

PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held via Zoom teleconferencing facility on Thursday 21st January 2021 at 6.30 pm

PRESENT: Cllr Mrs L Farrow (Town Mayor), Cllr P Bisset, Cllr P Clist, Cllr JC Crissey, Cllr J Deane, Cllr S Dewey, Cllr J Lees, Cllr J Matthews, Cllr C Paige, Cllr J Palmer, Cllr Z Parker and Cllr P Shaw

Also in attendance: County Cllr R Mocatta, District Cllrs B Bentley and M. Gass, Mr N Hitch (Town Clerk) and Mrs S Fisher (Committees Administrator). There were 3 members of the public and no press present

Members were informed that the meeting would be recorded and that the recording would be retained until the minutes of the meeting had been approved. There were no objections.

C 1339 TOWN MAYOR'S REMARKS

The Town Mayor welcomed everyone to the meeting and emphasised the need to follow social distancing rules and the lockdown regulations. Over 300 Christmas hampers were delivered and the Town Mayor thanked the Petersfield District Councillors, the Lions Club and the Salvation Army for their support and help. The Town Mayor thanked Age Concern for organising the PACT Christmas lunch and Churchers College kitchen staff for cooking it. Thanks were also given to those responsible for cooking and distributing over 80 lunches on Christmas day. Cllr J Deane was thanked for his hard work co-ordinating the Council's response to the second wave of the Covid-19 pandemic.

C 1340 APOLOGIES FOR ABSENCE

Apologies for absence were received from District Cllr D McKinney.

C 1341 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT (2011)

There were no requests for dispensation.

C 1342 DECLARATIONS OF INTEREST

Cllr J Deane declared a non-pecuniary interest in a recommendation from the Grounds Committee regarding the naming of the land off the Causeway- as he had proposed one of the naming options.

Cllrs J Palmer and J Matthews declared a non-pecuniary-interest in item 13 on the agenda (Petersfield Community Land Trust) as they are both directors of the trust.

C 1343 APPROVAL OF MINUTES

RESOLVED: the minutes of the meeting held on 17th
December 2020 be received and approved

C 1344 PUBLIC REPRESENTATION

There were no requests from the public to speak.

C 1345 COUNTY COUNCILLORS' REPORTS

Members received the report from County Cllr R Oppenheimer (*see Appendix A*) and County Cllr R Mocatta gave a verbal report regarding dangerous road junctions in the town. Cllr Mocatta explained that, thanks to excellent work by the Petersfield Operational Group, the Petersfield Strategy Group had been able to agree the high priority junctions which require improvement in the town: 1. The junction at Hylton Road/The Causeway; 2. Barnfield Road/Durford Road/Pulens Lane crossings and 3. Station Road from the railway crossing to the end of the 1-way system. These junctions were selected to improve safety for walking and cycling journeys to school. It is hoped that work could be done to all 3 areas in parallel and a decision is awaited as to how the studies for the junctions will be funded (although there are Developers' Contributions funds available for the actual improvement works). Members asked why there had been such a delay to reach this point. Cllr Mocatta recognised that it had taken a long time and that this was in part due to Hampshire Highways identifying other schemes as a higher priority and also due to the complex road system and possible knock on effect that work on any one junction could have to traffic flow in the town. A whole town plan is needed for any improvements to be effective and reducing speed limits also requires a change in driver behaviour.

C 1346 DISTRICT COUNCILLORS' REPORTS

Members received the report from District Cllr B Bentley (*see Appendix B*). A question was asked about the introduction of the booking system at recycling centres and whether this had led to an increase in fly tipping. Cllr B Bentley will try and obtain data on fly tipping.

C 1347 TOWN CLERK'S REPORT

Members received and noted the Town Clerk's report (*see Appendix C*).

C 1348 COMMITTEE REPORTS

(a) Planning Committee

RESOLVED that the Minutes of the Planning Committee held on 22nd December and 12th January be received

(b) Town Development Committee

RESOLVED that the Minutes of the Town Development Committee held on 8th January be received

(c) Public Halls Committee

RESOLVED that the Minutes of the Public Halls Committee held on 11th January be received

(d) Grounds Committee

RESOLVED that the Minutes of the Grounds Committee held on 14th January be received

(e) Finance and General Purposes Committee

RESOLVED that the Minutes of the Finance and General Purposes Committee held on 18th January be received

