

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 16th May 2016 at 6.30 pm

PRESENT: Cllr G Watkinson (Chairman), Cllr J Deane, Cllr P Humphries and Cllr J Matthews.

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk) Mr S Field (Office & Committees Manager), Cllr Mrs L Farrow, and one member of the public.
There were no members of the Press present.

F 0892 CHAIRMAN'S COMMENTS

The Chairman welcomed everyone to the meeting, and reminded members to sign the minutes of their respective meetings as this will take some time

F 0893 APOLOGIES FOR ABSENCE

Apologies were given by Cllr Mrs H Ayer and Cllr P Strawbridge

F 0894 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT

No requests for dispensation had been received.

F 0895 DECLARATIONS OF INTEREST

There were no declarations of interest.

F 0896 PUBLIC REPRESENTATION

There were no public presentations

F 0897 APPROVAL OF MINUTES

RESOLVED: that the Minutes of the Meeting held on 18th April 2016 be approved and signed by the Chairman.

F 0898 FINANCIAL RECOMMENDATIONS FROM COMMITTEES

There were no financial recommendations from other committees

F 0899 TOWN CLERK'S FINANCIAL REPORT

Members received and noted the Finance Report from the Town Clerk, a copy of which is attached to these Minutes (*Appendix A*). Members asked how there had been an underspend of £80,000. It was explained that this was largely due to the savings on the grounds maintenance since this was brought under the Councils direct control, plus lower than expected capital expenditure.. This money could be used in the new financial year for

unexpected expenditure. Members raised several other minor questions which were answered satisfactorily by the Town Clerk.

F 0900 **BANK RECONCILIATION**

Members received and noted the latest bank reconciliation, together with balance sheet details, a copy of which is attached to these Minutes (*Appendix B*). The Town Clerk explained that he was in negotiations to reduce the current level of bank charges that Lloyds Bank were charging

F 0901 **ANNUAL GOVERNANCE STATEMENT**

Members received a copy of the Annual Governance Statement

RECOMMENDATION: that the Annual Governance Statement be approved and signed by the Town Mayor at the next Council Meeting

F 0902 **ACCOUNTING STATEMENT**

Members received a copy of the Accounting Statement

RECOMMENDATION: that the Accounting Statement be approved and signed by the Town Mayor at the next Council Meeting

F 0903 **UNAUDITED FINANCIAL STATEMENT**

Members received a copy of the Unaudited Financial Statement. Members raised several questions which were answered satisfactorily by the Town Clerk

At 7.05 pm Cllr P Humphries arrived

F 0904 **EARMARKED AND CAPITAL RECEIPTS RESERVES 2016-2017**

Members received the Earmarked and Capital Receipts Reserves 2016-17.

F 0905 **STATEMENT OF ACCOUNT AND PRICES AND DIVIDENDS FOR THE LOCAL AUTHORITIES PROPERTY FUND**

Members received and discussed the current status of the investments. Members agreed that £50,000 should be transferred from the Cambridge & Counties Account to the Local Authorities Property Fund.

RESOLVED: that the Town Clerk transfer £50,000 from the Cambridge & Counties Account to the Local Authorities Property Fund.

F 0906 **LIST OF REGULAR PAYMENTS**

Members received and approved the list of Regular Payments attached to these minutes (*Appendix C*)

RESOLVED: that the List of Regular Payments as attached be approved

F 0907 **LIST OF DIRECT DEBITS**

Members received and approved the list of Direct Debits attached (*Appendix D*). Members asked for the water supply to Bell Hill to be located

RESOLVED: that the list of Direct Debit payments as attached be approved

F 0908 **HOMETOWN FESTIVALS DETAILED QUOTE - CHRISTMAS LIGHTS SWITCH ON**

Members received the detailed quote from Hometown Festivals

RESOLVED: that the quote be accepted for Hometown Festivals to carry out the work for the switching on of the Christmas Lights

F 0909 **HAMPSHIRE ASSOCIATION OF LOCAL GOVERNMENTS - CHANGES TO DATA PROTECTION REGULATIONS**

Members received and noted the information

F 0910 **FIDELITY INSURANCE**

Members were asked whether the current £1 million cover was adequate, or whether the insurance should be increased. Members considered the requirements and it was

