

**PETERSFIELD TOWN COUNCIL**

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 26th May 2015 at 6.30 pm

**PRESENT:** Cllr G Watkinson (Chairman), Cllr Mrs H Ayer, Cllr J Deane & Cllr J Matthews.

**ALSO IN ATTENDANCE:** Mr N Hitch (Town Clerk), Mrs Michelle Snow (Locum Minute Taker) and the Town Mayor. No members of the public or Press were present.

**F 0068**      **TO ELECT THE DEPUTY CHAIRMAN**

Cllr Matthews nominated Cllr P Strawbridge; this was seconded by Cllr Deane. As no further nominations were forthcoming, it was

**RESOLVED** that Cllr Strawbridge be elected as Deputy Chairman for Finance and General Purposes Committee for the ensuing year.

**F 0069**      **CHAIRMAN'S COMMENTS**

The Chairman welcomed the Mayor and Councillors to the meeting and he briefly explained the role of the Finance and General Purposes Committee.

**F 0070**      **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Humphries and Cllr Strawbridge.

**F 0071**      **GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT**

No requests for dispensation had been received.

**F 0072**      **DECLARATIONS OF INTEREST**

There were no declarations of pecuniary interest made.

**F 0073**      **PUBLIC REPRESENTATION**

No representation to speak had been received.

**F 0074**      **APPROVAL OF MINUTES**

**RESOLVED** that the Minutes of the Meeting held on 20th April 2015 be approved.

F 0075 **FINANCIAL RECOMMENDATIONS FROM COMMITTEES**

(a) **Public Halls meeting held on 18th May 2015**

There were no recommendations from the meeting of 18th May 2015.

(b) **Grounds Meeting held on 21st May 2015**

There were no recommendations from the meeting of 21st May 2015.

F 0076 **GRANTS PANEL**

**RECOMMENDED:** that Cllr Mrs Ayer, Cllr Matthews and Cllr Watkinson are to comprise the Grants Panel.

F 0077 **APPEALS PANEL**

**RESOLVED** that the Town Mayor, Cllr Palmer and Cllr Orr with Cllr Mrs Morgans as the stand in deputy be appointed to the Appeals Panel.

F 0078 **TOWN CLERK'S FINANCIAL REPORT**

Members received and noted the Finance Report dated 18th May 2015 from the Town Clerk, a copy of which is attached to these Minutes at Appendix A.

F 0079 **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 0080 **LIST OF PAYMENTS MADE ON A REGULAR BASIS AS THE RESULT OF STATUTORY, CONTRACTUAL OR PRACTICAL OBLIGATIONS IN ACCORDANCE WITH FINANCIAL REGULATION 5.6**

Members received and approved the list of payments made on a regular basis as a result of statutory, contractual or practical obligations in accordance with financial regulation 5.6. (See attached appendix C.)

**RESOLVED** to approve the list of payments made on a regular basis dated 18<sup>th</sup> of May 2015.

F 0081 **LIST OF DUE PAYMENTS MADE BY BACS OR DIRECT DEBIT IN ACCORDANCE WITH FINANCIAL REGULATIONS 6.6, 6.7 and 6.8**

Members received and approved the list of payments made by BACS or Direct Debit in accordance with financial regulations 6.6, 6.7 and 6.8. (See attached appendix D.)

**RESOLVED** to approve the list of payments made by BACS and Direct Debit dated 12<sup>th</sup> of May 2015.

**F 0082**            **EARMARKED & CAPITAL RECEIPTS RESERVES**

The Town Clerk discussed in turn each of the items listed on the schedule of Earmarked and Capital Receipts Reserves.

After further discussion regarding the format of the list, the members received and noted the schedule of earmarked capital receipts reserves 2015/16. (See attached appendix E.)

**F 0083**            **BANK SIGNATURE MANDATE**

The Town clerk explained to the members that all twelve councillors were currently signatories on the bank account. After discussion with the Internal Auditor the Town Clerk suggested that this number was reduced to six signatories.

