

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 14th December 2015 at 6.30 pm

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

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

F 0497 **CHAIRMAN'S COMMENTS**

The Chairman asked Neil to give an update on Lloyds Bank mandate.

F 0498 **APOLOGIES FOR ABSENCE**

There were no apologies received.

F 0499 **GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT**

No requests for dispensation had been received.

F 0500 **DECLARATIONS OF INTEREST**

Cllr P Humphries declared a personal interest in the Outside Swimming Pool matter to be discussed under confidential.

F 0501 **PUBLIC REPRESENTATION**

No representation to speak had been received.

F 0502 **APPROVAL OF MINUTES**

RESOLVED: that the Minutes of the Meeting held on 16th November 2015 be approved and signed by the Chairman.

F 0503 **FINANCIAL RECOMMENDATIONS FROM COMMITTEES**

There were no financial recommendations from committees

F 0504 **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 at *Appendix A*. Cllr J Deane asked for clarification on staff costs which were to be distributed. The clerk explained that whilst all staff costs were in the accounts, some needed to be redistributed to the correct departments.

F 0504

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*. The clerk was asked to remind the Finance Officer to implement that Band Reconciliation rota.

ELECTORAL REVIEW OF HAMPSHIRE

Members received and noted the proposal of the Electoral Review of Hampshire. It was felt that this should generally be supported in principle. Cllr Vaughan Clarke provided further insight about how the areas will be divided. It was agreed that the Town Clerk should write to say we had read the document and approved.

RESOLVED: that the Town Clerk writes to inform the Review Officer that in principle we approve of the changes being proposed.

F 0505

DO THE NUMBERS LIMITED AUDIT

Members received and noted an audit report produced by 'Do The Numbers Limited'. The following items were discussed:

Payments Listing - At the next F&GP meeting, both forms of payment listing, computer generated and manually produced will be presented to the committee, and a decision made on which one to use in the future.

General Power of competence - in progress with the Town Clerk.

Staff Panel - Better recording required instead of reliance on verbal updates at F&GP and Council meetings. This has occurred due to meetings taking place very close to the date of committee or council meetings so Staff Panel minutes had not been finalised.

Perennial Grants - include in process a report from the recipient as to how the money was spent in the previous year.

The Heath Charity - On-going and in hand. Waiting for solutions feed back.

Hard Copy File - View is that too many records of the same thing are kept. Office staff will review processes and copies produced. One suggestion was made that copies of a document should have the word copy added to them.

Electronic Payments - currently being reviewed. We need a better understanding of the security risks involved.

Wages Control - has now been corrected

F 0506

LOCAL AUTHORITIES' PROPERTY FUND PRICES AND DIVIDEND YIELDS

Members received a report of the Local Authorities' Property Fund Prices and Dividend Yields

F 0507 **PUBLIC SECTOR DEPOSIT FUND**

Members received a report of The Public Sector Deposit Fund.

In view of the confidential nature of the business about to be discussed, it was

RESOLVED: **that the public and press be asked to leave the meeting for the confidential session except for County Councillor Vaughan Clarke**

CONFIDENTIAL

F 0508 To consider any confidential staff, financial or other recommendations from committees. There were none.

F 0509 **FRRME LEASE AGREEMENT**

Members were provided with the latest FRRME Lease Agreement and invited to comment and approve the document for signing.

RECOMMENDED: **that the Lease Agreement should be presented to the full Council Meeting, and the Mayors seal be applied.**

F0510 **LOAN TO PETERSFIELD SWIMMING POOL**

Members were asked to consider a short term loan of £20,000 to Petersfield Swimming Pool under Local Government (Miscellaneous Provision) Act 1976 section 19, to cover period when a large expense on new boiler equipment would be incurred, prior to a large sum of VAT being reclaimed from HMRC. After some discussion on what was appropriate, it was

RESOLVED: **that the sum of £20,000 should be loaned to Petersfield Open Air Swimming Pool based on the Miscellaneous provision, only at the point that the expense is incurred, and will be paid back no later than 31st May 2016. The loan will be on an interest free basis. An agreement document is to be produced by Town Clerk for the Swimming Pool Treasurer (Jane Tatford) to sign.**

There being no further business, the meeting closed at 7.40 p.m.

