

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 20th June 2016 at 6.30 pm

PRESENT: Cllr G Watkinson (Chairman), Cllr Mrs L Farrow, Cllr P Humphries, Cllr Mrs V Morgans and Cllr J Matthews.

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

F 0093 CHAIRMAN'S COMMENTS

The Chairman welcomed everyone to the meeting

F 0094 APOLOGIES FOR ABSENCE

Apologies were given by Cllr Mrs H Ayer

F 0095 ELECTION OF DEPUTY CHAIRMAN

There were no nominations. Cllr L Farrow put herself forward and was proposed by Cllr P Humphries and seconded by Cllr Mrs V Morgans

F 0096 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT

No requests for dispensation had been received.

F 0097 DECLARATIONS OF INTEREST

There were no declarations of interest.

F 0098 PUBLIC REPRESENTATION

There were no public presentations

F 0099 APPROVAL OF MINUTES

RESOLVED: that the Minutes of the Meeting held on 16th May 2016 be approved and signed by the Chairman.

F 0100 FINANCIAL RECOMMENDATIONS FROM COMMITTEES

Grounds Committee

G 0080 HEATH MILLENNIUM PATH

RECOMMENDATION: that contractor B should be awarded the work at a cost of £31,926 plus VAT. This is represented by Earmarked Reserves £21,600,

Current Budget £3000 and Capital Receipts
£7,326

G 0081 BELL HILL RECREATION GROUND HARD
STANDING AREA

RESOLVED: that Building Steps be awarded the work at a
cost of £2,285 plus VAT

G 0090 AVENUE TENNIS COURTS - INSTALLATION OF
ELECTRICITY

Members were informed that this was still awaiting a 2nd quotation. Extra
reserves would be used to fund this work

RESOLVED: that members approve the work, and that the
contractor for the work is approved by the
Chairman of Grounds Committee, Town
Mayor, Chairman of Finance & General
Purposes Committee and Town Clerk

PH0069 CONDITION OF LOVE LANE PAVILION ROOF

RECOMMENDATION: That 3 quotes are obtained, ensuring that they
adhere to the overlap and gauge requirements
relevant to the pitch of roof in accordance with
Cambrian Slate guidelines. General Reserves
are available, and due to the urgency of the
work required, the decision of which
contractor is to carry out the work, will be
decided by the Town Mayor, Chairman of
Public Halls Committee, Chairman of Finance
and General Purposes Committee, and the
Town Clerk

F 0101 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*).

F 0102 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*).

F 0103 FINANCIAL STRATEGY

Members received a copy of the revised Financial Strategy. This was
approved with no additional amendments to be made.

RESOLVED: that the Finance Strategy should be approved
without any amendments

F 0104

NALC 2016-2018 NATIONAL SALARY AWARD

Members received and considered the National Salary Award representing an increase of 1% to all salaries.

RESOLVED: that the salary awards be applied as recommended. This would represent a total increase across the whole staff of approximately £2,500 per annum

F 0105

DO THE NUMBERS LIMITED

Members received a copy of the Do The Numbers Limited report, which made various recommendations as follows:

- Mayors Account - members agreed that the Mayors account, whilst not money from the tax-payers, should be checked along with all other accounts to ensure the integrity of the money that we hold
- Bank Statement Approval - there have been a few occasions during the year where this has been missed, but generally Councillors are now taking their turn to check the Bank Statements
- Debtors/Creditors - Some issues occur with debtors where there is a National umbrella organisation paying the debt for the local branch. Members discussed that these could be reviewed in the 'Confidential' section of the Finance and General Purposes committee
- Fixed Assets Register - Information held needed to be brought up to date in preparation to input the details into the new Pear Technology Fixed Assets system. The Finance Officer will be trained to carry out this task
- Recording Staff Changes - It was recognised that not all staff changes had been fully detailed in the past, but as with the latest member of staff, full details were now being given, including the job title and hours to clarify what kind of position and role was being employed at the Town Council
- Grants - Members did not consider this to be a fair reflection on how we were operating, but will re-evaluate to ensure that Grants were meeting current community needs

