 015123 Petersfield Post	79.16
26/08/2014 015124 The Spruce Girls Ltd	336.00
26/08/2014 015125 U.K. OFFICE SYSTEMS LTD	534.00
26/08/2014 015128 WPS Insurance Brokers & Risk	227.00
	<u>29,891.09</u>
	104,876.54

<u>Receipts not Banked/Cleared (Plus)</u>	<u>Amount</u>
29/08/2014	550.00
	<u>550.00</u>
	105,426.54
	<u>105,303.34</u>
Balance per Cash Book is :-	105,303.34
Difference Excluding Adjustments is :-	123.20

Adjustments to Reconciliation

Bank Reconciliation Statement as at: 31/08/2014 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>
31/03/2013	Unpresented	123.20	
			<u>123.20</u>
		Unreconciled Difference is :-	<u>0.00</u>



Bus 30 Day Notice Statement

Printed: 04 September 2014

Petersfield Town Council

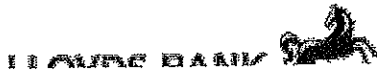
Town Hall
Petersfield
Hampshire
GU31 4EA

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 (£)
03 Sep 14	TO 30966100239842	TFR		855.00	107821.22
✓ 03 Sep 14	TUSLER R C S13937 516396329402309001 404526 10 03SEP14 20:49	FPI	88.50		108676.22
✓ 03 Sep 14	R DILLON S13885	TFR	25.00		108587.72
✓ 02 Sep 14	TO 30966100239842	TFR		495.89	108562.72
✓ 02 Sep 14	EAST HAMPSHIRE DIS EAST HANTS DC	BGC	167.33		109058.61
✓ 01 Sep 14	TO 30966100239842	TFR		26176.35	108891.28
✓ 01 Sep 14	FOUN FR + R I T FRRME OFFICE RENT RP4670763348396300 206749 30 01SEP14 02:43	FPI	550.00		135067.63
29 Aug 14	TO 30966100239842	TFR		908.19	134517.63
✓ 29 Aug 14	OLIVIA JOWETT S13923 00156469632BBBTGSH 090132 10 29AUG14 20:32	FPI	191.02		135425.82
✓ 29 Aug 14	BOULTER MOSSMAN LI BOULTER MOSSMAN	BGC	1400.00		135234.80
✓ 28 Aug 14	TO 30966100239842	TFR		328.64	133834.80
✓ 28 Aug 14	F/FLOW CLYDESDALE CH-100213	TFR	100.00		134163.44
✓ 28 Aug 14	500406	DEP	5690.55		134063.44
✓ 28 Aug 14	PETCHE D+E PCA PETCHE AT001 RP4679969218088600 206749 10 28AUG14 07:32	FPI	50.00		128372.89
✓ 28 Aug 14	THE PLUMP DUCK LIM THE PLUMP DUCK 43023439792593000N 601626 30 28AUG14 02:49	FPI	282.43		128322.89
✓ 28 Aug 14	PS FINANCIAL ADV PS FINANCIAL ADV RP4652384210873000 209778 30 28AUG14 00:56	FPI	1050.00		128040.46
✓ 27 Aug 14	TO 30966100239842	TFR		372.00	126990.46
✓ 27 Aug 14	DEAVIN JC & JB PE S13881 33184908877697000N 601626 10 27AUG14 18:49	FPI	25.00		127362.46



