

## PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 20<sup>th</sup> November 2017 at 6.30 pm

**PRESENT:** Cllr G Watkinson (Chairman), Cllr Mrs H Ayer, Cllr J Deane, Cllr Mrs L Farrow, Cllr P Humphries and Cllr J Palmer

**ALSO IN ATTENDANCE:** Cllr P Strawbridge, Cllr J Matthews, Mr N Hitch (Town Clerk), Mr S Field (Committees Manager), and Mrs M Snow (Finance Officer). There were two members of the public and no press present.

### **F 0485**      CHAIRMAN'S COMMENTS

The chairman welcomed everyone to the meeting. At a recent attendance to a HALC event, he was pleasantly surprised that the Town Clerk had been nominated as best Town Clerk, and had finished in the top 3.

### **F 0486**      APOLOGIES FOR ABSENCE

There were no apologies for absence.

### **F 0487**      GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT

No requests for dispensation had been received.

### **F 0488**      DECLARATIONS OF INTEREST

Cllr P Humphries declared an indirect interest in item 9c of the agenda

### **F 0489**      PUBLIC REPRESENTATION

Mr C Mattingly (Friends of Petersfield Physic Garden) gave an account of why they had applied to Petersfield Town Council for a grant of £11,000, details of which were in the Grant Application. It was noted that the £33,000 that was currently in their funds was restricted to other projects. Other grants had been applied for but these were for other parts of the Physic Garden that also needed to be maintained. Mr Mattingly also explained that the garden had been gifted to the town by Major John Bowen as a free place for the town folk to enjoy, so raising funds via an entry fee was not possible.

### **F 0490**      APPROVAL OF MINUTES

**RESOLVED:**                      that the Minutes of the Meeting held on 16<sup>th</sup> October 2017 were approved.

### **F 0491**      CITIZENS ADVICE EAST HAMPSHIRE

There was no representation or presentation given by Citizens Advice East Hampshire

Town Development MeetingT 0444 ADDITIONAL CAR PARKING AT THE RAILWAY STATION

**RECOMMENDED** that a letter be written to the new railway franchisee confirming the Council's support for a multi-tiered car park both sides of the track to a level that was acceptable to landscape and planning

GroundsG 0481 LOVE LANE TREE WORK

**RESOLVED** that the work be carried out at a cost of £3,555 by Mr R Burleigh. Mr R Hart was to be invited to inspect the trees and provide feedback

G 0482 SECURITY GATES AT PADDOCK WAY

**RECOMMENDED** that the work be carried out at a cost of £465 by MJS Fencing Petersfield and that developers contributions be sought for this work

G 0483 CATTLE GRAZING ON THE HEATH

Members discussed and considered this recommendation, and noted that it had been raised as an idea several years before. At that time the golf club was still playing on the heath, so the number of cattle that could graze was a lot less. It was

**RECOMMENDED** that the Town Clerk contact South Downs National Park Authority regarding bracken poisoning, and that financial information is produced to present at the next Council meeting

CAPITAL GRANTS

- a. Members received and discussed a request from Petersfield Museum for a grant of £150,000 towards transforming Petersfield Museum. It was

**RECOMMENDED** that the sum of £150,000 be considered in the budgets for a 3 year period (£50,000 per year) starting in 2018-19, on a Capital Grant basis with possible terms and conditions including a return of funds where money is not required for the intended project, a return of funds where the money is not being used for capital purposes or where Petersfield Museum ceases

to operate. In addition to this, consideration where Petersfield Town Council is recognised within the Museum complex for the funds awarded

- b. Members received and discussed a request from Petersfield Physic Garden for a grant of £11,000 towards the extension of the Wardens Office . It was

**RECOMMENDED** that up to the sum of £11,000 be considered in the 2018-19 budget

- c. Members received and discussed a request from The Green A Team for a grant of £6000 towards the purchase of 16 radio mics. It was

**RECOMMENDED** that the sum of £6000 be considered in the 2018-19 budget

**F 0494** **TOWN CLERKS FINANCE REPORT**

Members received the Town Clerks Finance Report. (*appendix A*)

