

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 19th October 2015 at 6.30 pm

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

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk) Mr S Field (Office & Committees Manager) and Town Mayor Cllr Mrs L Farrow. *No members of the Public or Press were present.*

F 0396 **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

F 0397 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

F 0398 **GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT**

No requests for dispensation had been received.

F 0399 **DECLARATIONS OF INTEREST**

There were no declarations of interest

F 0400 **PUBLIC REPRESENTATION**

No representation to speak had been received.

F 0401 **APPROVAL OF MINUTES**

RESOLVED that the Minutes of the Meeting held on 21st September 2015 be approved and signed by the Chairman.

F 0402 **FINANCIAL RECOMMENDATIONS FROM COMMITTEES**

Grounds Committee meeting held on 8th October 2015

G0377 LOVE LANE PLAYING FIELDS

RESOLVED that a budget of £2,000 be approved for tree purchases on Love Lane playing fields in recognition of the Queen's 90th Birthday with the decision on exact species to be planted to be delegated to the Chairman of the Grounds Committee, Town Clerk and Senior

Groundsman. 3 trees are to be planted to replace dead trees, and mature oak to be planted in the wild glade area.

G0378 PENNS FIELD 'B'

RECOMMENDED: that a working party be established comprising Cllr's Strawbridge, Orr, Chairman of the Grounds Committee and Town Clerk and that the Terms of Reference document would be considered at the next Council meeting on 22nd October 2015.

F 0403 TOWN CLERK'S FINANCIAL REPORT

Members received and noted the Finance Report dated 14th September 2015 from the Town Clerk, a copy of which is attached to these Minutes at Appendix A.

F 0404 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 0405 LOCAL COUNCILS IN ENGLAND ANNUAL RETURN ENDED 31ST MARCH 2015.

Members received and noted the Local Council in England Annual Return ended 31st March 2015.

F 0406 EXTERNAL AUDITORS REPORT YEAR ENDED 31ST MARCH 2015

Members received and considered the External Auditors Report year ended 31st March 2015.

F 0407 MAPPING SOFTWARE

Members received and considered a proposal from the Town Clerk to purchase Mapping Software that can provide the Council with the ability to produce local maps overlaid with council assets and provide future management of these assets.

RESOLVED: That the initial cost for the software of £1,950 from Pear Technology and any overlay available from other local authorities be approved

F 0408 APPROVAL OF ORDERS

RESOLVED: That order numbers 151088 £380.00 and order number 150028 £370 be approved

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.

CONFIDENTIAL

F 0409 To consider any confidential staff, financial or other recommendations from committees.

Grounds meeting held on 8th October 2015

G0383 THE PLUMP DUCK

RESOLVED: that with effect from 1st April 2016 a 10 year oncession agreement be entered into with The Plump Duck for the refreshment kiosk on The Heath at a fixed rent of £800 per calendar month subject to annual RPI increases

F 0410 STAFF PANEL MEETING 12TH OCTOBER 2015

Members received recommendations and budget from the staff panel meeting of 12th October 2015.

RESOLVED: That total staffing costs including National Insurance & Employers superannuation, for the first draft budget 2016/17 of £306,502 be approved

There being no further business, the meeting closed at 7.56p.m.



FINANCIAL RECOMMENDATIONS

To F&GP Meeting 19th October 2015

PETERSFIELD TOWN COUNCIL

G 0377 LOVE LANE PLAYING FIELDS

Members received a request to consider planting some additional trees alongside Moggs Mead next year in honour of the Queens' 90th birthday. It was noted that some of the original trees in the row planted alongside the metal railings had died and could be replaced.

Some discussion followed on the types of tree considered suitable. It was considered desirable to have trees that blossomed along the Moggs Mead fenceline but the idea of creating a wooded oak glade in the old 'wild area' was also attractive to members.

RECOMMENDED that a budget of £2,000 be approved for tree purchases on Love Lane playing fields in recognition of the Queen's 90th Birthday with the decision on exact species to be planted to be delegated to the Chairman of the Grounds Committee, Town Clerk and Senior Groundsman.

G 0378 PENNS FIELD 'B'

Members received and considered a report from the Town Clerk concerning the potential for developing this area as additional sports pitches, a copy of which is attached to these minutes as Appendix B. It was recognised that this project needed to be progressed and that a working Party was the most appropriate way of doing this and that a detailed 'Terms of Reference' document was desired.