**RECOMMENDED**            **that the number of bank account signatories be reduced from twelve to six councillors in addition to the Town Clerk who is also a signatory.**

**F 0084**            **LOCAL AUTHORITIES PROPERTY FUND**

The Town Clerk explained what the Local Authorities Property Fund was to the members. He also explained that the current interest received was approximately £5,000 per annum but the minimum re-investment value was £10,000. It was suggested that reinvesting the interest earned into the fund would be a sensible move but to do this would require members agreeing to invest a further £5,000. The clerk explained that the funds were available to do this.

**RESOLVED**            **that the sum of £10,000 be invested in the Local Authorities Property Fund, with the amounts being made up of £5,000 from the interest of the Local Authorities Property Fund and £5,000 from the Town council's reserves.**

**F 0085**            **ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> OF MARCH 2015**

The Town Clerk explained the different sections of the 6 page Annual Return. The members reviewed the document paying careful attention to the Council's figures included on page 2 and the Annual Governance statements listed on page 3.

**RECOMMENDED**            **that the Annual Return and Annual Governance Statement for the year ending 2014/15 be approved.**

**F 0086**            **ASSET REGISTER AS AT 31<sup>ST</sup> OF MARCH 2015.**

Members received and noted the Asset Register as at 31<sup>st</sup> of March 2015.

F 0087

**TERMS OF REFERENCE FOR THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Members received and noted the Terms of Reference for the Finance and General Purposes Committee and agreed no changes were required due to a recent review. (See attached appendix F.)

**RECOMMENDED**                      **that the Terms of Reference for the Finance and General Purposes Committee are adopted without changes.**

F 0088

**COMPLAINTS PROCEDURE**

The Clerk presented a Draft Complaints Procedure for members comment and approval. The document was reviewed and some minor amendments to the Complaints Procedure were made. It was agreed that the creation of a Complaints Appeal Panel was required. It was noted that members who are on the Appeals Panel may not be members of the Complaints Appeals Panel due to a possible conflict of interest.

**RECOMMENDED**                      **that the Complaints Procedure once amended is adopted by the Council and a Complaints Appeals Panel is created. The Panel shall be made up of 3 councillors and a reserve who shall meet when called. The recommended Councillors who shall sit on the Complaints Appeal Panel are Cllrs Strawbridge, Noble, Matthews and Cllr Mrs Vincent.**

F 0089

**EMERGENCY ORDER APPROVED BY THE TOWN CLERK TOTALLING £449.00 FOR THE REPAIR TO THE ROSE ROOM BOILER IN ACCORDANCE WITH FINANCIAL REGULATION 4.5**

**RESOLVED**                      **that the repairs to the Rose Room boiler be approved at the cost of £449.00.**

*There being no further business, the meeting closed at 8.44p.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	143,005.81	0.05%
Cambridge & Counties 30 Day Account	787,248.43	1.5%
Public Sector Deposit Fund	70,361.84	varies
Local Authorities Property Fund	100,000.00	varies 36,054 units

**Total** **1,100,866.08**

Town Mayor's Charity Account 4,130.52

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	1,974	14,000	14.10
Expenditure	31,114	277,340	11.22

Income figures budgeted is primarily bank interest and includes the quarterly interest payment from the Local Authorities Property Fund. Expenditure year to date is often greater than expected at this stage of the year because under the Governance and Accountability Guide that the Council has to follow, the full annual charge for items has to be made at the time the payment is received so various subscriptions and other annual payments have distorted the year to date spend as a result. Perennial grants have also been made to the Petersfield Museum (full annual payment) and Petersfield Open Air Swimming Pool (half year payment).

**Public Halls Committee**

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	11,017	200,675	5.49
Expenditure	10,548	234,854	4.49

April is generally a quieter time of year in our Halls. School holiday times exacerbate this especially at The Avenue where several bookings are term time only. The Festival Hall will continue to be quieter than normal because of the redecoration planned for May and early June. The Festival Hall complex year to date income is 3.2% and Avenue Pavilion income is at 5.9%.

