

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 21st September 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) and Town Mayor Cllr Mrs L Farrow. *No members of the Public or Press were present.*

F 0328 **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

F 0329 **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

F 0330 **GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT**

No requests for dispensation had been received.

F 0331 **DECLARATIONS OF INTEREST**

Cllr J Matthews declared a potential interest in the Christmas Lights Switch-on Event as he has been an employee of Hometown Festivals.

F 0332 **PUBLIC REPRESENTATION**

No representation to speak had been received.

F 0333 **APPROVAL OF MINUTES**

RESOLVED that the Minutes of the Meeting held on 20th July 2015 be approved and signed by the Chairman.

F 0334 **FINANCIAL RECOMMENDATIONS FROM COMMITTEES**

a) **Public Halls Committee meeting held 14th September 2015**

PH 0297 **Festival Hall Stage Removable Rail**

Members considered the recommendation provided from the Public Halls Committee that approval be given for the installation of a removable safety rail on the stage in the Festival Hall for use when the Hall is in use for events other than theatrical performances. Members agreed that the work needed to be done.

RECOMMENDED: that the quotation from FD Metalwork Limited of £6,016.80 plus VAT be accepted with half of the cost being provided by Petersfield Music Festival and the remaining sum being provided from Capital Earmarked Reserves.

b) Grounds Committee meeting held on 17th September 2015

G 0313 **Rams Hill Play Area and Grounds Maintenance**

Members noted the presentation received from the Rams Hill Residents Association in connection with this proposal and considered the recommendation.

RESOLVED: that further details are required before a decision can be made but that a meeting would be arranged with Taylor Wimpey to pursue the matter.

G 0315 **Equipment and Hand Held Tools Purchase**

Members considered the recommendation for the purchase of this equipment from the Grounds Committee and noted that virement had been identified for the sums involved that were in excess of the budgeted figures. Following further consideration it was:

RESOLVED: that equipment be purchase from Winchester Garden Machinery at a maximum cost of £4,626 to comprise 2 mowers, 2 blowers plus a Stihl Kombi unit with attachments for various uses.

F 0335 **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 0336 **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 0337 **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 plus the Fact Sheet as at 30th June 2015. The Town Clerk enquired of members how often they wished to see this information. Members requested that the fund prices be provided on a quarterly basis and the Fact Sheet be provided every six months.

CONSULTATION ON A PUBLIC SECTOR EXIT PAYMENT CAP

Members received and considered the consultation documents on proposals to introduce an exit cap of £95,000 on payments made to staff when leaving employment in the public sector. It was noted that this proposed exit cap included payments to the employee's pension pot and members considered that this was probably an unrealistic level for the cap to be set at in such instances. The principle of an exit cap was agreed but a more appropriate level needed to be established, however there was also concern that introducing a cap may create more problems than it resolved.

RESOLVED: that a response to the consultation be issued advising that the council felt unable to make detailed comments due to a lack of sufficient information and/or knowledge. The Council was in principle in favour of an exit cap but considered that the suggested level was too low and that there should be a separate cap for pension payments and for redundancy payments although concern was expressed that the creation of an exit cap may create more problems than it resolves.

CHRISTMAS LIGHTS SWITCH-ON EVENT

The Town Clerk advised members that The Petersfield Post along with the FitzRoy Charity and Hometown Festivals had all agreed to support and arrange the switch-on event for this year which was planned for Friday 27th November. Hometown Events had provided a quotation to run the event at a cost of £2,095 plus VAT and the Petersfield Post had agreed to provide half of this cost.

Members considered that this was a major community event and needed to be supported. It was agreed that a meeting should be arranged with all interested parties to finalise the shape of the event and members were also keen to see local charities making full use of the opportunity to promote their activities. Following further discussion it was:

RESOLVED that the Christmas Lights switch-on event be supported with virement being found to enable half of the costs to be met.

RESOLVED that in view of the confidential nature of the business to be transacted the public and press be asked to leave the meeting.

STAFF MATTERS

The Chairman advised members that the Staff Panel, under authority delegated to it by Council had now made the following appointments which were all subject to the completion of satisfactory references:

- Finance Officer – Michelle Snow
- Office & Committee Manager – Stephen Field
- Office Administrator (maternity cover) – Sophie Davis

It was hoped that all new members of staff would be starting work within the next two weeks.

There being no further business, the meeting closed at 7.56p.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	110,909.51	0.05%
Cambridge & Counties 30 Day Account	670,956.00	1.5%
Public Sector Deposit Fund	70,361.84	varies
Local Authorities Property Fund	110,000.00	varies 39,428 units
Total	<u>962,477.35</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.

