

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 20th July 2015 at 6.30 pm

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

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

F 0209 CHAIRMAN'S COMMENTS

The Chairman had no comments.

F 0210 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Mrs H Ayer.

F 0211 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT

No requests for dispensation had been received.

F 0212 DECLARATIONS OF INTEREST

There were no declarations of pecuniary interest made.

F 0213 PUBLIC REPRESENTATION

No representation to speak had been received.

F 0214 APPROVAL OF MINUTES

RESOLVED that the Minutes of the Meeting held on 22nd June 2015 be approved and signed by the Chairman.

F 0215 FINANCIAL RECOMMENDATIONS FROM COMMITTEES

Grounds Committee meeting held on 16th July 2015

A recommendation that the purchase of chestnut paling fencing be approved at the cost of £1029.50 for the purpose of fencing off the areas of Japanese Knotweed on the Love Lane Recreation Ground.

Following a discussion it was:

RESOLVED that the purchase of chestnut paling fencing be approved at the cost of £1029.50 for the purpose of

fencing off the areas of Japanese Knotweed on the Love Lane Recreation Ground. The contractor was confirmed as East Hampshire District Council.

A recommendation that the purchase of a secure container be approved at the maximum cost of £2000.00 for the purpose of storing the Council's Grounds equipment with the container being housed at the District Council's facilities yard. The size being a half size container, installation and security costs were also discussed.

Following the discussion it was:

RESOLVED that the purchase of a secure container be approved at the maximum cost of £2000.00 for the purpose of storing the Council's Grounds equipment with the container being housed at the District Council's facilities yard.

F 0216 **TOWN CLERK'S FINANCIAL REPORT**

Members received and noted the Finance Report dated 13th July 2015 from the Town Clerk, a copy of which is attached to these Minutes at Appendix A.

F 0217 **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 0218 **THE LOCAL AUTHORITY PROPERTY FUND PRICES AND DIVIDEND YIELDS UP TO JULY 2015.**

Members received and noted the Local Authority Property Fund prices and dividend yields report.

F 0219 **LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND'S ELECTORAL REVIEW**

The members discussed at length the current Hampshire County Council division arrangements. The majority of committee members were happy with the current arrangements and could see no benefit in putting forward any changes regarding the divisions in the Petersfield area.

RECOMMENDED: that as a result of the discussions there is no merit in submitting a response to the Local Government Boundary Commission consultation.

F 0220 **RENOVATION OF TWO WOODEN BENCHES IN THE TOWN CENTRE**

The Town Clerk explained that the two benches situated on the Lloyds forecourt were owed by the Town Council and were in need of renovation. The Town Clerk had received a quotation of £700.00 to repair the two

benches (a staged renovated wood sample was handed around for the members to view). The Clerk explained that he should be able to apply for grants to cover a large amount of the costs and the remaining costs would be paid for out of earmarked reserves.

RESOLVED that the two benches located outside Lloyds are to be renovated up to the maximum cost of £700. These costs will be paid for by grants with any remaining costs being paid for from Earmarked reserves.

F 0221 **EFFECTIVENESS OF INTERNAL AUDIT AND INTERNAL AUDITOR ARRANGEMENTS FOR THE FINANCIAL YEAR 2015/16.**

After discussion it was agreed to make the following recommendation to full council.

RECOMMENDATION to re-appointed Eleanor Greene of Do the Numbers Ltd as Internal Auditor to the Council for the current financial year.

RECOMMENDATION to undertake a more pro-active involvement in setting the parameters for what the internal auditor looks at annually. Including benchmarking against other Councils of a similar size and electorate.

RECOMMENDATION that all recommendations from the internal auditor should be implemented unless otherwise approved by the Council.

F 0222 **REVISED GRANTS POLICY**

After discussion it was agreed that the amended grant application be approved and adopted.

RESOLVED to approve the amended Community Grant application.