Business Account Statement

Printed: 04 September 2014

Petersfield Town Council

Town Hall
Petersfield
Hampshire
GU31 4EA

Sort code 30-96-81
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 (£)
01 Sep 14	015114	CHQ		86.74	115.26
01 Sep 14	E.ON 013034557910A	DD		41.00	202.00
01 Sep 14	SOUTH EAST WATER 020503570200	DD		7.00	243.00
29 Aug 14	FROM30966107033557	TFR	908.19✓		250.00
29 Aug 14	015073	CHQ		1875.60✓	-658.19
29 Aug 14	FOCUS GROUP FC6669	DD		104.81✓	1217.41
29 Aug 14	SSE ENERGY SUPPLY 031487331	BGC	1018.44✓		1322.22
29 Aug 14	CARDNET 504784455 504784455 26/08	BGC	53.78✓		303.78
28 Aug 14	FROM30966107033557	TFR	328.64✓		250.00
28 Aug 14	VEOLIA ES UK LTD 08482301	DD		315.78✓	-78.64
28 Aug 14	EDENSPRINGS 00/00103282	DD		12.86✓	237.14
27 Aug 14	FROM30966107033557	TFR	372.00✓		250.00
27 Aug 14	015090	CHQ		240.00✓	-122.00
27 Aug 14	015108	CHQ		72.00✓	118.00
27 Aug 14	015112	CHQ		BURTON. 60.00✓	190.00
26 Aug 14	FROM30966107033557	TFR	1287.43✓		250.00
26 Aug 14	015110	CHQ		615.60✓	-1037.43
26 Aug 14	015094	CHQ		227.83✓	-421.83
26 Aug 14	015109	CHQ		180.00✓	-194.00
26 Aug 14	015063	CHQ		150.00✓	-14.00
26 Aug 14	015103	CHQ		114.00✓	136.00
22 Aug 14	FROM30966107033557	TFR	1210.26✓		250.00

Date	Description	Type	In (£)	Out (£)	Balance (£)
27 Aug 14	HANDFORD + O SHE S13922 RP4679969198515300 209857 10 27AUG14 17:10	FPI	182.87		127337.46
26 Aug 14	TO 30966100239842	TFR		1287.43	127154.59
26 Aug 14	SUTTON WINSN GEN NO REF RP4673363423213100 203647 30 26AUG14 01:22	FPI	1217.70		128442.02
22 Aug 14	TO 30966100239842	TFR		1210.26	127224.32
21 Aug 14	FROM30966100239842	TFR	46816.38		128434.58
21 Aug 14	500405	DEP	3529.95		81618.20
21 Aug 14	PENMAN FAIRS PENMAN S13829 456062502021318001 404532 40 21AUG14 08:18	FPI	6761.57		78088.25

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		

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales No: 2065. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, except for lending, where we are licensed by the Office of Fair Trading.

Bank Reconciliation Statement as at: 08/09/2014 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	31/08/2014	0	250.00
Lloyds Saving Account	31/08/2014	0	134,517.63
			<u>134,767.63</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
27/05/2014 014966 Denmead Operatic	250.00
07/07/2014 015030 Dave Doe	54.98
08/07/2014 808758 Grenke Leasing Ltd	189.47
21/07/2014 015050 Classique school of Dance	250.00
28/07/2014 015066 The P/F School	250.00
04/08/2014 015083 Petersfield Rugby Club	500.00
04/08/2014 015087 East Petersfield Community	1,000.00
04/08/2014 015088 Petersfield Crickt Club	500.00
04/08/2014 808818 SOUTH EAST WATER LTD	965.90
14/08/2014 015107 Hampshire Pension Fund	3,380.59
18/08/2014 015111 Simply Foam Products	49.89
26/08/2014 808835 SOUTH EAST WATER LTD	190.61
26/08/2014 808871 SOUTHERN WATER	2,438.60
26/08/2014 015113 ACORN OFFICE SUPPLIES	217.52
26/08/2014 015114 CPC	86.74
26/08/2014 015115 Filmbank Distributors Ltd	118.30
26/08/2014 015116 G Burley and Sons Ltd	14,013.82
26/08/2014 015117 H. Monfared (Builders) Ltd	3,240.00
26/08/2014 015118 Impact Promotional Merchandise	162.00
26/08/2014 015119 LaddersFree Ltd	331.01
26/08/2014 015120 Ocean Securities (UK) Ltd	97.20
26/08/2014 015121 Moviola Ltd	318.30
26/08/2014 015122 Picketts and Pursers	110.00
26/08/2014 015123 Petersfield Post	79.16
26/08/2014 015124 The Spruce Girls Ltd	336.00
26/08/2014 015125 U.K. OFFICE SYSTEMS LTD	534.00
26/08/2014 015128 WPS Insurance Brokers & Risk	227.00
	<u>29,891.09</u>
	104,876.54

Receipts not Banked/Cleared (Plus)

29/08/2014	550.00
	<u>550.00</u>
	105,426.54

Balance per Cash Book is :- 105,303.34

Difference Excluding Adjustments is :- 123.20

Adjustments to Reconciliation

Bank Reconciliation Statement as at: 08/09/2014 for Cash Book 1 Current/Savings Bank A/c

<u>Bank Statement</u>	<u>Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
31/03/2013	Unpresented		123.20	
				<u>123.20</u>
			Unreconciled Difference is :-	<u>0.00</u>