Due to holiday absences during August and in the early part of this month there are still a number of transactions that need to be entered into the accounting software so the current figures may not truly reflect the situation as at the end of August.

Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	5,065	14,000	36.18
Expenditure	109,516	277,340	39.49

Income figures budgeted is primarily bank interest and includes the quarterly interest payment from the Local Authorities Property Fund. Expenditure last year at this point was at 45.59%. There are no major issues within any of the budget headings and although some individual account codes are certain to exceed their budget this will be more than compensated for by those that will be below budget.

Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	60,743	200,675	30.27
Expenditure	76,954	234,854	32.77

Income for the Festival Hall will be quieter than normal because of the redecoration that has just been completed as well as the quieter summer months. The Festival Hall complex year to date income is 24.5% (2014: 33%) and Avenue Pavilion income is at 33.5% (2014:34.7%). 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: 45.3%) although when August's transactions are fully posted this situation may change. Close monitoring will clearly continue.

Grounds Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
Income	30,712	61,310	50.09
Expenditure	47,790	250,020	19.11

Income is roughly where I would expect to see it at this stage of the year. Last year's comparison figure is 65.18%. Expenditure is low (2014:32.66%) 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	96,520	275,985	34.97
Expenditure	234,260	762,214	30.73

If everything was on track the year to date figures would show a 41.67% 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 42.31% and expenditure 41.34%.

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
14th September 2015

Date: 03/09/2015

Petersfield Town Council

Page No: 1

Time: 14:20

User : CLW

Bank Reconciliation Statement as at: 03/09/2015 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	31/07/2015	62	250.00
Lloyds Saving Account	31/07/2015	27	98,569.86
			<u>98,819.86</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
19/06/2015 809616 Eden Springs UK Ltd	79.15
29/06/2015 015703 National Childbirth Trust	150.00
06/07/2015 015711 Meon Cleaning Services	264.00
06/07/2015 015719 Festival for Young People-D/R	250.00
27/07/2015 015728 G Burley and Sons Ltd	516.00
27/07/2015 015729 Trade UK	581.86
27/07/2015 015730 Travis Perkins Trading Company	34.76
03/08/2015 015754 FD Metalwork Ltd	1,828.80
03/08/2015 015761 Hampshire Assoc. of Local Cour	240.00
03/08/2015 015762 Ocean Securities (UK) Ltd	268.80
03/08/2015 809651 Network	444.67
03/08/2015 809717 SOUTH EAST WATER LTD	489.89
03/08/2015 809718 CNG Ltd	59.63
03/08/2015 015740 ACORN OFFICE SUPPLIES	142.82
03/08/2015 015741 Cluson Engineering Ltd	16.20
03/08/2015 015742 The Landscape Group Ltd	1,053.31
03/08/2015 015743 Ellis Whittam Limited	235.20
03/08/2015 015744 FARNHAM CASTLE NEWSPAP	307.56
03/08/2015 015745 G Burley and Sons Ltd	3,977.05
03/08/2015 015746 Microshade Business Consultan	476.40
03/08/2015 015747 NEOPOST LTD	111.47
03/08/2015 015748 Petaprint Ltd	29.00
03/08/2015 015749 Petersfield Post	79.16
03/08/2015 015750 SD Playgrounds Services	264.60
03/08/2015 015751 Trade UK	379.31
03/08/2015 015752 VoxIT Limited	120.00
24/08/2015 809762 Eden Springs UK Ltd	20.83
24/08/2015 809765 WPS Insurance Brokers & Risk	2,787.99
24/08/2015 015763 Dg Green Works Ltd	60.00
24/08/2015 015764 Petaprint Ltd	1,595.00
24/08/2015 015765 SIEMENS FINANCIAL SERVICE	615.60
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>18,245.88</u>
	80,573.98

Bank Reconciliation Statement as at: 03/09/2015 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>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>80,573.98</u>
		Balance per Cash Book is :-	80,573.98
		Difference is :-	0.00

LLOYDS BANK



Your account statement
 Statement sheet number: **62**
 Issue date: **31 July 2015**
 Page: **1 of 1**

PETERSFIELD TOWN COUNCIL
 TOWN HALL
 PETERSFIELD
 HAMPSHIRE
 UNITED KINGDOM
 GU31 4EA



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BX1 1LT

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+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com



J31581028NKMAA0000004203001001379000



Your branch: **PETERSFIELD**
 Sort code: **30-96-61**
 Account number: **00239842**
 BIC: **LOYDGB21276**
 IBAN: **GB98 LOYD 3096 6100 2398 42**