Grounds Committee

G1319 NAMING OF MEADOW

Members considered the recommendation from the Grounds Committee to re-name the land off the Causeway as Criddell Meadows. Members noted that, in the public poll on Facebook the favourite had been Sussex Meadows, which had been the working name for the land. It was agreed that the Facebook poll was flawed as it did not give any explanation as to the different naming options. The feedback from the Town Council newsletter article was in favour of Criddell Meadows, however members were not in agreement that the land had, in fact, been called this in the past. It was agreed that public opinion should be taken into account but that it was not clear that sufficient information had been given for the vote to be effective. Members felt that John Goodyer was an important local person and that by naming the meadows after him it would provide an opportunity to educate and inform about his work. As the Criddell stream runs through the land this should be referenced and it was agreed that Sussex Meadow was intended to be a working name for the land.

Cllr J Matthews therefore proposed an amendment to the recommendation from the Grounds Committee which was seconded by Cllr J Palmer and 5 members voted in favour of the resolution, 4 opposed it and Cllr J Deane abstained due to a non-pecuniary interest.

RESOLVED that the meadow land off the Causeway be re-named the Goodyer Meadow with the Criddell stream running through it.

Cllr J Matthews gave his apologies and left the meeting at 7.20 p.m.

Finance and General Purposes Committee

F1332 BUDGET WORKING PARTY REPORT AND 2021-2022 BUDGET

Members had considered the report and debated the recommendations from the Budget Working Party (*see Appendix D*) at some length at the Finance and General Purposes Committee. Cllr P Bisset expressed concern at the fact that the Town Council was seeking to increase the precept at an above inflation rate and also that the staffing budget includes proposals for new roles but he is not convinced that these roles had been budgeted for on a long term basis. Cllr JC Crissey explained that he had sought to put forward a recommendation at the Finance and General Purposes meeting for the Town Clerk to explore possible ways in which the budget could be reduced but that there had been no support for this. Cllr J Deane explained that the work and the projects that the Town Council is delivering are expanding and this is why the precept is being increased, in cash terms the increase is not significant. Cllr J Palmer expressed the view that the Town Council's income for this year had decreased by £100,000 as a result of Covid-19 and that, unlike other tiers of local government, it had not received any financial support from central government. The Town Council was proposing to use £260,000 of its savings to help fund the budget and the proposal was a fair balance between balancing the books and providing important services to the community. Members voted unanimously in favour of the proposals from the Budget Working Party.

RESOLVED to approve the Budget Working Party report and recommendations that a total budget be set of £1,548,086 constituting a revenue budget of £1,263,086 and a capital budget of £285,000 with a Precept requirement of £888,054 be approved for 2021/2022

The Town Clerk advised that the resolution which the Finance and General Purposes Committee had passed regarding the investment into the Local Authorities Property Fund of the RIBA stage 4 monies accrual for the proposed Festival Hall project may need to be reconsidered as the charges associated with paying into and withdrawing from the fund may impact on the financial benefit of the investment. The issue will be included on February's Finance and General Purposes agenda.

F1336 REQUEST FOR A PERENNIAL GRANT BY PETERSFIELD COMMUNITY LAND TRUST

Cllr J Palmer abstained from participation and voting due to a non-pecuniary interest.

RESOLVED to approve the payment of a perennial grant of £2,440 to the Petersfield Community Land Trust, the monies to come from the proposed grants budget for 2021/2022

C 1349 BUDGET WORKING PARTY REPORT AND 2021-2022 BUDGET

This had been resolved under the previous item.

C 1350 FUTURE OF TOURISM PROVISION

This item will be carried over to February's Full Council meeting.

C 1351 RECOMMENDATION FROM GRANTS PANEL FOR 2ND TRANCHE OF COMMUNITY GRANTS FOR 202/2021

Members received and considered the recommendations from the Grants Panel (*see appendix E*). It was noted that there was a balance of £1,450 remaining from the community grants budget for the year, it is likely that there will be additional applications for exceptional grants due to the financial impact of the Covid-19 pandemic.