RESOLVED: That the Mayors Account would be included in all future checking of accounts by the nominated Councillor, and that overdue debtors would be presented to members once a quarter under the confidential section of the Finance & General Purposes committee meeting

CONFIDENTIAL

F 0106

FINANCIAL RECOMMENDATIONS FROM COMMITTEES

Grounds Committee

G 0092 PROPOSAL IN RELATION TO PETERSFIELD RUGBY CLUB

Members received details of the revised proposal that members had discussed in the Grounds Committee

RECOMMENDATION: that the eight points within the presentation summary, as amended, are noted and a formal decision on the detailed proposals be delayed until the response from Petersfield Rugby Club to the proposition is known

There being no further business, the meeting closed at 8.15 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	65,360.15	0.05%
Lloyds Ticketsource	1,158.42	
Cambridge & Counties 30 Day Account	950,160.78	1.5%
Public Sector Deposit Fund	70,656.68	varies
Local Authorities Property Fund	160,000.00	varies 55,292 units

Total **1,247,586.03**

Town Mayor's Charity Account 956.08

Lloyds Bank Deposits with Moody's is A1 with ratings 'under review' but for a possible upgrade. Notice has been given for 2 transfers to be made from the Cambridge & Counties Bank account. £100,000 will be transferred on 16th June and a further £110,000 on 1st July to cover payments due for the various capital works that have been and are being completed over the next few weeks. The additional investment of £50,000 in the Local Authorities Property Fund was completed in May at a price of 315.17p.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	3,159	19,000	16.63
Expenditure	34,206	282,581	12.10

Income figures budgeted is primarily bank interest. Expenditure year to date is often greater than expected at this stage of the year. Last year at this point it was 16.93% and due to recent annual leave there are a number of May payments yet to be processed. It includes Perennial grants made to the Petersfield Museum (full annual payment) and Petersfield Open Air Swimming Pool (half year payment) plus various annual

subscriptions. It is broadly where I would expect it to be at this time of the year with no budget area giving cause for concern.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	14,976	201,706	7.42
Expenditure	44,170	246,118	17.95

Income for the Festival Hall & Avenue Pavilion in May did not get invoiced in time for inclusion within these figures. The Festival Hall complex year to date income is 6.9% (2015: 12.1%) and Avenue Pavilion income is at 6.2% (2015:13.1%). Close monitoring of income levels will continue and any serious concerns reported. Expenditure is at expected levels for the time of year (2015: 10.9%) although close monitoring will clearly continue.

Grounds Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	10,204	65,835	15.50
Expenditure	21,910	233,962	9.36

Income is a little lower than I would expect to see it at this stage of the year largely because Easter fell in March this year so income from the Fair was included in the accounts for the previous financial year. Expenditure is a little low (2015: 8.74%) as it reflects non-receipt of the Grounds Maintenance Contract invoices as at the end of May and a delay in processing all payments due to annual leave as mentioned above..

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	28,339	286,541	9.89
Expenditure	100,286	762,661	13.15

If everything was on track the year to date figures would show a 16.67% spend. Income shown for Public Halls doesn't include May's hires and should be corrected next month. Expenditure is within expected levels, although some payments have yet to be processed so once again, I would expect a more accurate figure to be available next month. Last year at this stage, income was at 16.13% and expenditure 12.39%.