**F 0495** **OCTOBER BANK RECONCILIATION**

Members received and approved the Bank Reconciliation for October 2017 (*appendix B*)

**F 0496** **EMERGENCY ORDERS**

Members received the following Emergency Orders:

- a. Cleaning fuel tank and fuel lines on Toyota Hilux at a cost of £202.21  
b. Repair to burnt play area at Bell Hill recreation ground at a cost of £561.60

**RESOLVED:** that emergency orders for the cleaning of fuel tank and lines on Toyota Hilux at a cost of £202.21 and repair to the burnt play area at Bell Hill at a cost of £561.60 be approved

**F 0497** **DO THE NUMBERS LTD REPORT**

Members received a report from Do The Numbers Ltd, listing a few items that could be amended or improved on the Petersfield Town Council web site.

**F 0498** **FINANCIAL ADVICE ON SALE PROCEED FROM PENNS FIELD B**

There was no update on this item

**F 0499** **HAMPSHIRE LOCAL GOVERNMENT PENSION SCHEME ANNUAL EMPLOYERS MEETING 13<sup>TH</sup> OCTOBER 2017**

Members received a copy of the Hampshire Local Government Pension Scheme Annual Employers Meeting 13<sup>th</sup> October 2017. The Town Clerk gave further clarity to the information in the report.

**CONFIDENTIAL**

**F 0500        STAFF MATTERS**

There were no confidential staff matters to discuss

**F 0501        STAFF PANEL MINUTES**

Members received and discussed the Staff Panel Minutes dated 16<sup>th</sup> November 2017. The 2018-2019 budget figures were discussed, and it was noted that some of the new roles anticipated in 2018-2019 would be self-funding in terms of savings made and revenue generated. It was agreed that good communication to the general public would be advisable to demonstrate the benefits to the town and use of its assets when these new roles were introduced.

A business case would be required for the role of Events Manager before the post is advertised. After further discussions regarding the Hampshire Pension Fund Administration Strategy Consultation, it was

**RESOLVED**                      that the staff budget of £445,924 for 2018/2019 detailed in 5 d) be approved.

**RESOLVED**                      that the Town Clerk draw up a business plan for the role of Events Manager

**RESOLVED**                      that the proposed amendments to the Hampshire Pension Fund Administration Strategy be approved.

**F 0502        SUTTON WINSON LEASE**

Members received and considered a request from Sutton Winson to amend the current lease to allow a sub-let in the Town Hall Chamber that they occupied. After discussion it was

**RECOMMENDED**                that the Sutton Winson lease be amended to allow sub-letting subject to all legal costs being met at their expense on the current terms of the existing lease.

*There being no further business, the meeting closed at 8.00 p.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	2,602.09	
Lloyds 30 Day Account	2,218,640.74	0.05%
Lloyds Ticketsource	198.55	
Cambridge & Counties 30 Day Account	3,012,870.91	1.24%
Public Sector Deposit Fund	70,991.72	varies
Local Authorities Property Fund	2,077,819.13	varies 678,406 units
<b>Total</b>	<b><u>7,383,123.14</u></b>	
Town Mayor's Charity Account	26.99	

I have spoken to James Ryan Thornhill Limited who are providing the financial advice requested by members. I am hopeful that some advice will be received this week so the subject has been included elsewhere on this agenda.

### Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	24,109	17,500	137.77
<b>Expenditure</b>	203,810	311,697	65.39

Income reflects increased interest income and solar panel receipts. The first quarter's interest from the Local Authorities Property Fund has been split so that the income from the sale proceeds of Penns Field totaling £20,933 has been transferred to Capital Earmarked Reserves and is not shown in the figures quoted above. Similarly the figure for quarter 2 is £23,590. Expenditure is higher than it ought to be at this time of the year largely because the first year's costs for Christmas Lights is higher than budgeted. Last year at this time income was at 48.7% and expenditure at 61.9%.