RESOLVED: that the current cover should remain at £1 million

F 0911 **RISK ASSESSMENT**

Members received a revised copy of the Risk Assessment and it was

RECOMMENDED: that the risk assessment be approved by Council

F 0912 **STANDING ORDERS**

Members received a revised copy of the Standing Order and it was discussed that the Town Development Committee reporting requirements should go straight to Council and be clarified if necessary in their Terms of Reference

RECOMMENDED: that the standing orders be approved by Council, with an amendment made to confirm that all financial requirements in relation to the Town Development Committee should be steered through Council

F 0913

FINANCIAL REGULATIONS

Members received a revised copy of the Financial Regulations and it was

RECOMMENDED: **that the Financial Regulations be approved by
Council**

There being no further business, the meeting closed at 8.05 p.m.



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	163,192.20	0.05%
Ticketsource Account	1,164.92	
Cambridge & Counties 30 Day Account	949,022.27	1.5%
Public Sector Deposit Fund	70,656.68	varies
Local Authorities Property Fund	110,000.00	varies 39,428 units
Total	<u>1,294,286.07</u>	

Town Mayor's Charity Account 955.98

Lloyds Bank Deposits with Moody's is A1 with ratings 'under review' but for a possible upgrade. The above balances include a transfer of £170K made to the Cambridge & Counties account following receipt of the first installment of the Precept for 2016/17.

The Financial Year End process was completed last week with the accounting software. As a result of this, there has been very little information processed for the new financial year and there is certainly no meaningful data to share with members at the moment. On a positive note, the projected level of Revenue Reserves when we completed the budget for 2016/17 was £265K but the actual final figure was an improved £347K which is certainly more than we need to hold. This does provide the Council with some leeway if further unbudgeted items occur during the next few months that Council wishes to complete or it will be taken into account and used as the budget for 2017/18 is created.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income		19,000	0.00
Expenditure		282,581	0.00

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income		201,706	0.00
Expenditure		246,118	0.00

Grounds Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income		65,835	0.00
Expenditure		233,962	0.00

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income		286,541	0.00
Expenditure		762,661	0.00

The above budget sums are the new financial year budgets which will be reported against next month.

This report aims to provide an overall summary of the position of the Council financially with any significant anomalies or variances being reported for your attention and potentially, action. It also demonstrates that councillors are fulfilling their role in monitoring the Council's finances and ensuring that good governance is being followed.

Neil Hitch
Town Clerk & Responsible Finance Officer
9th May 2016

Petersfield Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2016

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	Lloyds Current Account	250.00	D22
1	Lloyds Savings Account	91,484.53	D23
1	Lloyds Ticketsource Account	1,173.15	D24
2	Cambridge & Counties	778,069.40	D25
3	Public Sector Deposit Fund	70,656.68	D26
4	Clydesdale Bank	0.00	
5	Petty Cash	315.00	D27
6	Local Auth Property Fund	0.00	
			941,948.76
<u>Other Bank & Cash Balances</u>			
	Cash Book Suspense	0.00	
			0.00
			941,948.76
<u>Unpresented Payments</u>			
1	12/11/2015 016017	75.00	
1	10/12/2015 016088	1.80	
1	05/01/2016 016111	250.00	
1	16/02/2015 015428	250.00	
1	29/02/2016 016215	90.00	
1	02/03/2015 015460	250.00	
1	17/03/2015 015470	60.00	
1	08/03/2016 016224	75.00	
1	08/03/2016 016225	75.00	
1	08/03/2016 016229	75.00	
1	08/03/2016 016230	75.00	
1	15/03/2016 016232	100.17	
1	15/03/2016 016241	5,176.22	
1	23/03/2016 016245	4,387.17	
1	23/03/2016 016246	3,180.16	
1	23/03/2016 016247	150.00	
1	23/03/2016 016248	250.00	
1	23/03/2016 016249	75.00	
1	23/03/2016 016250	75.00	
1	31/03/2016 016288	3,538.46	
1	31/03/2016 016256	2,940.00	
1	31/03/2016 016257	155.96	
1	31/03/2016 016258	45.00	
1	31/03/2016 016259	234.00	
1	31/03/2016 016260	592.80	
1	31/03/2016 016261	636.00	
1	31/03/2016 016262	179.85	
1	31/03/2016 016263	370.32	
1	31/03/2016 016264	16.20	
1	31/03/2016 016265	278.40	
1	31/03/2016 016266	78.00	
1	31/03/2016 016267	3,909.92	
1	31/03/2016 016268	128.66	

