

## PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held at the Council Chamber, Town Hall, Petersfield, on 18<sup>th</sup> June 2018 at 6.30 pm

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

**ALSO IN ATTENDANCE:** Mr N Hitch (Town Clerk) and Mr S Field (Office & Committees Manager), 1 member of the public and no press.

**F 0100        CHAIRMAN'S COMMENTS**

The Chairman welcomed members to the first Finance and General Purposes meeting of the new civic year. The chair noted that this was a valedictory to Cllr G Watkinson, who had served on the committee in previous years as Chairman, keeping a tight reign on the spending of the council. Also, he wished to thank the Responsible Finance Officer and finance team for keeping things close to the set budget, and now looked forward to the audit report.

**F 0101        ELECT DEPUTY CHAIRMAN**

Cllr Mrs L Farrow proposed Cllr G Watkinson which was seconded by Cllr J Deane. There being no other nominations, it was

**RESOLVED:**                                **that Cllr G Watkinson is elected  
as the Deputy Chairman of  
Finance & General Purposes  
Committee**

**F 0102        APOLOGIES FOR ABSENCE**

Apologies were received from Cllr A Glendinning and Cllr P Strawbridge

**F 0103        GRANTING OF DISPENSATION UNDER SECTION 33 OF  
THE LOCALISM ACT**

No requests for dispensation had been received.

**F 0104        DECLARATIONS OF INTEREST**

No interests were declared.

**F 0105        PUBLIC REPRESENTATION**

There were no requests to speak.

**F 0106        APPROVAL OF MINUTES**

**RESOLVED:** that the Minutes of the Meeting held on the 21st May 2018 were approved.

F 0107

**FINANCIAL RECOMMENDATIONS FROM COMMITTEES**

**Public Halls Committee**

**PH 0071      TOWN MAYOR'S FREE USE OF HALLS  
POLICY & FREE USE OF HALLS BY  
OUTSIDE BODIES POLICY**

Cllr P Humphries outlined the reasons for the proposed change to the policy, by introducing a 25% discount to encourage outside bodies recognised by the Council to utilise the Rose Room for their Annual General Meetings. It was

- RECOMMENDED:**
1. that Outside Bodies where a Councillor is appointed, with the exception of the current Outside Body who have been given special dispensation, should be encouraged to use the Rose Room for their Annual General Meetings and other large events by offering a discount of 25% off the hire cost
  2. That the policies for the Town Mayors free use of Halls and Free Use of Halls by Outside Bodies, as amended, be approved.

**Grounds**

**G 0089      GREEN SPACE SIGNAGE PHASE 3**

**RECOMMENDED:** that Section 106 Developers Contributions were applied for to support phase 3 of the Green Space Signage of the project at a cost of £5739.00 + VAT with contractor Alpha Graphics

**G 0091      PURCHASE OF RIDE ON MOWER**

It was discussed that the price that had been agreed was below book price, and that the additional Ride on Mower was required for heavier work that had been taken on in the Liss and Greatham area and would be paid for from the income received from this work in around two years. It was

**RECOMMENDED:** that the ride on Mower be purchased at a cost of £15801.97 + VAT from Capital Earmarked Reserves. Also, with the reduction in specification and cost of a pressure washer at £2,100 the remaining funds for equipment purchase within the Revenue Budget be used to purchase a chainsaw as discussed in May's Committee meeting.

**G 0092**      **PLAY AREA AT WOODS MEADOW**

**RECOMMENDED:** that the Woods Meadow play equipment be replaced by Hags SMP at a cost of £82,974.90 (of which £69,955.33 would be from developers contributions and £13,019.57 from Capital Earmarked Reserves). Work should commence as soon as possible, with consideration to the security of the contractors equipment whilst on site.

**G 0093**      **MAINTENANCE OF MERRITTS MEADOW (NORTH)**

Members discussed that this would become a Petersfield Town Council Green Space at no cost to the Council, other than ongoing maintenance costs. It was

**RECOMMENDED:** that the Town Council seeks to take on the Maintenance of Merritts Meadow North, without the Railway Embankment and Bridge, subject to no costs being incurred for the transfer of the land into Council ownership

**G 0097**      **ACD SURVEY - PENNS FIELD B**

**RESOLVED:** that a sub-group of the Town Clerk, Cllr J Matthews, and Cllr Mrs L Farrow arrange a meeting with the planning authority to discuss the process of obtaining planning permission to convert Penns Field B into part of the sports hub.

**RECOMMENDED:** that the Town Council seek Section 106 Developers Contributions to replace or repair the Rota Rider Roundabout on the Heath.

**F 0108** TOWN CLERKS FINANCE REPORT

Members received and noted the Town Clerk's Finance Report and addendum from the recent sub committee meeting that approved the investment of the Council's money from the sale of Penns Field (*see appendix A*). The Town Clerk advised that Rathbones Investment Management needed from their compliance perspective to see these notes being approved by the Council and it was recommended that this be completed when Council meets on Thursday.

**F 0109** BANK RECONCILIATIONS FOR MAY 2018.

The bank statements for May 2018 were received and approved.