**Grounds Committee**

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	12,673	61,310	20.67
Expenditure	13,610	250,020	5.44

Income always looks strong this time of year because it reflects the charge of quarterly rents. Expenditure is where I would expect to see it at this stage of the year.

**Overall**

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	25,664	275,985	9.30
Expenditure	55,272	762,214	7.25

If everything was on track the year to date figures would show an 8.33% spend. Income is broadly where I would expect it to be after one month of the new financial year and expenditure is lower than expected.

The purpose of this report is to provide an overall summary as to the position of the Council financially with any significant anomalies or variances being reported for your attention and potentially, action. It acts as a tool to demonstrate 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  
18th May 2015

## Petersfield Town Council

## Bank - Cash and Investment Reconciliation as at 18 May 2015

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Lloyds Saving Account	364,864.65
1	Lloyds Current Account	250.00
2	Cambridge & Counties	587,248.43
3	Public Sector Deposit Fund	70,361.84
4	Clydesdale Bank	0.00
5	Petty Cash	315.00
6	Local Auth Property Fund	0.00
		1,023,039.92
<u>Other Bank &amp; Cash Balances</u>		
	Cash Book Suspense	0.00
		0.00
		<u>1,023,039.92</u>
<u>Unpresented Payments</u>		
1	20/04/2015 015527	60.00
1	20/04/2015 015537	3,737.17
1	20/04/2015 015539	150.00
1	20/04/2015 015543	550.00
1	27/04/2015 015546	183.17
1	27/04/2015 015547	79.20
1	27/04/2015 015548	259.99
1	27/04/2015 015549	877.34
1	27/04/2015 015550	1,053.31
1	27/04/2015 015551	2,818.31
1	27/04/2015 015552	14,230.76
1	27/04/2015 015553	177.65
1	27/04/2015 015554	33.60
1	27/04/2015 015555	2,190.00
1	27/04/2015 015556	403.20
1	27/04/2015 015557	35.00
1	27/04/2015 015558	5,000.00
1	27/04/2015 015559	199.16
1	27/04/2015 015560	276.00
1	27/04/2015 015561	96.00
1	27/04/2015 015562	22.00
1	27/04/2015 015563	250.00
1	27/04/2015 015564	150.00
1	27/04/2015 015565	17.00
1	30/04/2015 015566	67.25
1	05/05/2015 809496	716.92
1	05/05/2015 809497	108.47
1	05/05/2015 015569	71.71
1	05/05/2015 015570	555.66
1	05/05/2015 015571	360.00
1	05/05/2015 015572	240.00
1	05/05/2015 015573	110.09
1	05/05/2015 015574	204.00
1	05/05/2015 015575	1,500.00

## Petersfield Town Council

## Bank - Cash and Investment Reconciliation as at 18 May 2015

	<u>Account Description</u>	<u>Balance</u>
		150.00
1	05/05/2015 015576	200,000.00
1	05/05/2015 015567	3,127.95
1	05/05/2015 015568	6,000.00
1	05/05/2015 015578	1,000.00
1	05/05/2015 015577	150.00
1	05/05/2015 015579	250.00
1	05/05/2015 015580	250.00
1	05/05/2015 015581	319.56
1	12/05/2015 015582	214.15
1	12/05/2015 015583	291.84
1	12/05/2015 015584	215.45
1	12/05/2015 015585	456.00
1	12/05/2015 015586	672.45
1	12/05/2015 015587	480.60
1	12/05/2015 015588	126.00
1	12/05/2015 015589	250.00
1	16/02/2015 015428	250.00
1	02/03/2015 015460	60.00
1	17/03/2015 015470	
		<u>251,046.96</u>
		771,992.96
<u>Receipts not on Bank Statement</u>		
		1,259.63
1	05/05/2015	20.00
1	05/05/2015	49.50
1	05/05/2015	373.53
1	08/05/2015	20.00
1	08/05/2015	200.00
1	08/05/2015	1,080.26
1	14/05/2015	10.00
1	14/05/2015	20.00
1	14/05/2015	10.00
1	14/05/2015	10.00
1	14/05/2015	15.00
1	14/05/2015	20.00
1	14/05/2015	15.00
1	14/05/2015	10.00
1	14/05/2015	10.00
1	14/05/2015	5.00
1	14/05/2015	150.00
		<u>3,277.92</u>
		<u>775,270.88</u>
<u>Closing Balance</u>		
<u>All Cash &amp; Bank Accounts</u>		
	Current Bank A/c	334,817.48
	C & C Bank A/c	587,248.43
	Clydesdale Bank A/c	0.00
	Public Sector Fund A/c	70,361.84
	Petty Cash	315.00
	Local Auth Property Fund	0.00