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

13th June 2016

Bank Reconciliation Statement as at: 29/04/2016 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>
	29/04/2016		0.00
Lloyds Savings Account	29/04/2016	90	335,728.03
Lloyds Current Account	29/04/2016	29	250.00
			<u>335,978.03</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
13/04/2016 016284	Kate Briggs		75.00
13/04/2016 016285	P'Field Open Air Swimming Poo		3,750.00
13/04/2016 016286	Petersfield Museum		3,000.00
13/04/2016 016287	Pyjama Drama		150.00
19/04/2016 016255	Town Mayor's Charity		50.00
19/04/2016 016289	Ampella Ltd		545.28
19/04/2016 016290	A Humphrey Carpentry		666.00
19/04/2016 016291	Auditel		661.10
19/04/2016 016292	THE PLUMP DUCK		420.00
19/04/2016 016293	The Landscape Group Ltd		1,053.31
19/04/2016 016294	Imp & Dev Agency for Local Go		540.00
19/04/2016 016295	Ocean Securities (UK) Ltd		403.20
19/04/2016 016296	Mr Bob Whittle - Milk & More		23.36
19/04/2016 016297	Moviola Ltd		964.70
19/04/2016 016298	Ofcom PMSE		155.00
19/04/2016 016299	Mr Stephen Field		479.00
19/04/2016 016300	Southern Fire Protection Ltd		276.00
19/04/2016 016301	TAS Software		201.60
26/04/2016 CHQ 016302	C & C Bank A/c		170,000.00
05/01/2016 016111	Homestart Butser		250.00
16/02/2015 015428	Penman Antique Fairs		250.00
02/03/2015 015460	Barclays Wealth		250.00
17/03/2015 015470	Avalon Software(UK) Ltd		60.00
23/03/2016 016250	Pollyanna Jenner		75.00
31/03/2016 016279	Mr Mark Ridge		250.00
			<u>184,548.55</u>
			151,429.48
<u>Receipts not Banked/Cleared (Plus)</u>			
29/04/2016			77.52
			<u>77.52</u>
			151,507.00
		Balance per Cash Book is :-	151,507.00
		Difference is :-	0.00



Your account statement
 Statement sheet number: **28**
 Issue date: **29 April 2016**
 Page: **1 of 2**

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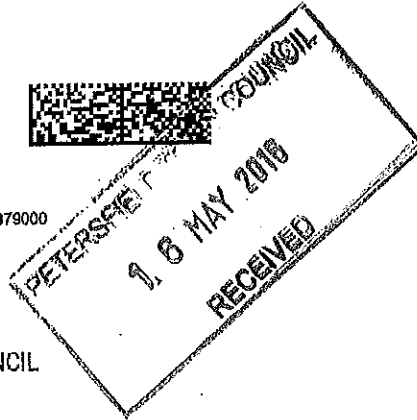
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 PETERSFIELD
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 UNITED KINGDOM
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Your branch: **PETERSFIELD**
 Sort code: **30-96-61**
 Account number: **00239842**
 BIC: **LOYDGB21276**
 IBAN: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

J3184U01CSLMAA000000224001002379000



BUSINESS ACCOUNT
 PETERSFIELD TOWN COUNCIL

Account Summary

Balance On 22 April 2016	£250.00
Total Paid In	£4,615.78
Total Paid Out	£4,615.78
Balance On 29 April 2016	£250.00

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
22 Apr 16		BALANCE BROUGHT FORWARD			250.00
✓ 26 Apr 16	Cheque	016248	250.00 X		0.00
✓ 26 Apr 16	Cheque	016260	592.80 X		592.80 OD
✓ 26 Apr 16	Cheque	016269	795.60 X		1,388.40 OD
26 Apr 16	Transfer	FROM30966107033557		- 1,638.40	250.00
✓ 27 Apr 16	Bank Giro Credit	CARDNET 504784455 504784455 22/04		89.70 X	339.70
✓ 27 Apr 16	Cheque	016088	1.80 X	79.70 + 10.00	337.90
✓ 27 Apr 16	Direct Debit	WEX EUROPE SERVICE EDC19930001WEX EUR	70.31 X		267.59
✓ 27 Apr 16	Direct Debit	CAVENDISH COMM LTD PET023	123.82 X		143.77
✓ 27 Apr 16	Cheque	016257	155.96 X		12.19 OD
✓ 27 Apr 16	Cheque	016273	1,862.40 X		1,874.59 OD
27 Apr 16	Transfer	FROM30966107033557		- 2,124.59	250.00
✓ 28 Apr 16	Bank Giro Credit	CARDNET 504784455 504784455 25/04		10.00 X	260.00
✓ 28 Apr 16	Direct Debit	EDENSPRINGS UK LTD 00/00103282	22.63 X		237.37
✓ 28 Apr 16	Direct Debit	VEOLIA ES UK LTD 08482301	232.07 X		5.30
28 Apr 16	Transfer	FROM30966107033557		- 244.70	250.00
✓ 29 Apr 16	Cheque	016225	75.00 X		175.00
✓ 29 Apr 16	Direct Debit	FOCUS GROUP FC6669	119.88 X		55.12
29 Apr 16		BALANCE CARRIED FORWARD			55.12