RESOLVED: that the following Community grants be awarded and that the surplus for the community grants budget for 2020/2021 be transferred to earmarked reserves for 2021/2022:

Name of organisation and project	Amount requested	Amount suggested by Grants Panel	Amount agreed by Full Council
Petersfield Youth Theatre- for a summer school project	£1,500.00	£1,200	£1,200.00
Petersfield Infant School Association- for equipment for an eco-school project	£1,500	£500	£500
Victim Support- to provide personal alarms etc. for victims of crime in Petersfield	£150	£150	£150
Petersfield Community Land Trust - to cover the organisation's costs until payment of the perennial grant in April	£1,500	£1,000	£1,000

Giant Charity Markets – to raise money for Portsmouth Hospital charity	£500	declined	declined
Headway - additional Covid support to provide outreach service to Petersfield residents	£1,500	£1,000	£1,000
Petersfield Lip Readers – cost of a qualified tutor and room hire	£1,500	£1,200	£1,200
TOTAL	£8,150	£5,050	£5,050

C 1352 COMMUNITY GRANT UPDATE FROM THE PETERSFIELD YOUTH THEATRE

Members received and noted the report from the Petersfield Youth Theatre which detailed how the community grant received in January 2020 had been spent on a film, which it is hoped will be shown at the Festival Hall when Covid 19 regulations permit.

C 1353 SIR DANIEL DAY LEWIS AWARD WORKING PARTY

Members received and considered the preliminary report and Executive Navigation Summary from the Sir Daniel Day Lewis Working Party (*see Appendix F*) and approved the proposed course of action. Mr Philip Young was thanked for his excellent help with the working party and it was:

RESOLVED: that Cllrs Mrs L Farrow and P Shaw do join the Sir Daniel Day Lewis Award Working Party

C 1354 UPDATE ON COVID 19/AGENCIES WORKING TOGETHER

Members received the report (*see appendix G*) and noted that the information leaflets were in the process of being distributed to all households in the town.

C 1355 SCHEDULE OF MEETINGS FOR 2021/2022

Members received and considered the proposed meeting schedule for the new Council year (*see appendix H*) and noted that the July TDC meeting should be shown as 2nd July 2021, not the 1st. There was some discussion regarding whether a more efficient and effective meeting schedule could be explored, in particular so that reports were available to go out with agendas rather than being as to follow. It was agreed that a civic event should be held when Covid-19 regulations would allow to link to the Mayor making event and the laying of the commemoration stone.

RESOLVED: that the meeting schedule for 2021/2022 be approved with a change to the July TDC meeting to 2nd July

C 1356 PUBLICATION SCHEME

Members reviewed the Publication Scheme and noted that the Town Council website would benefit from a search function to allow specific items to be searched for more effectively by members of the public. Members also commented that the Town Council should look into other ways to send out agendas and minutes to members.

RESOLVED: that the Publication Scheme be approved and reviewed in January 2023

C1357 SCHEDULE OF PAYMENTS FOR DECEMBER 2020

RESOLVED: to approve schedule of payments for December 2020 (*see Appendix I*)

There being no further business the meeting closed at 8.18 p.m.

COUNTY COUNCILLOR REPORT TO ALL PARISH COUNCILS IN PETERSFIELD HANGERS

4 JANUARY 2021

As we start 2021, I would like to say a big THANK YOU to all Parish Councillors for your service to the community during this pandemic. It has not been an easy period for anyone yet despite the pressures you have all kept going impressively. The work you do on behalf of residents is greatly appreciated. We are not out of the woods yet but the end is in sight...we will beat this together!

1. Making sure people know how to get tested

To help contain infection rates locally, we need to ensure that people know how to get tested. I would ask Parish Councils to consider reinforcing this message through their communication channels. The simple message is that anyone with a high temperature or a cough should get themselves tested. Anyone with symptoms can order a test at this link:

<https://www.gov.uk/get-coronavirus-test>

Of course, anyone with symptoms must also self-isolate too. I think that this is more widely understood than the requirement to get a test.

2. Concerns over return to school

With Hampshire currently in Tier 4, I would like to acknowledge the local concerns amongst parents and teachers about the return to school of primary school children today.

Hampshire's early years providers and county-wide family of schools are continuing to work hard to keep Hampshire's pupils, teachers and school staff safe by implementing appropriate measures to help prevent the spread of infections when they are in school. We are extremely grateful for all the work that is being undertaken, and I am aware that many staff have worked over the Christmas period to ensure that schools adhere to the latest national guidance. I hope that parents will be reassured by this phenomenal effort.

We will face similar concerns when secondary school pupils are due to return. These are not easy decisions for the Government. I believe that the physical and mental wellbeing of children is best served by keeping schools open wherever possible. I have full confidence that parents and teachers will continue to work towards enabling pupils to return to the classroom as soon as possible.