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**Petersfield Town Council**

**Bank - Cash and Investment Reconciliation as at 18 May 2015**

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<u>Account Description</u>	<u>Balance</u>
Other Bank & Cash Balances	0.00
<b>Total Bank &amp; Cash Balances</b>	<u><u>992,742.75</u></u>

Date :- 14/05/2015

Petersfield Town Council

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Detailed Balance Sheet (Excluding Stock Movement)

Month No: 1 30 April 2015

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Trade Debtors	838	
105	VAT Control A/c	-1,419	
110	Prepayments	24,573	
200	Current Bank A/c	334,817	
201	C & C Bank A/c	587,248	
203	Public Sector Fund A/c	70,362	
204	Petty Cash	315	
	<b>Total Current Assets</b>		<b>1,016,734</b>
<u>Current Liabilities</u>			
500	Creditors	43,632	
510	Accruals	5,136	
515	PAYE & NI CONTROL A/C	3,128	
516	NET WAGES CONTROL A/C	0	
520	Deposits held	3,800	
521	Allotment Deposits Held	3,590	
560	Receipts in Advance	1,015	
	<b>Total Current Liabilities</b>		<b>60,300</b>
	<b>Net Current Assets</b>		<b>956,434</b>
	<b>Total Assets less Current Liabilities</b>		<b>956,434</b>
<u>Represented By :-</u>			
300	Current Year Fund	254,003	
310	General Reserves	264,393	
320	Revenue E/Reserve	157,688	
321	Capital E/Reserve	133,479	
322	Contingency E/Reserve	19,000	
323	Public Events E/Reserve	1,633	
324	Capital Reserve	126,238	
	<b>Total Equity</b>		<b>956,434</b>

Date :- 12/05/2014

Petersfield Town Council

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Detailed Balance Sheet (Excluding Stock Movement)

Month No: 1 30th April 2014

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
101	Trade Debtors	23,676	
102	Sundry Debtors	3,000	
105	VAT Control A/c	-788	
110	Prepayments	34,976	
200	Current Bank A/c	98,932	
201	C & C Bank A/c	597,305	
202	Clydesdale Bank A/c	207,458	
203	Public Sector Fund A/c	70,129	
299	Cash Book Suspense	315	
	<b>Total Current Assets</b>	<b>1,035,002</b>	
	<u>Current Liabilities</u>		
500	Creditors	59,092	
510	Accruals	4,000	
511	Accruals General	5,689	
520	Deposits held	3,800	
521	Allotment Deposits Held	3,690	
560	Receipts in Advance	1,015	
	<b>Total Current Liabilities</b>	<b>77,286</b>	
	<b>Net Current Assets</b>		<b>957,716</b>
	<b>Total Assets less Current Liabilities</b>		<b>957,716</b>
	<u>Represented By :-</u>		
300	Current Year Fund	252,701	
310	General Reserves	289,615	
320	Revenue E/Reserve	151,966	
321	Capital E/Reserve	104,038	
322	Contingency E/Reserve	19,000	
323	Public Events E/Reserve	1,633	
324	Capital Reserve	138,762	
	<b>Total Equity</b>		<b>957,716</b>