RECOMMENDED: that a working party be established comprising Cllr's Strawbridge, Orr, Chairman of the Grounds Committee and Town Clerk and that the Terms of Reference document would be prepared for consideration by the Finance & General Purposes Committee.

CONFIDENTIAL

G 0383 THE PLUMP DUCK

Mr Baker outlined the progress made by The Plump Duck since its inception to members. The initial concession had been granted for a 5 year term with a basic rent plus profit sharing agreement. Mr Baker requested that this agreement be reviewed to reflect the growth made in the business and to provide greater job security for the staff he now employs.

Following discussion it was:

RECOMMENDED: that with effect from 1st April 2016 a 10 year concession agreement be entered into with The Plump Duck for the refreshment kiosk on The Heath at a fixed rent of £800 per calendar month subject to annual RPI increases

Working Party (Initial and Set Up) Petersfield Town Council – Project Penns Field ‘B’

Terms of Reference – Original 12 October 2015

1. Background/Introduction

1.1 Penns Field ‘B’ is owned by Petersfield Town Council (PTC). The site has long been established as one for future recreational use. This has, most recently, been confirmed at Item G 0527 at PTC Grounds Committee Meeting held on 22 January 2015 and has also been established in the Petersfield Neighbourhood Plan (PNP). The PNP has yet to go before the Community for Referendum to accept. This is due to take place on 19 November 2015.

1.2 It has again been considered that additional facilities for sports is now becoming a much needed requirement and thus PTC has resolved that an Initial Working Party be drawn up to advise PTC on a strategy to move forward on this project. (Grounds Meeting held on 8 October 2015) and to be ratified by Full Town Council on 22 October 2015)

2. Purpose and Role of Group

2.1 The broad purpose of the Group is to draft a ‘route map’ from current position to completion of Project to allow for Penns Field ‘B’ to become a viable sporting venue. The Group should seek to answer the following questions:

- Who should be involved with the next phases of the project. In other words establish a Project Team. The team is likely to include Councillors, Council Officers (essentially from PTC but possibly from EHDC), volunteers, likely stakeholders in the process and those on completion and also a number of Consultants/Contractors.
- What exactly the site should become. Initial thoughts are primarily for association football but considerations of other sports i.e. a sports pitch for multi-use should be considered.
- The Group are invited to comment and advise on the outlining on at least the following:-
 - ROC (Rough Order of Costs) by drafting a spreadsheet of costs which should include possible design consultancy, project management and contractual works
 - A timeline (GANNT) for Project Progress to include phases and key milestones
 - A media plan –perhaps consider social media/website
 - Confirm situation on possible planning issues
 - Confirm scope of project and what it should include (i.e. any buildings required such as pavilion, changing etc)
 - Access and Parking

3. Membership:

3.1 This initial working group should be made up of the following:-

- Chairman of Grounds Committee (By appointment)
- Town Clerk
- 2 members of the Grounds Committee

3.2 This initial group may well wish to advise on the potential for co-opting others to the project working party (see para 2.1). This should be open to all with a recommended maximum number of 12 members.

3.3 The period of membership of the project group should remain flexible so that each stage or phase of the project reflects a membership that is relevant and appropriate at that time.

4. Accountability

4.1 The working group should report initial findings and progress reviews to the Grounds Committee as a formal agenda item. From there The Grounds Committee is responsible for reporting to Full Council via the Finance and General Purpose Committee if a financial consideration applies.

5. Review

5.1 Reviews of progress should be undertaken at least once per calendar month ideally taking into account the diary of The Grounds Committee Meetings

6. Working methods

6.1 The group can work with any method they choose, given the other personal commitments individual members may have. In other words:-

- Undertake formal/informal meetings at any time that suits and in any location that suits
- Splitting individual members or pairs to task
- Communication by e-mail

7. Meetings

7.1 The initial meeting should be arranged shortly after these TORs are ratified and agreed by Full Council. At this initial meeting the group should establish the best working methods and frequency of meetings.

7.2 It is recommended that brief notes are taken on matters discussed which would form the basis of their recommendations to formal committees. It may be that as this issue is of high importance and size that a PTC Officer be appointed as secretariat for the more formal group meetings.

8. Sharing of information and resources (including confidential materials)

8.1 Parts of this project will be confidential (such as contractor bids) and some will not. It is important that the group share as much as they are able to do.

8.2 The group will have access to PTC resources.

8.3 Confidential matters and documents must be treated as such and care is to be taken when communicating with the Press

9. Definition of terms

9.1 Intentionally blank. To be compiled as and when and if needed.

James Deane

12 Oct 15

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