BUSINESS ACCOUNT
 PETERSFIELD TOWN COUNCIL

Account Summary

Balance On 24 July 2015	£250.00
Total Paid In	£3,275.28
Total Paid Out	£3,275.28
Balance On 31 July 2015	£250.00

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
24 Jul 15		BALANCE BROUGHT FORWARD			250.00
27 Jul 15	Cheque	015715	414.60		164.60 OD
27 Jul 15	Transfer	FROM30966107033557		414.60	250.00
28 Jul 15	Direct Debit	EDENSPRINGS UK LTD 00/00103282	14.40		235.60
28 Jul 15	Cheque	015693	58.68		176.92
28 Jul 15	Direct Debit	FOCUS GROUP FC6669	111.74		65.18
28 Jul 15	Direct Debit	VEOLIA ES UK LTD 08482301	212.69		147.51 OD
28 Jul 15	Transfer	FROM30966107033557		397.51	250.00
29 Jul 15	Cheque	015723	380.00		130.00 OD
29 Jul 15	Cheque	015697	504.00		634.00 OD
29 Jul 15	Payment	015739	136.94		770.94 OD
29 Jul 15	Transfer	FROM30966107033557		1,020.94	250.00
30 Jul 15	Direct Debit	NETWORK 0819583-0500306130	444.67		194.67 OD
30 Jul 15	Transfer	FROM30966107033557		444.67	250.00
31 Jul 15	Bank Giro Credit	CARDNET 504784455 504784455 28/07.		54.89	304.89
31 Jul 15	Cheque	015718	250.00		54.89
31 Jul 15	Cheque	015735	360.00		305.11 OD
31 Jul 15	Direct Debit	SITA UK 34061994	387.56		692.67 OD
31 Jul 15	Transfer	FROM30966107033557		942.67	250.00
31 Jul 15		BALANCE CARRIED FORWARD			250.00

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.
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Your account statement
 Statement sheet number: **26**
 Issue date: **31 July 2015**
 Page: 1 of 2

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Your branch: **PETERSFIELD**
 Sort code: **30-96-61**
 Account number: **07033557**
 BIC: **LOYDGB21276**
 IBAN: **GB91 LOYD 3096 6107 0335 57**



J3158102BNKMA.A0000004207001002379000



BUS 30 DAY NOTICE
 PETERSFIELD TOWN COUNCIL

Account Summary

Balance On 24 July 2015	£93,452.74
Total Paid In	£8,337.51
Total Paid Out	£3,220.39
Balance On 31 July 2015	£98,569.86

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
24 Jul 15		BALANCE BROUGHT FORWARD			93,452.74
27 Jul 15	Faster Payment	P'FIELD RUGBY FC L PRFC PITCHES 17052205785836000N 601626 10 25JUL15 05:22		555.00	94,007.74
27 Jul 15	Faster Payment	SUTTON WINSN GEN NO REF RP4673363564470000 203647 30 27JUL15 01:11		1,217.70	95,225.44
27 Jul 15	Transfer	TO 30966100239842	414.60		94,810.84
28 Jul 15	Faster Payment	PS FINANCIAL ADV <i>PSF</i> PS FINANCIAL ADV RP4652384435044600 209778 30 28JUL15 01:39		1,100.00	95,910.84
28 Jul 15	Faster Payment	THE PLUMP DUCK LIM THE PLUMP DUCK 17023233116243000N 601626 30 28JUL15 02:46		285.25	96,196.09
28 Jul 15	Transfer	LIDDIARD SCAFFOLDI LIDD SCAFF S14454		57.85	96,253.94
28 Jul 15	Transfer	TO 30966100239842	397.51		95,856.43
29 Jul 15	Bank Giro Credit	500476		1,843.37	97,699.80
29 Jul 15		BALANCE CARRIED FORWARD			97,699.80 <i>ms</i>

LLOYDS BANK



Your account statement
Statement sheet number: 27
Issue date: 31 July 2015
Page: 2 of 2

PETERSFIELD TOWN COUNCIL
TOWN HALL
PETERSFIELD
HAMPSHIRE
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Your branch: PETERSFIELD
Sort code: 30-96-61
Account number: 07033557
BIC: LOYDGB21276
IBAN: GB91 LOYD 3096 6107 0335 57