3. Hitting the Cold Spots

It looks like the current cold snap is set to continue for at least the next fortnight. Now more than ever, it is important that everyone stays warm in their own homes so that they do not become more vulnerable to Covid. Hampshire County Council has an initiative to help people who are struggling to stay warm. The initiative is called “Hitting the Cold Spots”. Any resident in Hampshire can call for support and advice on this number:

0800 804 8601

Lines are open 9-5 on weekdays. Services include:

- home visits from our Advisors offering advice and practical support;
- support with temporary heating measures if you are without heating;
- assistance to switch your energy provider or tariff to help you save money on your fuel bills;
- eligibility check for the Warm Home Discount and local energy efficiency schemes;
- help to access to funding, where available, for boiler repairs and replacements. Delivered through trusted 'Buy With Confidence' contractors;
- signposting and referrals to other organisations, such as: benefits and debt advice and safe and well visits by Hampshire Fire and Rescue Service;

I would be very grateful if Parish Councils could advise local charities and groups about this worthwhile initiative please. Stay safe and stay warm!

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers



District Councillors report to Petersfield Town Council 21/01/2021

- Unfortunately with the new Government guidelines all East Hampshire District Councils leisure centres are closed. EHDC will continue to operate in line with the national lockdown and the leisure centres will re-open once government regulations permit.
- Homelessness - Over the Christmas period EHDC had to introduce the SWEP (Serious Weather Emergency Procedure) due to the cold weather. EHDC officers did receive a number of calls but no-one was placed into a B&B. The EHDC team will continue to ensure that the most Vulnerable are offered emergency accommodation if they are sleeping rough.
- EHDC would like to remind all residents that fly tipping can be costly and end in fines. Homeowners need to get the correct paperwork from anyone taking their rubbish away. If the residents do not, and their waste is tipped incorrectly, they are liable to face the penalty charge. As an example a resident paid £240 to have their waste removed and this was tipped incorrectly, they then also received a £400 fine. Guidance on this can be found at: WWW.hants.gov.uk/fly-tipping
- Welfare – EHDC is set to commission welfare projects across the district to people that need them the most. This new way of working will see the long running Rural Area Play Project (RAPP) end with the resources re-directed into a variety of schemes aimed at improving welfare across all ages. EHDC has earmarked welfare as one of its key priorities and has laid out its plans to help the vulnerable residents in its welfare and wellbeing strategy.
- COVID business support – we urge all businesses in Petersfield and the district to visit the EHDC website to seek clarification on what help and support is available during the COVID/National restrictions. The information can be found at: WWW.easthants.gov.uk/business-support
- The new constitution of the council has been approved and published on the EHDC website. The new constitution has taken effect from the 4th January 2021. This new constitution has many purposes from helping councillors represent their constituents more effectively, create effective means of holding decision-makers to public account and provide the means of improving delivery of services to the community. The new constitution is now presented in a way which allows easy reading and has had hyperlinks added for related protocols and procedures. The constitution can be found at: WWW.easthants.gov.uk/constitution
- The devolved Councillor Grant scheme is still open. Each councillor is allocated £3500 in each financial year with the maximum grant limit of up to £1,000 for each application. Following the climate emergency declaration each councillor is also allocated £1000 to grant towards environmental projects. The scheme ends for this financial year on 26 February. Any organisation or group wishing to apply please contact your District councillor or further information can be found at: www.easthants.gov.uk/community-grants.
- Dates for future EHDC Meetings/events coming up:
 - 26th January – Extraordinary Overview and Scrutiny Committee
 - 28th January – Planning Committee
 - 4th February – Cabinet
 - 16th February – Audit Committee
 - 18th February – Planning Committee
 - 23rd February – Overview and Scrutiny Committee
 - 25th February – Full Council
- Just a reminder that everyone can sign up to receive EHDC email updates with the latest news at: <https://public.govdelivery.com/accounts/UKEHDC/subscriber/new>

Ben Bentley
Petersfield causeway

Julie Butler
Petersfield Heath

Mathew Gass
Petersfield St Peters

David McKinney
Petersfield St Peters

Jamie Mathews
Petersfield Bell Hill



CLERKS REPORT

Members are reminded that the items within this report are provided for information only and are not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate Committee or Council agenda. Any member wanting clarification or further information on any aspect of items within the report, please contact me in advance of the meeting.