**RESOLVED:** that the bank reconciliations from May 2018 be received and approved.

**F 0110** FINANCE STRATEGY

Members received a copy of the current Finance Strategy. No amendments to the document were suggested. It was

**RESOLVED:** that the document be revised with the new minute number and date.

**F 0111** INTERNAL AUDIT REVIEW

Members reviewed and discussed the report from the Town Clerk on the review of the system of Internal Audit which is attached as Appendix B. It was

**RESOLVED:** that the current Internal Auditor "Do the Numbers" be re-appointed for 2018/19.

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

**CONFIDENTIAL**

**F 0112** LITTLE SCHOOL ON THE HEATH LEASE

**RECOMMENDED:** that the lease be signed and sealed by the Town Clerk.

*There being no further business, the meeting closed at 7.34 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	19,983.88	
Lloyds 30 Day Account	1,118,644.12	0.05%
Lloyds Ticketsource	41.30	
Cambridge & Counties 30 Day Account	3,038,418.23	1.49%
Public Sector Deposit Fund	1,171,444.38	varies
Local Authorities Property Fund	2,077,819.13	varies 678,406 units

**Total** **7,426,351.04**

Town Mayor's Charity Account 1,157.02

Payment of the initial tranche of investment money to Rathbones Investment Management of £1million has been issued but is not yet reflected in the above figures.

### Finance & General Purposes Committee

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	8,401	40,000	21.00
<b>Expenditure</b>	98,569	470,425	20.95

Income reflects the interest received from the bank deposits plus the first payment of funds due under the Community Infrastructure Levy (CIL), totaling £3,975. It is proposed at this stage to place these funds within the Capital Earmarked Reserve. Bearing in mind the likely difficulty that the Council will face in obtaining additional CIL funding from the South Downs National Park Authority towards the refurbishment of the Town Hall complex, it might make sense for members to consider allocating these and future CIL receipts in the short term towards this project. Expenditure includes the initial 60% payment towards the operation of the Town Visitor Centre that has not been budgeted for and will need to be taken from reserves at the year end and will mean that

this budget shows an overspend during the year. Members need to be aware that the newsletter budget heading will be exceeded this financial year because of the additional issue being produced regarding the Festival Hall development consultation.

### **Public Halls Committee**

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	35,784	206,779	17.31
<b>Expenditure</b>	53,400	257,714	20.72

The Festival Hall complex year to date income is 18.5% (2017:20.5%) and Avenue Pavilion income is at 19.3% (2017:17.0%) reflecting a good start to the year. Expenditure includes wages, business rates and the installation of the upgraded fire alarm system.

### **Grounds Committee**

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	14,531	80,052	18.15
<b>Expenditure</b>	34,505	282,638	12.21

Income is mostly attributable to the invoicing of premises on The Heath and for the outside services being undertaken by the grounds team. Expenditure so far is mainly for contracted grounds maintenance costs, utilities, litter collection costs and some tree works.

### **Overall**

	<u>£</u>	<u>Budget</u>	<u>% Budget</u>
<b>Income</b>	58,716	326,832	17.97
<b>Expenditure</b>	186,474	1,010,778	18.45

If everything was on track the year to date figures would show a 16.67% spend. Income shows a comfortable start to the year (2017:19.19%). Expenditure is slightly higher than expected, (2017:14.88%) largely because of annual payments and members are aware of the sanctioned overspend in respect of the Town Visitor Centre.

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 June 2018

## PETERSFIELD TOWN COUNCIL

Notes of a meeting of the Sub-Committee regarding the Council's investments held at the Town Hall, Petersfield, on Thursday 31st May 2018 at 10.00a.m.

**PRESENT:** Cllr G Watkinson, Cllr J Matthews  
Mr N Hitch (Town Clerk)  
Mr M Vanstone (Rathbones Investment Management)  
Mr S Haines (Rathbones Investment Management)

**Apologies:** Cllr P Humphries

It was noted that the Council had appointed this sub-committee to review the detail of the proposed investments totalling £3.1million to be made by Rathbones Investment Management. It was noted that the group had the delegated authority to approve these investments provided they met the Council's policies as stated in the Finance & Investment Policy and were broadly in line with the original outline proposals submitted by Rathbones Investment Management.

Members reviewed in detail the proposed investments to be made on behalf of the Council. Discussion took place on whether certain industries should be avoided from within the portfolio. Ultimately it was decided that tobacco was the only industry that should be avoided. Discussion took place over the suitability of the petroleum, mining, beverages and pharmaceuticals industries but ultimately it was recognised that many of these firms form the backdrop of most peoples pension funds investments and it seemed inappropriate to avoid them. Members were pleased to note the proposed investments in renewables as part of the portfolio.

Rathbones confirmed that they would be seeking the funds for investment over a phased period and suggested sums of £1million be provided on the first two occasions with the balance as a final payment. Investments would be made only when it was considered right to enter the market.

It was noted that the Council would be seeking quarterly income from the investment of £18,750 to give an annual income of £75,000 and the first payment would be expected in September.

**AGREED:** that the sum of £3.1million be invested with Rathbones Investment Management as the proposals received met with the broad outline of their initial proposal and conformed with the Council's Finance & Investment Policy. It was also agreed that the signatures authorising payments to and from the Rathbones portfolio should be the Town Clerk and Finance Officer provided all such payments were made to the nominated and approved Town Council bank account.