

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 18th July 2016 at 6.30 pm

PRESENT: Cllr G Watkinson (Chairman), Cllr Mrs H Ayer, Cllr Mrs L Farrow, 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 0177 CHAIRMAN'S COMMENTS

The Chairman welcomed everyone to the meeting

F 0178 APOLOGIES FOR ABSENCE

Apologies were given by Cllr P Humphries

F 0179 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT

No requests for dispensation had been received.

F 0180 DECLARATIONS OF INTEREST

There were no declarations of interest.

F 0181 PUBLIC REPRESENTATION

There were no public presentations

F 0182 APPROVAL OF MINUTES

RESOLVED: that the Minutes of the Meeting held on 20th June 2016 be approved and signed by the Chairman.

F 0183 FINANCIAL RECOMMENDATIONS FROM COMMITTEES

Grounds Committee

G 0171 HEATH WORKING GROUP

RECOMMENDATION: that a Working Group be formed consisting of the Chairman of Grounds (or Deputy), Cllr Mrs L Farrow, 2 members of Friends of Petersfield Heath and Town Clerk or Senior Groundsman. Other members of the group will either be invited as required, or co-opted onto the group by resolution if required on a regular basis

G 0172

PETERSFIELD RUGBY CLUB BUY A SEAT
CAMPAIGN

RECOMMENDATION: that Petersfield Town Council award the sum of £790 for the new balcony project subject to the project being given the go-ahead by Petersfield Town Council. This is not a budgeted item and would therefore need to be considered by Full Council.

F 0184 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 0185 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 0186 LOCAL AUTHORITIES PROPERTY FUND PRICES AS AT 30TH JUNE 16

Members received a copy of the Local Authorities Property Fund Prices as at 30th June 2016. It was noted that rates had dropped due to the recent market climate

F 0187 PUBLIC SECTOR DEPOSIT FUND YEAR ENDING 31ST MARCH 2016

Members received a copy of the Public Sector Deposit Fund year ending 31st March 2016

F 0188 SYSTEM OF INTERNAL AUDIT 2016

Members received a review of the System of Internal Audit 2016. Members raised a question of how soon it was envisaged that the Council would move from cheques to FPS and how would an audit trail be maintained. It was indicated that other councils were already using this method of payment, and we could learn the processes that they were using to ensure that a secure process was in place within 12 months. The wording of 'councillors' suggested that all councillors were in agreement, when in some cases this may only represent a majority.

RECOMMENDATION: that the current Internal Auditor Eleanor Greene is re-appointed, and that all recommendations provided in section 8 of the report are approved

F 0189 ANNUAL REPORT 2016

Members received a copy of the Annual Report 2016, and approved subject to the amendments noted by councillors

F 0190 **MEDIA POLICY**

Members received a copy of the current Media Policy. This was approved with no amendments.

CONFIDENTIAL

F 0191 **AGED DEBT REPORT**

Members received the latest report on Aged Debtors.

RESOLVED: **That the Town Clerk and Finance Officer make an effort to reduce the Aged Debtors, particularly those showing in the 'Prior Months' column.**

F 0192 **SDNPA 106 AGREEMENT FOR CAUSEWAY FARM**

Members received details of the South Downs National Park Authority 106 agreement proposal for Causeway Farm

There being no further business, the meeting closed at 7.55 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	218,185.84	0.05%
Lloyds Ticketsource	1,276.92	
Cambridge & Counties 30 Day Account	741,267.25	1.5%
Public Sector Deposit Fund	70,656.68	varies
Local Authorities Property Fund	160,000.00	varies 55,292 units

Total **1,191,636.69**

Town Mayor's Charity Account 98.40

Lloyds Bank Deposits with Moody's is A1 with ratings 'under review' but for a possible upgrade.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	4,310	19,000	22.68
Expenditure	57,004	282,581	20.17

Income figures budgeted is primarily bank interest. Last year at this stage income was at 27.54%. 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. The first tranche of community grants have already been paid this month. Expenditure is broadly where I would expect it to be at this time of the year – maybe a little lower than expected - with no budget area giving cause for concern. Last year at this point it was 29.82%.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	50,696	201,706	25.13
Expenditure	75,796	246,118	30.80

The Festival Hall complex year to date income is 28.0% (2015: 15.6%) and Avenue Pavilion income is at 31.0% (2015:22.2%). Close monitoring of income levels will continue and any serious concerns reported. Expenditure is at expected levels for the time of year (2015: 26.8%) although the above figures include around £14.5K expenditure for the new Festival Hall and Moviola speakers for which the journal transferring funds from Reserves has not yet been done. Once the journal has been done, expenditure will be within year to date budget. Close monitoring will clearly continue.