## Bank Reconciliation Statement as at: 01/05/2015 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 Saving Account	01/05/2015	6	364,864.65
Lloyds Current Account	01/05/2015	40	250.00
			<u>365,114.65</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
20/04/2015 015527 The Hampshire Playing Fields A	60.00
20/04/2015 015537 Hampshire Pension Fund	3,737.17
20/04/2015 015539 P/F Twinning Assoc	150.00
20/04/2015 015543 P/F Youth Theatre	550.00
27/04/2015 015546 ACORN OFFICE SUPPLIES	183.17
27/04/2015 015547 Blackburne and Haynes	79.20
27/04/2015 015548 Cluson Engineering Ltd	259.99
27/04/2015 015549 CPC	877.34
27/04/2015 015550 The Landscape Group Ltd	1,053.31
27/04/2015 015551 Ellis Whittam Limited	2,818.31
27/04/2015 015552 G Burley and Sons Ltd	14,230.76
27/04/2015 015553 HAMPSHIRE COUNTY COUNC	177.65
27/04/2015 015554 C. Kates & Son	33.60
27/04/2015 015555 LGRC (Associates) Ltd	2,190.00
27/04/2015 015556 Ocean Securities (UK) Ltd	403.20
27/04/2015 015557 One Tree Books	35.00
27/04/2015 015558 Petersfield Cricket Club	5,000.00
27/04/2015 015559 Petersfield Post	199.16
27/04/2015 015560 Southern Fire Protection Ltd	276.00
27/04/2015 015561 Southern Voice	96.00
27/04/2015 015562 Fiona Mort	22.00
27/04/2015 015563 Jeremy Holmes	250.00
27/04/2015 015564 Southern Domestic Abuse	150.00
27/04/2015 015565 NALC	17.00
30/04/2015 015566 Cash	67.25
05/05/2015 809496 Business Gas (British Gas)	716.92
05/05/2015 809497 Orange	108.47
05/05/2015 015569 CPC	71.71
05/05/2015 015570 Clear Round Pest Services	555.66
05/05/2015 015571 TDG Marketing Ltd	360.00
05/05/2015 015572 FARNHAM CASTLE NEWSPAP	240.00
05/05/2015 015573 HAMPSHIRE COUNTY COUNC	110.09
05/05/2015 015574 Printware Limited	204.00
05/05/2015 015575 Robin Burleigh	1,500.00
05/05/2015 015576 VoxIT Limited	150.00
05/05/2015 015567 C & C Bank A/c	200,000.00
05/05/2015 015568 HMRC only	3,127.95
05/05/2015 015578 Citizens Advice Bureau	6,000.00
05/05/2015 015577 Winton House Centre	1,000.00

Bank Reconciliation Statement as at: 01/05/2015 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>
05/05/2015 015579	P/F Community Choir	150.00	
05/05/2015 015580	South East Hants CCG	250.00	
05/05/2015 015581	Winton Players	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	
			248,270.91
			116,843.74
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			116,843.74
		Balance per Cash Book is :-	331,638.54
		Difference Excluding Adjustments is :-	-214,794.80
<u>Adjustments to Reconciliation</u>			
		0.00	
			0.00
		Unreconciled Difference is :-	

Date: 08/05/2015

Petersfield Town Council

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User : CLW

Bank Reconciliation Statement as at: 30/04/2015 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	30/04/2015	0	587,248.43
			<u>587,248.43</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>587,248.43</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>587,248.43</u>
		Balance per Cash Book is :-	587,248.43
		Difference is :-	0.00

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**Bank Reconciliation Statement as at: 30/04/2015 for Cash Book 3 Public Sector Fund A/c**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	30/04/2015	0	70,361.84
			<hr/> 70,361.84
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			70,361.84
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			70,361.84
		Balance per Cash Book is :-	70,361.84
		Difference is :-	0.00

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**Bank Reconciliation Statement as at: 30/04/2015 for Cash Book 5 Petty Cash**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash			315.00
			<u>315.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>315.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>315.00</u>
		Balance per Cash Book is :-	315.00
		Difference is :-	0.00