There being no further business, the meeting closed at 7.40p.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	109,521.28	0.05%
Cambridge & Counties 30 Day Account	729,111.92	1.5%
Public Sector Deposit Fund	70,361.84	varies
Local Authorities Property Fund	110,000.00	varies 39,428 units
Total	<u>1,019,245.04</u>	
Town Mayor's Charity Account	2.18	

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	3,856	14,000	27.54
Expenditure	82,696	277,340	29.82

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 as reported last month. Last year at this point it was 32.14%. 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	38,739	200,675	19.30
Expenditure	62,881	234,854	26.77

Income for the Festival Hall will be quieter than normal because of the redecoration that has just been completed although year to year comparisons don't indicate a huge issue at this stage. The Festival Hall complex year to date income is 15.6% (2014: 16.3%) and Avenue Pavilion income is at 22.2% (2014:22.1%). Close monitoring of income levels will continue and any serious concerns reported. Expenditure is a little below expected levels for the time of year (2014: 29.6%) although close monitoring will clearly continue. The Equipment Repairs & Maintenance budget is spent higher than expected because of the payment of £2,000 for the movement of the stage lift switch that had been approved in the last years finances, but not carried forward into Earmarked Reserves.

Grounds Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	14,750	61,310	24.06
Expenditure	35,308	250,020	14.12

Income is roughly where I would expect to see it at the end of the first quarter. Expenditure is low (2014: 19.75%) as it reflects a lack of spending on the cleaning contract for the Heath Toilets, lower than expected expenditure for contracted grounds maintenance and payment of wages for one plus a part-time worker rather than the planned two full time staff.

Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	57,345	275,985	20.78
Expenditure	180,885	762,214	23.73

If everything was on track the year to date figures would show a 25.00% spend. Income is suffering a little bit which is predominantly due to the redecoration of the Festival Hall and the loss of a fortnights bookings income. Expenditure is comfortably within expected levels, largely due to the lower than budgeted staffing costs and contracted grounds maintenance costs. Last year at this stage, income was at 24.03% and expenditure 27.39%.

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 July 2015

Date: 02/07/2015

Petersfield Town Council

Page No: 1

Time: 12:08

User : CLW

Bank Reconciliation Statement as at: 30/06/2015 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 Current Account	30/06/2015	0	250.00
Lloyds Saving Account	30/06/2015	0	80,192.94
			<u>80,442.94</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
19/05/2015 809547 Eden Springs UK Ltd	26.82
22/05/2015 015603 Paul Hill Creative	180.00
08/06/2015 015659 Victoria Gardner	75.00
16/06/2015 015662 Auditel	162.23
16/06/2015 015668 SD Playgrounds Services	264.60
16/06/2015 015670 Urban Edge Environmental Cons	2,004.48
16/06/2015 015671 VoxIT Limited	210.00
19/06/2015 809616 Eden Springs UK Ltd	79.15
19/06/2015 015676 Cluson Engineering Ltd	16.20
19/06/2015 015681 U.K. OFFICE SYSTEMS LTD	129.00
24/06/2015 015684 P/F Society	250.00
25/06/2015 015685 Winchester Garden Machinery	1,194.00
25/06/2015 015683 P/F Orchestra	250.00
29/06/2015 015687 EAST HANTS DISTRICT COUN	25,757.66
29/06/2015 015689 Alan J. Harland FCA	1,385.00
29/06/2015 015690 Beaver Tool Hire	82.93
29/06/2015 015691 Filmbank Distributors Ltd	99.60
29/06/2015 015692 G Burley and Sons Ltd	3,842.79
29/06/2015 015693 Ironmongery Direct	58.68
29/06/2015 015694 Ocean Securities (UK) Ltd	268.80
29/06/2015 015695 Moviola Ltd	210.20
29/06/2015 015696 NB Paints Ltd.	6,800.00
29/06/2015 015697 Regal Environmental Systems L	504.00
29/06/2015 015698 Rigging Team Ltd	4,610.40
29/06/2015 015699 Trade UK	1,293.47
29/06/2015 015700 The Spruce Girls Ltd	344.40
29/06/2015 015701 Mrs Michelle Snow	178.04
29/06/2015 015702 Weed Management Ltd	294.00
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
	<u>51,131.45</u>
	29,311.49

Receipts not Banked/Cleared (Plus)