Petersfield Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2016

			<u>Balance</u>	
		<u>Account Description</u>		
1	31/03/2016	016269	795.60	
1	31/03/2016	016270	505.20	
1	31/03/2016	016271	4,004.06	
1	31/03/2016	016272	264.60	
1	31/03/2016	016273	1,862.40	
1	31/03/2016	016274	226.18	
1	31/03/2016	016275	366.66	
1	31/03/2016	016276	228.00	
1	31/03/2016	016277	188.69	
1	31/03/2016	016278	650.00	
1	31/03/2016	016279	250.00	
1	31/03/2016	016280	250.00	
1	31/03/2016	016283	166.02	
				37,531.50
				904,417.26
<u>Receipts not on Bank Statement</u>				
1	30/03/2016		6.00	
1	30/03/2016		73.18	
				79.18
				904,496.44
<u>Closing Balance</u>				
<u>All Cash & Bank Accounts</u>				
		Current Bank A/c	55,455.36	<i>D28</i>
		C & C Bank A/c	778,069.40	<i>D25</i>
		Clydesdale Bank A/c	0.00	
		Public Sector Fund A/c	70,656.68	<i>D26</i>
		Petty Cash	315.00	<i>D27</i>
		Local Auth Property Fund	0.00	
		Other Bank & Cash Balances	0.00	
		Total Bank & Cash Balances	904,496.44	

No of items {



Your account statement
 Statement sheet number: 21
 Issue date: 1 April 2016
 Page: 1 of 2

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



J31642D1603MAA0000001448001002379000

BUSINESS ACCOUNT
 PETERSFIELD TOWN COUNCIL



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

Call us on: **0345 072 5555** (from UK)
 +44 1733 347338 (from Overseas).

Visit us online: www.lloydsbank.com

Your branch: **PETERSFIELD**
 Sort code: **30-96-61**
 Account number: **00239842**
 BIC: **LOYDGB21276**
 IBAN: **GB98 LOYD 3096 6100 2398 42**

Account Summary

Balance On 24 March 2016	£250.00
Total Paid In	£3,648.21
Total Paid Out	£3,648.21
Balance On 1 April 2016	£250.00

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
24 Mar 16		BALANCE BROUGHT FORWARD			250.00
29 Mar 16	Direct Debit	EDENSPRINGS UK LTD 00/00103282	61.10		188.90
29 Mar 16	Direct Debit	FOCUS GROUP FC6669	114.77		74.13
29 Mar 16	Direct Debit	CAVENDISH COMM LTD PET023	123.77		49.64 OD
29 Mar 16	Direct Debit	VEOLIA ES UK LTD 08482301	221.21		270.85 OD
29 Mar 16	Transfer	FROM30966107033557		520.85	250.00
30 Mar 16	Bank Giro Credit	CARDNET 504784455 504784455 23/03		10.00	260.00
30 Mar 16	Direct Debit	NETWORK 0819583-0501088230	444.67		184.67 OD
30 Mar 16	Cheque	016240	513.95		698.62 OD
30 Mar 16	Transfer	FROM30966107033557		948.62	250.00
31 Mar 16	Cheque	016242	65.66		184.34
31 Mar 16	Cheque	016228	75.00		109.34
31 Mar 16	Cheque	016235	186.00		76.66 OD
31 Mar 16	Cheque	016238	268.80		345.46 OD
31 Mar 16	Direct Debit	SITA UK 34061994	286.75		632.21 OD
31 Mar 16	Transfer	FROM30966107033557		882.21	250.00
1 Apr 16	Direct Debit	SOUTHERN WATER 1623449900012	130.33		119.67
1 Apr 16		BALANCE CARRIED FORWARD			119.67

