

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 21st March 2016 at 6.30 pm

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

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

F 0725 CHAIRMAN'S COMMENTS

The Chairman welcomed everyone to the meeting, and reported that during the time of the Town Clerk being away on annual leave, a quick decision had had to be made in purchasing and installing a new boiler for the Avenue Pavilion, as the old one had recently failed twice, and on the third occasion of breaking down, was deemed as unfixable. A reserve for the replacement was available in the next financial year, but the invoice is likely to be raised in the current financial year.

F 0726 APOLOGIES FOR ABSENCE

Apologies were received from Cllr P Humphries and Cllr J Matthews

F 0727 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT

No requests for dispensation had been received.

F 0728 DECLARATIONS OF INTEREST

There were no declarations of interest.

F 0729 PUBLIC REPRESENTATION

Members received a verbal presentation from Mr Jeffery, who had been 'commissioned' to write a book on Cdr Loftus William Jones VC, . Mr Jeffery had been 'commissioned' to write a book on the only veteran in Petersfield who had been awarded the VC medal. A stone was being laid in the Square on 27th May to commemorate Cdr Loftus William Jones, and it was hoped that the book would be ready by then. Funds were required to publish the book and it was hoped that the Town Council would be able to support this venture.

F 0730 APPROVAL OF MINUTES

RESOLVED: that the Minutes of the Meeting held on 15th February 2016 be approved and signed by the Chairman.

F 0731 FINANCIAL RECOMMENDATIONS FROM COMMITTEES

There were no financial recommendations received

F 0732 **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*. The new ticketsource bank account had now been set up with Lloyds. However, we were being charged a monthly fee for this account and an alternative provider may be sought.

F 0733 **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 0734 **QUEEN ELIZABETH II's 90TH BIRTHDAY CELEBRATION - 12TH JUNE**

Members received a proposal of costs for the celebration picnic event being held on the heath, and these were well over the budget that had been considered. It was decided that alternative arrangements would be made, along with revised costs.

RECCOMENDATION: **that the event goes ahead with alternative arrangements to keep it simple and reduce costs**

F0735 **MERRY CHRISTMAS PETERSFIELD DECORATION**

Members received a proposal from Festive Lighting which outlined costs to either refurbish or replace the Merry Christmas Petersfield decoration which had failed to work last year.

RESOLVED: **that the decoration should be replaced through Festive Lighting Company at a cost of £1,120, which was considered to be the most cost effective option**

F0736 **BOOK ON COMMANDER LOFTUS WILLIAM JONES VC**

Members discussed the presentation given by Mr Jeffery, and the following recommendation was reached.

RECOMMENDATION: **that consideration be given to a grant of £200 as a donation to the project, recognising the life of Cdr Loftus William Jones VC**

F0737 **DO THE NUMBERS LIMITED**

Members received a list of recommendations from "Do The Numbers Limited" following their recent internal audit visit

- **Payments List** – agreed to continue with Omega, with further information provided if required
- **Award of contracts** – We would prefer to reveal the contract awardee at the point that this has been resolved
- **Bank Statement Approval** – This has now been implemented with the list that is sent out by the Finance Officer. Town Clerk to check with Finance Officer that these are now regularly being distributed
- **Debtors/Creditors** – need to improve situation where bill is held out before invoice is raised. However, there are no current bad debts
- **Electronic Payments** – in hand
- **Wages Control** – in hand
- **Public Sector Deposit Fund** – no action currently for us
- **The Heath Charity** – on going, Town Clerk to follow up

F0738

CONFIDENTIAL

There was no confidential business to discuss

There being no further business, the meeting closed at 7.20 p.m.