Bank Reconciliation Statement as at: 30/06/2015 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>
			0.00
			<u>29,311.49</u>
		Balance per Cash Book is :-	29,311.49
		Difference is :-	0.00

Bank Reconciliation Statement as at: 30/06/2015 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			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

Bank Reconciliation Statement as at: 30/06/2015 for Cash Book 3 Public Sector Fund A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	30/06/2015	0	70,361.84
			<u>70,361.84</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			70,361.84
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			70,361.84
		Balance per Cash Book is :-	70,361.84
		Difference is :-	0.00

Bank Reconciliation Statement as at: 30/06/2015 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	30/06/2015	0	789,111.92
			<u>789,111.92</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>789,111.92</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>789,111.92</u>
		Balance per Cash Book is :-	789,111.92
		Difference is :-	0.00

Petersfield Town Council

Bank - Cash and Investment Reconciliation as at 9 July 2015

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Lloyds Current Account	250.00
1	Lloyds Saving Account	80,192.94
2	Cambridge & Counties	789,111.92
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
		940,231.70
<u>Other Bank & Cash Balances</u>		
	Cash Book Suspense	0.00
		0.00
		940,231.70
<u>Unpresented Payments</u>		
1	19/05/2015 809547	26.82
1	22/05/2015 015603	180.00
1	08/06/2015 015659	75.00
1	11/06/2015 015661	3,761.07
1	16/06/2015 015662	162.23
1	16/06/2015 015668	264.60
1	16/06/2015 015670	2,004.48
1	16/06/2015 015671	210.00
1	19/06/2015 809616	79.15
1	19/06/2015 015676	16.20
1	19/06/2015 015681	129.00
1	24/06/2015 015684	250.00
1	25/06/2015 015685	1,194.00
1	25/06/2015 015683	250.00
1	29/06/2015 015687	25,757.66
1	29/06/2015 015689	1,385.00
1	29/06/2015 015690	82.93
1	29/06/2015 015691	99.60
1	29/06/2015 015692	3,842.79
1	29/06/2015 015693	58.68
1	29/06/2015 015694	268.80
1	29/06/2015 015695	210.20
1	29/06/2015 015696	6,800.00
1	29/06/2015 015697	504.00
1	29/06/2015 015698	4,610.40
1	29/06/2015 015699	1,293.47
1	29/06/2015 015700	344.40
1	29/06/2015 015701	178.04
1	29/06/2015 015702	294.00
1	29/06/2015 015703	150.00
1	29/06/2015 015704	75.00
1	29/06/2015 015705	75.00
1	06/07/2015 809681	107.45
1	06/07/2015 015707	900.00

Petersfield Town Council

Bank - Cash and Investment Reconciliation as at 9 July 2015

	<u>Account Description</u>	<u>Balance</u>
1	06/07/2015 015708	15.72
1	06/07/2015 015709	105.48
1	06/07/2015 015710	2,406.00
1	06/07/2015 015711	264.00
1	06/07/2015 015712	3,208.80
1	06/07/2015 015713	424.19
1	06/07/2015 015714	1,702.34
1	06/07/2015 015715	414.60
1	16/02/2015 015428	250.00
1	02/03/2015 015460	250.00
1	17/03/2015 015470	60.00
		64,741.10
		875,490.60
<u>Receipts not on Bank Statement</u>		
1	03/07/2015	27.44
1	03/07/2015	82.33
1	03/07/2015	137.75
1	03/07/2015	27.44
1	03/07/2015	60.00
1	03/07/2015	35.00
1	03/07/2015	10.00
1	03/07/2015	0.25
1	03/07/2015	16.51
		396.72
<u>Closing Balance</u>		
		875,887.32
<u>All Cash & Bank Accounts</u>		
	Current Bank A/c	16,098.56
	C & C Bank A/c	789,111.92
	Clydesdale Bank A/c	0.00
	Public Sector Fund A/c	70,361.84
	Petty Cash	315.00
	Local Auth Property Fund	0.00
	Other Bank & Cash Balances	0.00
	Total Bank & Cash Balances	875,887.32