D21



Your account statement
 Statement sheet number: 82
 Issue date: 1 April 2016
 Page: 1 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: 0345 072 5555 (from UK)
 +44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: PETERSFIELD
 Sort code: 30-96-61
 Account number: 07033557
 BIC: LOYDGB21276
 IBAN: GB91 LOYD 3096 6107 0335 57

J3164201503MAA0000001449001002379000

COMMERCIAL CALL
 PETERSFIELD TOWN COUNCIL

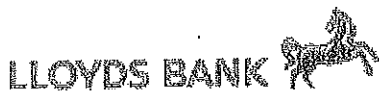
Account Summary

Balance On 24 March 2016	£89,570.96
Total Paid In	£7,500.79
Total Paid Out	£3,638.21
Balance On 1 April 2016	£93,433.54

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
24 Mar 16		BALANCE BROUGHT FORWARD			89,570.96
29 Mar 16	Faster Payment	THE PLUMP DUCK LIM THE PLUMP DUCK 46023656642987000N 601626 30 29MAR16 00:35		285.25	89,856.21
29 Mar 16	Faster Payment	PS FINANCIAL ADV PS FINANCIAL ADV RP4652384597634900 209778 30 29MAR16 02:25		1,100.00	90,956.21
29 Mar 16	Transfer	TO 30966100239842	520.85		90,435.36
30 Mar 16	Transfer	TO 30966100239842	948.62		89,486.74
31 Mar 16	Bank Giro Credit	CHURCHES COLLEGE-G CHURCHERS COLLEGE		2,880.00	92,366.74
31 Mar 16	Transfer	TO 30966100239842	882.21		91,484.53
1 Apr 16	Bank Giro Credit	PETERSFIELD POST L PEPOS		1,410.00	92,894.53
1 Apr 16	Faster Payment	SUTTON WINSN GEN NO REF RP4673363669979200 203647 30 01APR16 01:35		1,275.54	94,170.07
1 Apr 16		BALANCE CARRIED FORWARD			94,170.07

D21



Business Extra Statement

Printed: 20 April 2016

Petersfield Town Council

Town Hall
Petersfield
Hampshire
GU31 4EA

Sort code 30-96-61
BIC: LOYDGB21276
Account number 26731868
IBAN: GB89LOYD30966126731868

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 0345 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 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
29 Mar 16	SERVICE CHARGES REF : 194278824	PAY		11.35 ✓	1173.15 ✓
15 Mar 16	500003	DEP	290.00 ✓		1184.50
11 Mar 16	500001	BGC	900.00 ✓		894.50
29 Feb 16	SERVICE CHARGES REF : 192019757	PAY		5.50 ✓	-5.50

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

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065.
Telephone: 0207 626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278.



Your Options

Account summary View Pending Requests View Statements View Tax Certificates

Change email address Transactions for account: 15000147

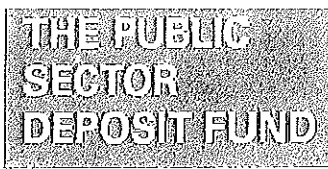
Change your details Transactions are shown here for the last 6 months. To view previous transactions, please view statements.

	Date	Description	Amount	Account Balance
Send a secure message	31/03/2016	Interest credited gross15000147	£983.39	£778,069.40
Add your accounts	29/02/2016	Interest credited gross15000147	£972.67	£777,086.01
	23/02/2016	Faster payment - PETERSFIELD TOWN C - Transfer, 21012016	£80,000.00-	£778,113.34
Change security details	31/01/2016	Interest credited gross15000147	£1,056.75	£838,113.34
	31/12/2015	Interest credited gross15000147	£1,128.80	£835,066.59
Request a withdrawal	31/12/2015	Faster payment - PETERSFIELD TOWN C - Transfer	£80,000.00-	£833,927.79
	30/11/2015	Interest credited gross15000147	£1,093.41	£893,927.79
Logout	31/10/2015	Interest credited gross15000147	£1,056.68	£892,834.38