Grounds Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	19,867	65,835	30.18
Expenditure	52,005	233,962	22.23

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. It also includes the invoice for the second quarter of the Little School. Last year at this stage it was at 24.06%. Expenditure is broadly where it should be (2015: 14.12%) although invoices for contracted grounds maintenance remain outstanding and journals need completing for transfers from Reserves for work done on Heath Road car park which, once processed will have minimal impact on the above figures.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	74,873	286,541	26.13
Expenditure	184,805	762,661	24.23

If everything was on track the year to date figures would show a 25.00% spend. Income is broadly in line with what would be expected for this time of the year.. Expenditure is within expected levels. Last year at this stage, income was at 20.78% and expenditure 23.73%.

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
11th July 2016

Bank Reconciliation Statement as at: 31/05/16 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	31/05/2016	37	250.00
Lloyds Savings Account	31/05/2016	97	117,520.48
			<u>117,770.48</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
09/05/2016 April 2016 C & C Bank A/c	170,000.00
04/05/2016 016309 One Tree Books	35.00
12/05/2016 016337 EAST HANTS DISTRICT COUN	70.00
12/05/2016 016341 Hampshire Assoc. of Local Cou	108.00
12/05/2016 016346 Mr Bob Whittle - Milk & More	29.50
12/05/2016 016347 Peter A. Housden & Sons	408.00
12/05/2016 016355 Winchester Garden Machinery	114.42
12/05/2016 016357 Mr D Jeffrey	200.00
24/05/2016 016359 Three Counties Association	250.00
24/05/2016 016360 Charlotte Staniland	75.00
24/05/2016 016361 The Grange Surgery	250.00
24/05/2016 016362 Sophie Dampier	75.00
24/05/2016 016363 Monica Taylor	250.00
24/05/2016 016364 Alexandra Stamp	75.00
24/05/2016 016365 South Eastern Hampshire CCG	250.00
24/05/2016 016358 Local Authorities Propoerty Fu	50,000.00
25/05/2016 016366 Local Government PensionFunc	4,774.54
27/05/2016 016368 A Humphrey Carpentry	204.00
27/05/2016 016369 TDG Marketing Ltd	360.00
27/05/2016 016370 The Play Inspection Company L	503.58
27/05/2016 016371 Petersfield Post	240.00
01/06/2016 DD June WPS Insurance Brokers & Risk	1,156.20
03/06/2016 June DD Grenke Leasing Ltd	156.00
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>230,719.24</u>
	-112,948.76

Receipts not Banked/Cleared (Plus)

01/06/2016	550.00
01/06/2016	1,275.54
02/06/2016	73.18
06/06/2016	861.33
06/06/2016	31.51
06/06/2016	54.89

Bank Reconciliation Statement as at: 10/06/2016 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>
06/06/2016		492.44	
06/06/2016		55.73	
06/06/2016		133.16	
07/06/2016		45.74	
08/06/2016		2,279.59	
08/06/2016		40.66	
09/06/2016		54.89	
09/06/2016		51.17	
09/06/2016		147.53	
			<u>6,147.36</u>
			-106,801.40
		Balance per Cash Book is :-	-106,801.40
		Difference is :-	0.00

LLOYDS BANK



PETERSFIELD TOWN COUNCIL

10 JUN 2016

RECEIVED

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



J3166400DSDMAA0000003336001002379000

BUSINESS ACCOUNT
PETERSFIELD TOWN COUNCIL

Your account statement
Statement sheet number: **37**
Issue date: **3 June 2016**
Page: **1 of 2**

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 27 May 2016	£250.00
Total Paid In	£59,174.69
Total Paid Out	£59,174.69
Balance On 3 June 2016	£250.00

Account Activity

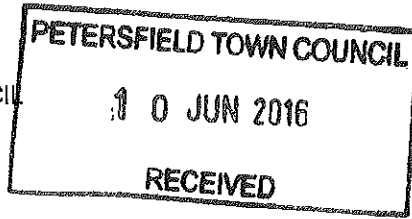
Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
27 May 16		BALANCE BROUGHT FORWARD			250.00
31 May 16	Direct Debit	EDENSPRINGS UK LTD 00/00103282	66.96 ✓		183.04
31 May 16	Direct Debit	VEOLIA ES UK LTD 08482301	271.08 ✓		88.04 OD
31 May 16	Direct Debit	NETWORK 0819583-0501288861	444.67 ✓		532.71 OD
31 May 16	Cheque	016318	470.00 ✓		1,002.71 OD
31 May 16	Direct Debit	SUEZ R & R UK LTD 34061994	563.32 ✓		1,566.03 OD
31 May 16	Transfer	FROM30966107033557		1,816.03	250.00 <i>MS</i>
1 Jun 16	Cheque	016337	70.00 ✓		180.00
1 Jun 16	Direct Debit	AVIVA 003803921	1,156.20 ✓		976.20 OD
1 Jun 16	Transfer	FROM30966107033557		1,226.20	250.00
2 Jun 16	Cheque	016355	114.42 ✓		135.58
2 Jun 16	Cheque	016363	250.00 ✓		114.42 OD
2 Jun 16	Cheque	016359	250.00 ✓		364.42 OD
2 Jun 16	Cheque	016358	50,000.00 ✓		50,364.42 OD
2 Jun 16	Transfer	FROM30966107033557		50,614.42	250.00
3 Jun 16	Direct Debit	GRENKELEASING LIM 0700013180	12.00 ✓		238.00
3 Jun 16	Cheque	016346	29.50 ✓		208.50
3 Jun 16	Cheque	016360	75.00 ✓		133.50
3 Jun 16	Cheque	016362	75.00 ✓		58.50
3 Jun 16		BALANCE CARRIED FORWARD			58.50