General Reading and Information

The following publications have been received and are available for members to read:

- ✱ December 2020 Newsletter issued by the South Downs National Park Authority
- ✱ Winter 2020 Newsletter issued by Fields In Trust
- ✱ Planning Newsletter issued by the South Downs National Park Authority
- ✱ Online Newsletter issued by East Hampshire District Council
- ✱ Crime Prevention Bulletin issued by Hampshire Police Crime Prevention Team
- ✱ Councillor Newsletter issued by East Hampshire District Council
- ✱ Monthly Newsletter December 2020 issued by the Campaign to Protect Rural England Hampshire
- ✱ Community First Enewsletter
- ✱ Petersfield Museum News
- ✱ Countryside Services Access Newsletter issued by Hampshire County Council Rights of Way
- ✱ Monthly bulletin from the Rural Services Network
- ✱ Clerks & Councils Direct

Other Information

- 1 All members need to be aware of their Disclosable Pecuniary Interest Forms and consider whether there have been any changes since it was last written. If there is a need for any change to be made please contact me and I will supply a fresh document for completion.
- 2 Members may wish to be aware that the House of Lords is seeking to put pressure on the Government to deal with the lack of finance reaching parish and town councils who have suffered losses as a result of the Covid-19 pandemic due to the principal authorities not passing on the funding they have received for this purpose. A response from the Minister is awaited.

- 3 The recent South Downs National Park Authority Planning Workshop presentations and recordings can be found on their web site at: <https://www.southdowns.gov.uk/national-park-authority/committees-meetings/towns-parish-workshops/>. The survey being conducted seeking feedback on the way these virtual meetings operated can be accessed and responded to via <https://www.surveymonkey.co.uk/r/ParishWorkshops2020>.

Neil Hitch
Town Clerk
13th January 2021



Budget Working Party Report

Background

This year, producing a balanced budget is exceptionally challenging. The impacts of Covid-19 on the Council and its current year's budget have been significant and remain difficult to predict accurately. Members will recall the report submitted last month dealing with the predicted income reduction from our public halls which is indicative of the financial constraints in which the council finds itself. Additionally, there has been some significant use of the Council's Capital and Earmarked Reserves this year which has added to complications in seeking to ensure that all monies have been journalled into the correct pot. Much work has been done seeking to reconcile the Reserves which remain subject to audit.

It has already been confirmed by Government that the parish and town sector will not be subject to the referenda criteria for excessive Council Tax increases this year although there is no guarantee that this will continue. With the seemingly loosened purse strings of central government being announced, it must be hoped that this stance will continue but it cannot be relied upon.

The Council is requested to advise the Precepting Authority (East Hampshire District Council) of the level of Precept it wishes to charge by the end of January 2021. This also remains best practice. Legally this decision must be made by the end of February although leaving it this late causes some difficulties and issues for the Precepting Authority bearing in mind that it has to confirm its own budget and advise central government of its needs before the first tranche of the new Precept's are distributed in April.

Members will be aware that it is regarded as good practice to keep Revenue Reserves at 3-6 months operating costs. It is widely regarded though that larger councils, do not need to keep quite such a high proportion of revenue reserves once the good practice calculation produces a reserve figure in excess of £200K. Bearing this in mind with projected revenue expenditure of approaching £1.3million which would suggest a revenue reserve figure of around £315K, plus the exceptional circumstances in which the Council finds itself with Covid-19 and all those uncertainties, I have looked to trim this to just over £150K in the budget, working on the assumption that the year end outturn estimate may be a little cautious.

Once all the various committee's budget requests were added into the budget for 2021/2022 along with all the other essential items of expenditure that we have to incur to keep operationally safe and efficient, the result was a potential Precept request of £1,176,852 or an increase of 38.5% on a Band D property (increase of £5.64 per month). It is recognized that following the substantial increase in Precept agreed last year combined with the difficult year experienced as a result of Covid-19, that such a figure is quite unrealistic. Having said that, the Council is under an obligation to set a balanced and reasonable budget to meet its desired objectives and fulfil its functions and services to the public. There has been a small increase in the number of properties paying Council Tax as a result of the recent developments in the town although the additional housing numbers have been reduced by the number of people claiming benefit as a result of Covid-19 and the impact of this on the proposed Precept is shown below.

Precept 2020/21	£ 849,852	Band D Tax Charge £149.57
First Draft Budget Precept 2021/22	£1,176,852	Band D Tax Charge £203.14

The Working Party considered in some detail all of the items proposed by the various committees within the budget for 2021/22. Some amendments have been made but the vast majority of the proposed expenditure is retained. The Working Party proposes that the Precept increase to the Band D equivalent figure be kept to modest levels at just below 2.5% with the remainder of the increase being funded by withdrawing some of the investment funds (£260K) from the Rathbones investment. Whilst it is recognized that this is clearly not sustainable as a general course of action and would not normally be recommended, the exceptional circumstances confronting the Council this year in producing a reasonable budget would seem to suggest the action to be appropriate. It does of course come with a consequence in that the originally estimated income from the investments within the budget has been reduced.