Your account statement
 Statement sheet number: 29
 Issue date: 29 April 2016
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3790 219/2/000996

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 (£)
29 Apr 16		BALANCE BROUGHT FORWARD			55.12
29 Apr 16	Direct Debit	SUEZ R & R UK LTD 34061994	313.51		258.39 OD
29 Apr 16	Transfer	FROM30966107033557		-508.39	250.00
29 Apr 16		BALANCE CARRIED FORWARD			250.00

W3

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.
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Your account statement
 Statement sheet number: **90**
 Issue date: **29 April 2016**
 Page: **2 of 2**

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

COMMERCIAL CALL
 PETERSFIELD TOWN COUNCIL

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
28 Apr 16		BALANCE BROUGHT FORWARD			330,883.82
✓ 28 Apr 16	Faster Payment	PS FINANCIAL ADV PS FINANCIAL ADV RP4652384619163800 209778 30 28APR16 01:16		1,100.00	331,983.82
✓ 28 Apr 16	Faster Payment	THE PLUMP DUCK LIM THE PLUMP DUCK 42023314081756000N 601626 30 28APR16 02:45		285.25	332,269.07
✓ 28 Apr 16	Deposit	500511		788.90	333,057.97
✓ 28 Apr 16	Deposit	500512		1,810.87	334,868.84
28 Apr 16	Transfer	TO 30966100239842	244.70		334,624.14
✓ 29 Apr 16	Bank Giro Credit	CHURCHES COLLEGE-G CHURCHERS COLLEGE		164.57	334,788.71
✓ 29 Apr 16	Bank Giro Credit	LAMIT PROPERTY FUN 626631901		1,447.71	336,236.42
29 Apr 16	Transfer	TO 30966100239842	508.39		335,728.03
29 Apr 16		BALANCE CARRIED FORWARD			335,728.03

Messages

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Your account statement
 Statement sheet number: **89**
 Issue date: **29 April 2016**
 Page: **1 of 2**

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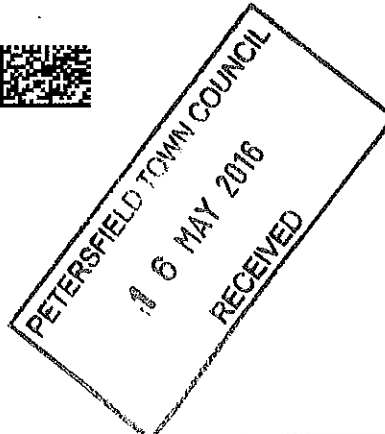
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 Sort code: **30-96-61**
 Account number: **07033557**
 BIC: **LOYDGB21276**
 IBAN: **GB91 LOYD 3096 6107 0335 57**

COMMERCIAL CALL
 PETERSFIELD TOWN COUNCIL

Account Summary

Balance On 22 April 2016	£332,158.01
Total Paid In	£8,086.10
Total Paid Out	£4,516.08
Balance On 29 April 2016	£335,728.03