## Finance & General Purposes Committee

### List of Regular Payments made

HM Revenue & Customs – monthly tax and National Insurance payments  
 Hampshire Pension Fund – pension contributions collected from staff plus employers contributions  
 Filmbank Distributors – Moviola cinema film costs  
 Moviola Ltd – Moviola cinema film costs  
 G Burley & Sons – Grounds Maintenance Contract  
 SD Playground Services – monthly childrens play area RoSPA inspections  
 Trade UK (Screwfix) – routine maintenance consumables needed  
 Safesite Ltd – annual safety inspection of Festival Hall roof harness  
 TAS Software – renewal of annual SAGE Payroll software and licence  
 Hampshire County Council – supplies of janitorial materials  
 Hampshire Playing Fields Association – annual membership  
 Society of Local Council Clerks – annual membership  
 Hampshire Association of Local Councils – annual membership  
 Rialtas Business Solutions – annual support package for accounts software and licences  
 Acorn Office Supplies – stationery  
 Blackburne & Haynes – Moviola cinema consumables  
 Cluson Engineering – PPE for staff as required  
 CPC – electrical equipment as required for Festival Hall  
 The Landscape Group – emptying of dog bins under contract  
 Ellis Whittam – provider of human resource and Health & Safety advice/support  
 Ocean Securities – Festival Hall late lock-up providers  
 Petersfield Post – advertising for meetings and cinema showings  
 Southern Fire Protection – contract re fire alarm testing and emergency lighting  
 A1 Securities – alarm security monitoring  
 Taylor Durrant – electrical  
 Working at Height – tallescope testing  
 Stage Electrics – servicing of all stage equipment  
 Britton Price – servicing and maintenance of stage lifts  
 Commercial Gas Services – boiler servicing  
 Bob Weaver Roofing – Festival Hall roof repairs  
 Light Angels – Christmas lights erection and take down plus testing  
 Festive Lighting Company – lease arrangements for Christmas Lights  
 Petaprint Ltd – printing and design of quarterly newsletter  
 TDG Marketing – distribution of quarterly newsletter  
 The Spruce Girls – temporary office cleaners for holiday cover  
 Travis Perkins – routine maintenance equipment  
 Cape Classic South – Moviola cinema consumables  
 Arquiva Ltd – Wireless microphone licence  
 Auditel – utility contract savings  
 Avalon Software – licences for computerised booking system  
 CIPFA – annual subscription  
 Meon Cleaning Services – bus shelter cleaning  
 MacDonald Oates – solicitors

Rob Burleigh – tree surgery  
UK Office Systems – photocopier usage  
Toolstation – Festival Hall materials  
Neopost – franking machine servicing and maintenance  
VoxIT – IT support  
PHS Group – sanitary disposal  
Britannia Security Shutters – shutter maintenance and repairs – Love Lane Pavilion  
Beaver Tool Hire – as and when required  
Siemens – photocopier lease  
Ampella – boiler or plumbing faults  
Armashield – maintenance and service of Festival Hall kitchen shutter  
Country House Carpet Care – cleaning of upholstery and seating  
Laddersfree – window cleaning  
Regal Environmental Systems – maintenance and servicing of air conditioning units  
Oxenford Farm – supplier of town Christmas tree  
Do The Numbers Limited – Internal Audit  
BDO – External Audit  
Alan Harland – annual accounts preparation  
Easy Clean Services – Love Lane Pavilion pump clearance as and when required

