

## PETERSFIELD TOWN COUNCIL

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

**PRESENT:** Cllr G Watkinson (Chairman), Cllr Mrs H Ayer, Cllr J Deane, Cllr P Humphries and Cllr J Matthews and Cllr P Strawbridge.

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

### **F 0818**      CHAIRMAN'S COMMENTS

The Chairman welcomed everyone to the meeting, and reminded members to send their preferred committee sheets to the Town Clerk

### **F 0819**      APOLOGIES FOR ABSENCE

There were no apologies given

### **F 0820**      GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT

No requests for dispensation had been received.

### **F 0821**      DECLARATIONS OF INTEREST

There were no declarations of interest.

### **F 0822**      PUBLIC REPRESENTATION

There were no public presentations

### **F 0823**      APPROVAL OF MINUTES

**RESOLVED:**                      that the Minutes of the Meeting held on 21<sup>st</sup> March 2016 be approved and signed by the Chairman.

### **F 0824**      FINANCIAL RECOMMENDATIONS FROM COMMITTEES

Grounds Committee held on 14<sup>th</sup> April 2016

### **G 0813**      IMPROVEMENTS TO MILLENNIUM PATH

**RECOMMENDED:** that subject to an investigation by the Senior Groundsman of material leeching and wood treatment, Company B be granted the work at a cost of £31,926

**Public Halls Committee held on 11<sup>th</sup> April 2016**

**PH 0793      LOVE LANE PAVILION INSURANCE CLAIM**

**RESOLVED:**                    That E Canterbury Ltd, at a cost of £1250 should be selected to carry out the repair work to the leaking roof

**PH 0794      TOWN AND FESTIVAL HALL BOILERS**

**RECOMMENDED:**    That Company A should be approved at a cost of £45,359.98 with £39,214 coming from funds held in Earmarked Reserves and £6,150 allocated from Capital Receipts Reserve to carry out the replacement boiler work.

**F 0825      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 0826      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*). Members queried the difference between the bank balance on the statement, and the balance reported in the Town Clerks report. This was due to the balance on the Town Clerks report being a snap shot of the balance on the day the report was produced, as opposed to the balance stated within the bank reconciliation.

**F 0827      REPLACEMENT SPEAKERS IN FESTIVAL HALL**

Members received a report and proposal of costs for the replacement of speakers in the Festival Hall, after one has become un-repairable. All four speakers will need to be replaced, and one advantage of replacing them would be the ability to mount the new speakers onto a boom bar, along with the lighting. In addition to the four speakers, it has been recommended to purchase two additional speakers to improve the sound quality of the theatre and New Savoy Cinema. The report, provided by the Festival Halls Manager is attached (*Appendix C*)

**RESOLVED:**                    that two new pairs of speakers be purchased at a maximum cost of £11,112, subject to negotiation, with the funds being allocated from Earmarked Reserves.

**RESOLVED:**                    that the two additional speakers, which will improve sound quality should be purchased for no more than £5000, and New Savoy Cinema profits held in Earmarked Reserves be used to make the purchase

RISK MANAGEMENT POLICY

Members received a copy of the current Risk Management Policy, and the following amendments were agreed:

Item 2 a (page 3)	include reference to current staffing of Halls being reviewed by Staff Panel with recommendations being provided to Council. Also included Love Lane Pavilion as an additional 'Hall' but only in that it is leased out to a Nursery and the Town Juniors football club so it isn't automatically available to the general public. Reference to the Maintenance Contracts Officer (MCO) removed and replaced with Senior Groundsman. Removed Rotherlands Conservation Group as a volunteer group
Item 2 b (page 4)	included reference to provision of rescue rings on Heath Pond in conspicuous places
Item 2 e (page5)	included fairs plus circuses and exercise boot camps as examples of grounds activities. Bonfires considered, but these are covered by reference to agencies for the young. Include the provision of defibrillators in the Festival Hall - both internal and external - purchased under lease to include insurance in the case of non-function when needed
Item 2B b (page 6)	removed reference to MCO and included Senior Groundsman
Item 3A h (page 9)	tidied up matters re grants as they are considered by Grants Panel and recommended straight to Council
Item 3A l (page 10)	altered job to office and Committee Manager
Item 3A l (page 10)	removed section 'l'
Item 3A m (page10)	added sentence to state documents are not to be removed from the office without permission (KIV this now becomes section 'l' because of the previous points action

Item 3B b (page 10)	removed the word 'practical' on the last line
Item 3B e (page 11)	altered first sentence to read that an appraisal system has been introduced. Removed reference to MCO in 2 <sup>nd</sup> sentence, replacing with senior Groundsman and added in Festival Hall Manager
Item 3B j (page 12)	removed section 'j'
Item 3C c (page 13)	added that testing of procedures is 'overseen by members of the Finance & General Purposes Committee'.

**RESOLVED:** that the above amendments be made to the Risk Management Policy, and a revised copy distributed to members

F0829

**STANDING ORDERS**

Members received a copy of the current Standing Orders, and the following amendments were agreed:

Standing Order 2(j)	be altered to enable the Chairman of Finance & General Purposes Committee to be appointed before any committee nominations are made
Standing Orders 2(j) (iii) and (iv)	be amended to include appointments to the Town Development Committee
Standing Order 6	The Town Clerk to consider a re-wording to make it more easily understandable

**RECOMMENDED:** that the above amendments be made to the Standing Orders, and a revised copy distributed to members

F0830

**FINANCE REGULATIONS**

Members received a copy of the current Finance Regulations, and the following amendments were agreed:

Regulation 3.1	be amended so that committees may decide to consider proposing long term budgets
Regulation number 5.7	be amended to reflect that the Grants Panel is appointed by Council and

	recommends any community grants to Council
--	--

**RESOLVED:** that the above amendments be made to the Finance Regulations, and a revised copy distributed to members

**F0831** **CONTRACT STANDING ORDERS**

Members agreed to defer the review of the Contract Standing Orders to the Finance & General Purposes May 2016 meeting

**RESOLVED:** that the review of the Contract Standing Orders be reviewed in the Finance & General Purposes meeting being held on 16<sup>th</sup> May

**F0832** **CONFIDENTIAL**

Grounds Committee held on 14<sup>th</sup> April 2016

**G 0817** **PETERSFIELD RUGBY CLUB**

**RESOLVED:** that the documentation produced by the Town Clerk be analysed by members so that a decision can be reached regarding the proposal presented at the Grounds meeting on 14<sup>th</sup> April 2016. An electronic copy of the proposal is to be sent to members

**PH 0795** **FESTIVAL HALL REPAIRS FOR WATER INGRESS**

**RECOMMENDED:** That the revised costs utilising a mobile elevated work platform rather than full scaffolding be approved representing a further saving of £3050, to replace the coping stones with the revised tender totalling £15,000 being funded by £8,000 from Earmarked Reserves and £7,000 from Capital Receipts Reserve.

*There being no further business, the meeting closed at 8.25 p.m.*