LLOYDS BANK



Your account statement
 Statement sheet number: **97**
 Issue date: **3 June 2016**
 Page: **1 of 2**

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



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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**

J3166400DSDMAA0000003337001002379000

COMMERCIAL CALL
 PETERSFIELD TOWN COUNCIL

Account Summary

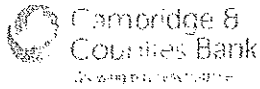
Balance On 27 May 2016	£111,419.02
Total Paid In	£9,871.10
Total Paid Out	£59,174.69
Balance On 3 June 2016	£62,115.43

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
27 May 16		BALANCE BROUGHT FORWARD			111,419.02
31 May 16	Faster Payment	LION & UNICORN PLA S14965 04153123649897000N 601626 10 28MAY16 15:31		2,824.07	114,243.09
31 May 16	Faster Payment	PETERSFIELD THEATR S14026 07205154531971000N 601626 10 30MAY16 20:51		3,676.90	117,919.99
31 May 16	Bank Giro Credit	MOTOR NEURONE DISE		31.27	117,951.26
31 May 16	Faster Payment	THE PLUMP DUCK LIM THE PLUMP DUCK 13023517872474000N 601626 30 31MAY16 00:21		285.25	118,236.51
31 May 16	Faster Payment	PS FINANCIAL ADV PS FINANCIAL ADV RP4652384640947300 209778 30 31MAY16 02:16		1,100.00	119,336.51
31 May 16	Transfer	TO 30966100239842	1,816.03		117,520.48
31 May 16		BALANCE CARRIED FORWARD			117,520.48

Bank Reconciliation Statement as at: 31/05/2016 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	31/05/2016	0	950,160.78
			<u>950,160.78</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>950,160.78</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>950,160.78</u>
		Balance per Cash Book is :-	950,160.78
		Difference is :-	0.00



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Date	Description	Amount	Account Balance
17/06/2016	Faster payment - PETERSFIELD TOWN C - 17thMay-transfer	£100,000.00 -	£850,160.78
31/05/2016	Interest credited gross15000147	£1,138.51 ✓	£950,160.78
06/05/2016	Cheque DepositCcb	£170,000.00 ✓	£949,022.27 <i>ms</i>
30/04/2016	Interest credited gross15000147	£952.87	£779,022.27
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

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

Bank Reconciliation Statement as at: 31/05/2016 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	31/05/2016	0	1,158.42
			<u>1,158.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			1,158.42
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			1,158.42
		Balance per Cash Book is :-	1,158.42
		Difference is :-	0.00



ticketsource

Business Extra Statement

Printed: 23 June 2016

Petersfield Town Council Sort code 30-96-61 Account number 26731868
 Town Hall BIC: LOYDGB21276 IBAN: GB39LOYD30966126731868
 Petersfield
 Hampshire
 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 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 (£)
17 Jun 16	ONE TREE BOOKS 000000000079966025 089299 10 17JUN16 15:21	FPI	125.00		1283.42
31 May 16	SERVICE CHARGES REF : 198727498	PAY		6.50	1158.42 <i>MB</i>
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

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 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. 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/.

Bank Reconciliation Statement as at: 31/05/2016 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	01/05/2016		120.00
Reception Tin Float	01/05/2016		25.00
Petty Cash Tin Float	31/05/2016		34.28
			<hr/> 179.28
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			179.28
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			179.28
		Balance per Cash Book is :-	179.28
		Difference is :-	0.00

At : 11:29

Bank Reconciliation up to - 31/05/2016 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>
05/05/2016	F013	1.20		1.20		R	Rowswells Newsagents
06/05/2016	F014	4.50		4.50		R	Marks & Spencer
10/05/2016	F015	10.95		10.95		R	Euro Garages ESSO
17/05/2016	F016	27.72		27.72		R	Tesco
19/05/2016	F017	1.20		1.20		R	Rowswells Newsagents
19/05/2016	F018	12.40		12.40		R	Euro Garages ESSO
19/05/2016	F019	7.25		7.25		R	Post Office Ltd
19/05/2016	F020	62.57		62.57		R	Tesco
19/05/2016	F021	2.46		2.46		R	Post Office Ltd
19/05/2016	F022	3.38		3.38		R	Robert Dyas
19/05/2016	Receipt		118.00	118.00		R	Receipt(s) Banked
26/05/2016	F023	0.89		0.89		R	Marks & Spencer
26/05/2016	F024	1.20		1.20		R	Rowswells Newsagents
		<u>135.72</u>	<u>118.00</u>				