021

Company Registration No: 07972522, Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority. Financial Services Register No: 579415

© Cambridge & Counties Bank



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 31 March 2016

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/01/16	Brought Forward			70,577.18	
04/01/16	Dividend reinvested		27.10	70,604.28	
01/02/16	Dividend reinvested		25.05	70,629.33	
01/03/16	Dividend reinvested		27.35	70,656.68	
31/03/16	Carried Forward			70,656.68	B21

Statement of Dividends declared during the quarter to 31 March 2016

For Month Ended	Receiving Account	Amount Paid £
04-01-16	Dividend reinvested	27.10
01-02-16	Dividend reinvested	25.05
01-03-16	Dividend reinvested	27.35

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



Bank Reconciliation Statement as at: 31/03/2016 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	31/03/2016		315.00
			<u>315.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			315.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			315.00
		Balance per Cash Book is :-	315.00
		Difference is :-	0.00

List of Regular payments

To	reason	frequency
HMRC	PAYE and NI	Monthly
A1 security Systems	service of alarm monitoring	annually
Aluminium Access Products	Tallescope service	annually
Armashield	Shutter inspections	annually
Ofcom	wireless microphone licence	annually
Assoc British Theatre Technicians	membership	annually
Auditel	Utility bill reduction	Monthly
Avalon Software	Halls booking SW	annually
BDO	Audit of Annual Return	annually
Britton Price	Service of lifts	annually
G Burleys & Sons Ltd	Grounds Maintenance	Monthly
C Kates and Son	Water tap On/Off Tilmore	6 monthly
CIPFA	Vat advice subscription	annually
Citizens Advice Bureau	perenial grant	annually
Clear Round Pest	Contract	annually
Colin Norgate	Mayors board carving	annually
Commercial Gas Consultants	service of gas appliances	annually
Council Staff	Wages/salaries	Monthly
Country House Carpet Care	carpet cleaning	annually
Do the Numbers/Alan Harland	Audit of accounts	annually
Dunbar Silk and Associates	Energy assessment for TH/FH	Annually
EHDC	Premises Licence FH	annually
EHDC	Premises Licence AP	annually
Ellis Whittam	Human Resource services	annually
Energy Footprint	Energy assessment for Avenue	Annually
Fields in Trust	membership	annually
Fire Skill	Fire assessment	annually
Hampshire Association of Local Councils	membership	annually
Hampshire Pension Fund	Pernsion contruibutions	Monthly
Hampshire Playing Field Association	membership	annually
HCC	Playing field fee Paddock Way	annually
Imp and Dev agengy for local Government	LGA workforce subscription	annually
Laddersfree	TH/FH and Avenue window cleaning	Quarterly
Maltbys	bookbinding of minutes	annually
Meon Cleaning	Bus Shelter Cleaning	Quarterly
NALC	Magazine subscription	annually
Neopost	franking machine service agreement	annually
NLA Media Access	Copywrite licence	annually
Ocean Securities	Hall lockups	Monthly
Oxenford Farm	Christmas Tree fro Square	annually
P/F Cricket Club	Grounds Maintenance	6 monthly
P/F Museum	perenial grant	annually
P/F Open Air Swimming Pool	perenial grant	annually
Petaprints	PTC News	Quarterly

Petersfield Post	Meeting Adverts	Monthly
PHS Group	Sanitary unit servicing	annually
Pickets and Pursers	Engraving In Bloom Tropies	annually
PPL	Sound recording licence	annually
PRS	Performing rights	6 monthly
Regal Enviromental Systems	Air conditioner maintenance	annually
Regal Enviromental Systems	Service of heat pump units	annually
Rialtas Business Solutions	Accounts software support	annually
Royal British Legion	Wreath for Remembrance Sunday	annually
Safesite UK	Roof safety equipment inspection	annually
SD Playgrounds	playground inspections	Monthly
Tilmore allotment Ass	Best allotment prize	annually
Siemens	Lease of photocopier	Quarterly
SLCC	Membership x 2	annually
SLCC	national clerks conference	annually
Southern Fire Protection	Fire Alarm tests	6 monthly
Southern Fire Protection	Fire Extinguishers	6 monthly
Southern Fire Protection	Emergency Lighting	6 monthly
TAS Software	Renewal of licence	annually
TDG marketing	distribution of newsletter	Quarterly
Technology Rentals <i>TB Reviewed-ends 30/11/16</i>	Rental of LED TV and flight case	annually
The Petersfield School	GCSE prize	annually
UK Office Systems	Photocopier rental	Quarterly
Voxit	Domain registration for FH	annually
Voxit	Domain registration for PTC	annually
Workplatform	Service	annually