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
22 Apr 16		BALANCE BROUGHT FORWARD			332,158.01
✓ 25 Apr 16	Faster Payment	INNER YOGA TRUST IYT 03160718061153000R 165810 10 25APR16 16:07		62.54	332,220.55
✓ 26 Apr 16	Faster Payment	LR FITNE LTD SW S14278 RP4679963511440900 201699 10 26APR16 08:50		352.26	332,572.81
✓ 26 Apr 16	Faster Payment	LR FITNE LTD SW S14437 RP4679963511488500 201699 10 26APR16 08:50		105.66	332,678.47
26 Apr 16	Transfer	TO 30966100239842	-1,638.40		331,040.07
✓ 27 Apr 16	Faster Payment	STRODE C A MUMBABA PAVILLION 06180327525481000N 524120 10 27APR16 18:03		73.18	331,113.25
27 Apr 16	Transfer	TO 30966100239842	- 2,124.59		328,988.66
✓ 28 Apr 16	Bank Giro Credit	BOULTER MOSSMAN LI BOULTER MOSSMAN		1,895.16	330,883.82
28 Apr 16		BALANCE CARRIED FORWARD			330,883.82

MS264U1KMAID

D3264U2007TM

Bank Reconciliation Statement as at: 30/04/2016 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	30/04/2016	0	779,022.27
			<u>779,022.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>779,022.27</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
26/04/2016		170,000.00	
			170,000.00
			<u>949,022.27</u>
		Balance per Cash Book is :-	949,022.27
		Difference is :-	0.00

Cashbook 2



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Account summary View Pending Requests View Statements View Tax Certificates

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Transactions for account: 15000147

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Add your accounts

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Date	Description	Amount	Account Balance
06/05/2016	Cheque DepositCcb	£170,000.00	£949,022.27
30/04/2016	Interest credited gross15000147	£952.87	£779,022.27 <i>MS</i>
31/03/2016	Interest credited gross15000147	£983.39	£778,069.40
29/02/2016	Interest credited gross15000147	£972.67	£777,086.01
23/02/2016	Faster payment - PETERSFIELD TOWN C - Transfer 21012016	£60,000.00 -	£776,113.34
31/01/2016	Interest credited gross15000147	£1,056.75	£836,113.34
31/12/2015	Interest credited gross15000147	£1,128.80	£835,056.59
31/12/2015	Faster payment - PETERSFIELD TOWN C - Transfer	£60,000.00 -	£833,927.79
30/11/2015	Interest credited gross15000147	£1,093.41	£893,927.79

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: 570415

© Cambridge & Counties Bank

Bank Reconciliation Statement as at: 30/04/2016 for Cash Book 4 Ticketsource

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Ticketsource	29/04/2016	0	1,164.92
			<hr/> 1,164.92
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			1,164.92
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			1,164.92
		Balance per Cash Book is :-	1,164.92
		Difference is :-	0.00



Business Extra Statement

Printed: 17 May 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.

Cashbook
Cashbook

Date	Description	Type	In (£)	Out (£)	Balance (£)
29 Apr 16	SERVICE CHARGES REF : 196455631	PAY		8.23	1164.92
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

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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	Bill Payment	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 transfer at point of sale)	PAY	Payment		Payments Area) Collection Reversed
EUR	Euro Cheque	PP	Pending payment	SDD	Sepa (Single European
FE	Foreign Exchange	PSB	Premium Savings Bonds		Payments Area) Direct
FEE	Fixed Service Charge	PSV	Paysave		Debit Collection
		SAL	Salary	SDR	Sepa (Single European
		SPB	Cashpoint		Payments Area) Direct
		SO	Standing Order		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.