Neil Hitch  
Town Clerk  
18<sup>th</sup> May 2015

## List for Council to renew by resolution

Correct as 12/5/2015

<b>BACS</b>		
Council Staff	Wages/salaries	Monthly
<b>Variable Direct Debit</b>		
Cardnet	Service Charge for Credit/Debit cards	Monthly
Focus	Town Hall telephone system	Monthly
Orange	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
British Gas	Electricity bill for Avenue Pavilion	Quarterly
CNG	Gas bill for Avenue Pavilion	Quarterly
British Gas	Gas for TH/FH	Monthly
Haven Power	Electricity bill for TH/FH	Monthly
<b>Fixed Direct Debit</b>		
First Data	Debit/Credit card machine rental	Monthly
EHDC	Business Rate Avenue Pavilion	Monthly
EHDC	Business Rate TH/FH	Monthly
Grenke Leasing	Defibrillator hire/service	Monthly
Network	Lease of Toyota Hilux	Monthly
Aviva	Building and content insurance	Monthly
Eon	Electricity for Heath Toilets	Monthly

**EARMARKED & CAPITAL RECEIPTS RESERVES 2015/16**

Earmarked Reserves		A/c Code	Balance 31-Mar-15	Sums Spent	Additions	Balance 31-Mar-16
Contingency		322	19,000.00	0.00	0.00	19,000.00
Capital Projects		321	46,705.70		15,000.00	61,705.70
	Play Equipment Replacement			46,584.00		
	Heath project (£46,550)			71,214.00		
	Bell Hill project (£71,334)					
	Festival Hall Boiler Replacement		39,214.50			39,214.50
	Borough Road Path	321	2,000.00			2,000.00
	Paddock Way Drainage	321	10,000.00			10,000.00
	Heath Toilets Refurbishment	321	0.00		20,000.00	20,000.00
	Heath Pond Bank Stabilisation	321	20,000.00		10,000.00	30,000.00
	Festival Hall Extra Lighting Positions	321	10,000.00			10,000.00
	Festival Hall Deaf-Loop System	321	775.00			775.00
	Festival Hall Stage Curtains Lowerable	321	4,347.00			4,347.00
	Festival Hall Stage Front Rail	321	0.00		6,000.00	6,000.00
	Festival Hall new Dressing Room	321	0.00		4,000.00	4,000.00
	Double Glazing-Rose Room & FH offices	321	0.00		25,000.00	25,000.00
	Town Hall Water Ingress Refurbishment	321	0.00		20,000.00	20,000.00
	Town & Festival Hall Coping Stones	321	0.00		8,000.00	8,000.00
	Town Hall Air Conditioning Units	321	0.00		9,500.00	9,500.00
	Town Hall Reception Alterations	321	437.00			437.00
			133,479.20	0.00	117,500.00	250,979.20
Revenue Projects						
Grounds Committee						
	Millennium Path	320	11,500.00			11,500.00
	Heath Pond Maintenance	320	10,000.00			10,000.00
	Heath car park re-surfacing - Little School	320	3,000.00			3,000.00
	Heath Boardwalk non-slip surface	320	1,000.00			1,000.00
	Avenue Tennis Courts - Tennis Coaching Income*	320	2,707.00			2,707.00
	Bell Hill Common Management Plan	320	3,000.00			3,000.00
	Love Lane pump replacement	320	4,000.00			4,000.00
	Bell Hill recreation ground car park	320	5,000.00			5,000.00
	The Heath bollards/barrier/gate	320	4,000.00			4,000.00
	The Heath toilet concrete steps repair	320	500.00	380.00		120.00
	Woods Meadow boundary works	320	3,000.00			3,000.00
	Seat & Bin provision	320	2,700.00			2,700.00
	Play area repairs (SD Playgrounds)	320	230.00			230.00
	Heritage Notice Boards (Heath)	320	5,000.00			5,000.00
	Notice Boards	320	4,000.00			4,000.00
Public Halls Committee						
	Festival Hall - re-pointing brickwork	320	986.00			986.00
	Festival Hall - additional hinge for fire doors	320	1,000.00			1,000.00
	Town Hall - servicing and sensors for front doors	320	430.00			430.00
	Suite 2 Air Conditioning Units*	320	3,750.00		750.00	4,500.00
	Moviola surplus for Festival Hall reinvestment*	320	10,056.00			10,056.00
	Festival Hall - PIR Lighting Movement Sensors	320	2,000.00	1,755.00		245.00
	Festival Hall Orchestra Pit Sockets	320	1,000.00			1,000.00
	Festival Hall Panic Bars & Door Locking	320	480.00			480.00
	Festival Hall floor maintenance	320	1,770.00			1,770.00
	Festival Hall & Rose Room Redecoration	320	13,000.00			13,000.00
	Festival Hall Stage Curtains	320	4,500.00			4,500.00
	Avenue Pavillon External Redecoration	320	3,000.00			3,000.00
Finance & General Purposes Committee						
	Bus Shelter Maintenance	320	22,105.00			22,105.00
	Ramshill Bus Stop Seat	320	1,476.95			1,476.95
	The Causeway Bus Stop Seat	320	1,390.00			1,390.00
	Christmas Lights*	320	1,732.68			1,732.68
	Lavant Street Project	320	1,302.80			1,302.80
	Neighbourhood Plan	320	9,500.00			9,500.00
	Council Notice Board for Town Square	320	2,000.00			2,000.00
	Council elections	320	8,500.00			8,500.00
	Swindon bookbinders	320	108.00			108.00
	Petersfield In Bloom Grant	320	500.00			500.00
	Festival Hall brochures and marketing	320	6,500.00			6,500.00
	Festival Hall & Town Council Web Site	320	2,718.54			2,718.54
	320 Sub Total		159,442.97	2,135.00	750.00	158,057.97
Community Events		323	1,633.40	0.00	0.00	1,633.40
<b>Total Earmarked Reserves</b>			<b>313,655.57</b>	<b>2,135.00</b>	<b>118,250.00</b>	<b>429,670.57</b>