3790 1814/2/017476



BUS 30 DAY NOTICE
PETERSFIELD TOWN COUNCIL

Account Activity

Date	Payment type	Details	Paid out (£)	Paid in (£)	Balance (£)
29 Jul 15		BALANCE BROUGHT FORWARD			97,699.80
29 Jul 15	Deposit	500477		588.00	98,287.80
29 Jul 15	Transfer	TO 30966100239842	1,020.94		97,266.86
30 Jul 15	Bank Giro Credit	BOULTER MOSSMAN LI BOULTER MOSSMAN		1,480.00	98,746.86
30 Jul 15	Transfer	TO 30966100239842	444.67		98,302.19
31 Jul 15	Bank Giro Credit	LAMIT PROPERTY FUN <i>1000/100</i> 626631901		1,210.34	99,512.53
31 Jul 15	Transfer	TO 30966100239842	942.67		98,569.86
31 Jul 15		BALANCE CARRIED FORWARD			98,569.86 <i>TMS</i>

Messages

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Bank Reconciliation Statement as at: 16/09/2015 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	31/07/2015	0	730,049.29
			<u>730,049.29</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			730,049.29
<u>Receipts not Banked/Cleared (Plus)</u>			<u>0.00</u>
			730,049.29
		Balance per Cash Book is :-	730,049.29
		Difference is :-	0.00



Your Options

Account summary

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Date	Description	Amount	Account Balance
31/08/2015	Interest credited gross 15000147	£906.71	£670,956.00
29/08/2015	Faster payment - PETERSFIELD TOWN C - Transfer	£60,000.00-	£670,949.29
31/07/2015	Interest credited gross 15000147	£937.37	£730,049.29
07/07/2015	Faster payment - PETERSFIELD TOWN C - CLW0406152	£50,000.00-	£729,111.92
07/07/2015	Faster payment - PETERSFIELD TOWN C - CLW040615	£10,000.00-	£779,111.92
30/06/2015	Interest credited gross 15000147	£965.21	£789,111.92
31/05/2015	Interest credited gross 15000147	£988.29	£788,146.71
11/05/2015	Cheque Deposit CCBank	£200,000.00	£787,248.43
30/04/2015	Interest credited gross 15000147	£734.61	£587,248.43
09/04/2015	Withdrawal CCBank	£50,000.00-	£586,513.82
31/03/2015	Interest credited gross 15000147	£804.47	£636,513.82

Company Registration No: 07972522. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority, Financial Services Register No: 579415

© Cambridge & Counties Bank

Date: 16/09/2015

Petersfield Town Council

Page No: 1

Time: 10:37

User: CLW

Bank Reconciliation Statement as at: 16/09/2015 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	70,431.95
			<u>70,431.95</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>70,431.95</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>70,431.95</u>
		Balance per Cash Book is :-	70,431.95
		Difference is :-	0.00

**THE PUBLIC
SECTOR
DEPOSIT FUND**

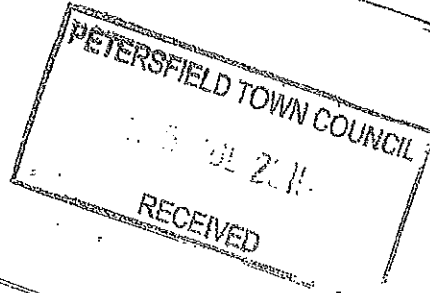
Senator House, 85 Queen Victoria Street, London EC4V 4ET

Client Service:
Freephone: 0800 022 3505
Fax: 0207 489 6126

STATEMENT

Mr N R Hitch
24 Heath Road
PETERSFIELD
Hampshire
GU31 4EA
UK

CLIENT: PETERSFIELD TOWN COUNCIL
ACCOUNT NAME: PETERSFIELD TOWN COUNCIL
ACCOUNT NUMBER: 0663190001PC



1061/100

Statement at 30 June 2015

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/04/15	Brought Forward			70,361.84	
01/04/15	Dividend reinvested		24.97	70,386.81	
30/04/15	Dividend reinvested		23.26	70,410.07	
01/06/15	Dividend reinvested		21.88	70,431.95	
30/06/15	Carried Forward			70,431.95	

Statement of Dividends declared during the quarter to 30 June 2015

For Month Ended	Receiving Account	Amount Paid £
01-04-15	Dividend reinvested	24.97
30-04-15	Dividend reinvested	23.26
01-06-15	Dividend reinvested	21.88

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Bank Reconciliation Statement as at: 31/07/2015 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>	
			<u>0.00</u>
			315.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			315.00
		Balance per Cash Book is :-	315.00
		Difference is :-	0.00

31/7/15

Bank Reconciliation Statement as at: 31/05/2015 for Cash Book 6 Local Auth Property Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Local Auth Property Fund	31/03/2015	1	0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00