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk/

Date: 05/05/2016

Petersfield Town Council

Page No: 1

Time: 13:32

User: MAS

Bank Reconciliation Statement as at: 30/04/2016 for Cash Book 5 Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Moviola Cinema Float	01/04/2016		120.00
Reception Tin Float	01/04/2016		25.00
Petty Cash Tin Float	30/04/2016		52.00
			<u>197.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>197.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>197.00</u>
			197.00
			Balance per Cash Book is :-
			0.00
			Difference is :-
			0.00

April Receipts = £118.00
Cash held + 197.00
£315.00

At : 13:32

Bank Reconciliation up to - 30/04/2016 for Cash Book No 5 - Petty Cash

<u>Date</u>	<u>Cheq/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/04/2016	F001	8.26		8.26		R	Brewers
05/04/2016	F002	14.00		14.00		R	Petersfield Cobblers
08/04/2016	F005	9.48		9.48		R	Marks & Spencer
14/04/2016	F003	0.50		0.50		R	Marks & Spencers
14/04/2016	F004	1.20		1.20		R	Rowswells Newsagents
18/04/2016	F006	5.99		5.99		R	Marks & Spencer
18/04/2016	F007	5.05		5.05		R	Poundland Ltd
19/04/2016	F008	16.67		16.67		R	Esso Euro Garages
22/04/2016	F009	10.00		10.00		R	Mr N Hitch
25/04/2016	F010	23.71		23.71		R	Tesco
28/04/2016	F012	1.20		1.20		R	Rowswells Newsagents
29/04/2016	F011	21.94		21.94		R	Mr N Hitch
		<u>118.00</u>	<u>0.00</u>				

Bank Reconciliation Statement as at: 30/04/2016 for Cash Book 6 Local Auth Property Fund

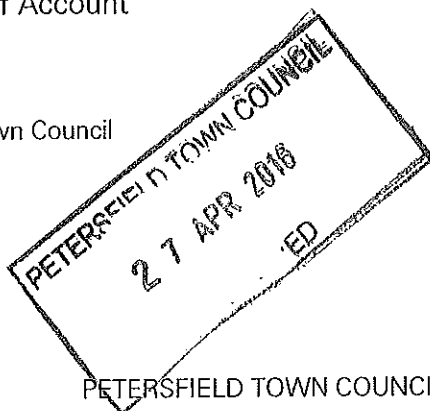
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Local Auth Property Fund	30/04/2016	1	0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Cashbook 6

The Local Authorities' Property Fund
Statement of Account

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

31 March 2016



In order that the Fund can continue to pay distributions gross of tax, unit holders are required to inform the Manager promptly if their tax status changes.

Client Name: PETERSFIELD TOWN COUNCIL
Account Number: 626631901

Statement of unitholding held on 31 March 2016					
Date	Description	Cost/Proceeds £	Price per unit p	Number of units	Total unitholding
01/01/16	Brought Forward				39,428.00
31/03/16	Carried Forward				39,428.00

On 31 March 2016 the net asset value of one unit in the Fund was 292.90 pence giving your investment at that date a net asset value of £ 115,484.61 (The net asset value of your investment on the date of your previous statement was £ 115,733.01)

Advice of management expenses for the period to 31 March 2016			
For Period Ended	Number of units held	Expenses per unit p	Total Expenses £
31/01/16	39,428.00	0.159200	62.77
29/02/16	39,428.00	0.146900	57.92
31/03/16	39,428.00	0.155200	61.19
			181.88

Statement of dividends for the period to 31 March 2016					
For Period Ended	Number of units held	Gross per unit p	Gross Distribution £	Expenses Paid £	Amount Payable £
31/01/16	39,428.00	1.377300	543.04	62.77	480.27
29/02/16	39,428.00	1.405000	553.96	57.92	496.04
31/03/16	39,428.00	1.350800	532.59	61.19	471.40
			1,629.59	181.88	1,447.71

The dividend payment of £1,447.71 for the period will be paid to (309661) for account number 07033557, reference Petersfield Town C on 29/04/2016

Senator House, 85 Queen Victoria Street, London EC4V 4ET
Freephone: 0800 022 3505