## Public Halls Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	130,113	207,914	62.58
<b>Expenditure</b>	126,894	247,814	51.21

The Festival Hall had an excellent month for income. The complex year to date income is 62.7% (2016: 54.5%) and Avenue Pavilion income is at 63.8% (2016: 66.9%). Most budget headings remain within expected year to date parameters with the exception of Temporary Staff at the Avenue Pavilion due to the hiring of Meon Cleaning Services to undertake the cleaning until this employment position was filled (from 1<sup>st</sup> July) and property repairs at the Pavilion are higher than expected due to repair works done to the guttering, downpipes and some loose brickwork.

## Grounds Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	54,506	68,214	79.90
<b>Expenditure</b>	140,001	235,164	59.53

Income reflects the charging of quarterly rental and other regular income (2016: 81.25%). It is slightly better than the level expected for the time of year. Expenditure currently consists mainly of wages and contracted grounds maintenance costs along with the purchase of the ride on mower and trailer (2016: 71.38%). The cost of the latter two items will be charged to the income received in connection with the Rams Hill Estate when that takes place later in the year. There are no major concerns on any budget heading at this stage. With the purchase of the second grounds vehicle, the fuel budget will inevitably be exceeded for the year as this was set with only one vehicle in operation.

## Overall

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	208,728	293,626	71.09
<b>Expenditure</b>	470,705	794,676	59.23

If everything was on track the year to date figures would show a 58.33% spend. Income shows a good start to the year. Expenditure would normally be above the straight line percentage spend because of the need to charge the full annual costs for some items such as Business Rates and the tendency for a number of annual contract payments to be near the start of the year. Last year at this stage income was at 61.55% and expenditure 67.72%.

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 November 2017

## Petersfield Town Council

## Bank - Cash and Investment Reconciliation as at 7 November 2017

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Lloyds Savings Account	2,944,724.10
1	Lloyds Current Account	25,000.00
2	Cambridge & Counties	3,012,870.91
3	Public Sector Deposit Fund	70,991.72
4	Lloyds Ticketsource	48.55
5	Reception Tin Float	25.00
5	Moviola Cinema Float	120.00
5	Petty Cash Tin Float	126.32
6	Town Mayor's Charity -Current	1.00
6	Town Mayor's Charity-Savings	25.99
7	CCLA Local Auth Property Fund	0.00
		<b>6,053,933.59</b>
<u>Other Bank &amp; Cash Balances</u>		
	Cash Book Suspense	0.00
		<b>0.00</b>
		<b>6,053,933.59</b>
<u>Unpresented Payments</u>		
1	04/08/2017 017006	75.00
1	02/10/2017 017031	87.86
1	09/10/2017 017038	250.00
1	11/10/2017 017043	60.00
1	17/10/2017 017045	75.00
1	18/10/2017 017049	20.00
1	23/10/2017 017050	75.00
1	26/10/2017 017051	50.00
1	26/10/2017 017052	19.35
1	30/10/2017 017054	75.00
1	30/10/2017 017055	250.00
1	30/10/2017 017056	250.00
1	31/03/2017 AUDIT 1	42.63
		<b>1,329.84</b>
		<b>6,052,603.75</b>
<u>All Cash &amp; Bank Accounts</u>		
	Current Bank A/c	2,968,394.26
	Cambridge & Counties Bank A/c	3,012,870.91
	Ticketsource A/c	48.55
	Public Sector Fund A/c	70,991.72
	Petty Cash	271.32
	Town Mayor's Charity A/c	26.99
	CCLA Local Authorities' Proper	0.00
	Other Bank & Cash Balances	0.00
	<b>Total Bank &amp; Cash Balances</b>	<b>6,052,603.75</b>

**Bank Reconciliation Statement as at: 31/10/2017 for Cash Book 5 Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Reception Tin Float	31/10/2017		25.00
Moviola Cinema Float	31/10/2017		120.00
Petty Cash Tin Float	31/10/2017		126.32
			<hr/> 271.32
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			271.32
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			271.32
		<b>Balance per Cash Book is :-</b>	<b>271.32</b>
		<b>Difference is :-</b>	<b>0.00</b>