List for Council to renew by resolution

Correct as 08/05/2015

BACS

Council Staff Wages/salaries Monthly
 Other regular suppliers will start to be paid by BACS to streamline the payments process.
 All BACS payments will be presented to Council for authorisation prior to payment being made.

Variable Direct Debit

Cardnet	Service Charge for Credit/Debit cards	Monthly
Focus	Town Hall telephone system	Monthly
Cavendish Communications	Mobile Phones	Monthly
BT	Broadband/telephone for TH/FH	Quarterly
Eden Springs	Water machines	Monthly
South East Water	Water for Avenue Playing Field	6 monthly
South East Water	Water for TH/FH	6 monthly
South East Water	Water for Heath Toilets	6 monthly
South East Water	Water for Tilmore Allotments	6 monthly
South East Water	Water for Bell Hill Rec	6 monthly
Southern Water	Waste Water for TH/FH	6 monthly
Southern Water	Waste Water for Heath Toilets	6 monthly
SSE	Meter Operator Charge	Annually
Veolia	Container Exchange	Monthly
CNG	Gas bill for Avenue Pavilion	Quarterly
CNG	Gas for TH/FH	Monthly
Haven Power	Electricity bill for TH/FH	Monthly
HMRC VAT	To pay VAT owed	Quarterly

Fixed Direct Debit

First Data	Debit/Credit card machine rental	Monthly
EHDC	Business Rate Avenue Pavilion	6 Monthly
EHDC	Business Rate TH/FH	6 Monthly
Grenke Leasing	Defibrulator hire/service	Monthly
Network	Lease of Toyota Hilux	Monthly
Aviva	Building and content insurance	Monthly
Dual Energy	Electricity for Heath Toilets	Monthly
Dual Energy	Electricity for Avenue Pavilion	Monthly
Tv License	For TVs Town/Festival Hall	Annually

List of Direct Debits

To	Details	frequency
CNG	Gas bill for Avenue Pavilion	Quarterly
Aviva	Building and contents Insurance	Monthly
CNG	Gas for TH/FH	Monthly
BT	Broadband, lines etc TH/ FH	Quarterly
Cardnet	Service charge for Credit/Debit cards	Monthly
Dual Energy	Avenue Pavilion Electricity	Monthly
Dual Energy	Heath Toilets	Monthly
Eden Springs	Drinking Water/levy	Monthly
EHDC	Rates for Avenue Pavilion	6 Monthly
EHDC	Rates for Festival Hall	6 Monthly
First Data	Debit/Credit card machine Rental	Monthly
Focus Group	Town Hall telephone system	Monthly
Grenke Leasing	Defibrulator hire/service	Monthly
Haven Power	Electricity for TH/FH	Monthly
Network	Lease of Toyota Hilux	Monthly
Cavendish Communications	Mobile phones	Monthly
South East Water	Water for Avenue Playing Field	6 monthly
South East Water	Water for TH/FH	6 monthly
South East Water	Water for Heath Toilets	6 monthly
South East Water	Water for Tilmore Allotments	6 monthly
South East Water	Water for Bell Hill Rec	6 monthly
Southern Water	Waste Water for TH/FH	6 monthly
Southern Water	Waste Water for Heath Toilets	6 monthly
SSE	Meter Operator Charge	Annually
Veolia	Container Exchange	Monthly
Tv License	For TVs Town/Festival Hall	Annually
HMRC VAT	To pay VAT owed	Quarterly