\* indicates income received from these activities or unused revenue budgets are transferred into Earmarked reserves at year end for use with future investment

<u>Capital Receipts Reserve</u>			
Heath Pond Bank Stabilisation	324	30,000.00	30,000.00
DDA Accessible Paths	324	10,000.00	10,000.00
Love Lane Skate Park Replacement	324	1,022.55	1,022.55
Play Equipment Replacement	324	11,801.02	11,801.02
Festival Hall Ventilation System	324	20,000.00	20,000.00
Festival Hall-4 vertical lighting bars at rear of auditorium	324	3,414.32	3,414.32
Option Agreement Payment		50,000.00	50,000.00

126,237.89	0.00	0.00	126,237.89
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ALL RESERVES

Totals	439,793.46	2,135.00	118,250.00	555,908.46
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Saved as Private/Finance/Budget

555,908.46



## Finance & General Purposes Committee

### Terms of Reference

1. Membership of the Finance & General Purposes Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman for the year will be elected. Membership of the Committee includes the Chairmen of the Grounds Committee and Public Halls Committee.
2. At the first meeting of the Committee following the Annual Meeting of the Council a Deputy Chairman shall be elected.
3. The Committee will generally meet on a monthly cycle except during August with all meeting dates being confirmed by the Annual Meeting of the Council.
4. The minutes of the Committee are to be reported to and received by the Council at each meeting of Council.
5. The principle purpose of the Committee is to manage the finances of the Council and recommend a budget and proposed Precept to Council annually.
6. The Committee shall also:
  - consider and approve financial recommendations received from other committees;
  - consider and approve the recommended annual staff budget from the Staff Panel;
  - undertake overall management of all the Council's finances and banking operations;
  - make recommendations to Council where appropriate in respect of its policies;
  - report to Council all expenditure approved that is not included within the annual budget estimates;
  - undertake maintenance responsibility for the War Memorial, Mosaic in Dragon Street and all civic regalia;
  - consider and report on any matter not specifically referred to or included within any other committee's terms of reference;
  - approve emergency expenditure authorised by the Town Clerk under delegated authority.

7. To produce a Policy Strategy to be reviewed annually by the Committee.
8. To consider quotations, estimates or tenders for all capital projects to be undertaken on any of the Council's grounds or halls submitting recommendations for approval to Council.