Income

Some of our tenancy or lease agreements allow for RPI increases only and others cannot be altered between rent reviews, so room for manoeuvre is limited. The current level of inflation is still at modest levels. It is proposed that a small increase of 2% be made this year to all hire charges for our halls and grounds charges, apart from those where agreement already exists.

It should be borne in mind that a further increase of 1% to our prices for next year would realise an additional £1,350 income.

With the huge uncertainty that still exists over Covid-19 and its impact on hall hires and events into the next financial year, it is recommended that the budgeted level of income from public halls be reduced by 50%. This reflects a loss of £63K income. In the event that the hire of the public halls remains difficult or impractical as a result of Covid-19 the loss of this budgeted income will be met by deferring the hire of the Festival Hall Programmer and Technician until such time as this situation changes. This seems a practical and pragmatic approach to dealing with the possible loss of this income.

Total income from our various activities is budgeted at £394,036 – a decrease of just over £100K. Other areas where the income budget has reduced are events (£5K), Festival Hall office lettings (£15.5K) and interest (£15K) reflecting the current reduction in income from the Local Authorities Property Fund and in bank interest.

Expenditure

Attached is also a list of all the budget codes currently used. For the benefit of comparison, the budget figures for each code both for the current year's budget as well as the proposed budget are provided. There is to be some minor amendments to these codes reflecting how to best manage and deal with the various types of expenditure incurred which is being managed by the Finance Officer. In preparing the revenue budget, every cost code has been examined and reviewed. With some it is difficult to assess the likely expenditure for the next financial year due to the impacts of Covid-19 and how things are expected to develop as the country moves out of its current levels of restriction at some point within the next year.

In studying the revenue codes, most need no explanation. Where there is a significant increase from last year's budget estimate, or there is considered to be a need to outline more detail, the explanations are as follows:

4000/01/02 – Staffing costs: F & GP and Council approved a total staffing budget of £631,902. This does include funds for the Festival Hall Programmer and a Technician which, as mentioned above will be deferred if economic activity is such that the Staff Panel deems it inappropriate to proceed with these appointments. There will be a need to appoint someone to undertake administrative & reception duties at some point in the year but the timing of this appointment will again be considered by the Staff Panel.

4011 – Business Rates: it is not known at this stage how much additional rates will be charged for the use of the first floor offices but it is not expected to be a huge sum. The budget estimate may be a little conservative.

4029 – Staff Uniform:	historically this has always been contained within the safety budget but it is considered to be appropriate to give it a code on its own. The budgeted sum for safety (4028) has reduced accordingly.
4041 – Other Grounds Maint:	main items contained within this heading are tree warden support (£5K), ditch clearance and hedge cutting (£3.5K), Sussex Meadows maintenance (£5K), dog bin replacement (£5K), Heath Management Plan implementation (£20K), general sports pitch maintenance, plant purchases, Millennium Path maintenance (£3K), pest control and similar activities.
4044 – Litter Collection:	the increased cost reflects the numbers of visitors to the Heath in particular and the need to have retained additional skip clearance visits for a longer period of time during the year.
4046 – Vehicle Maintenance:	reflects the need for an additional vehicle for the grounds team and also the increased cost and use of fuel with the team having covered a wider area within their work and operating more equipment.
4047 – Consumables:	this is a new code introduced to place more emphasis on the cost of routine equipment and materials used by the grounds and halls teams within their operation. It includes basic grounds maintenance materials, fuel for hand tools, lights for the Festival Hall and Avenue Pavilion. Much of this previously would have been swallowed up within Other Grounds Maintenance, Property Renovation & Maintenance or Equipment Purchases.
4050 – Equip Repairs/Maint:	small increase reflects provision for CCTV maintenance
4051 – Plant & Equip Hire:	increase caters for leasing cost of a 3 rd grounds vehicle
4052 – Equipment Purchase:	provides provisions for office furniture renewal/replacement, seats and litter bins across all our sites plus rugby & football goal posts across the sports fields and recreation grounds
4056 – Property Ren/Maint:	includes Avenue Pavilion Kitchen (£5K), routine maintenance for Love Lane Pavilion and a significant element (£99K) of the Festival/Town Hall Maintenance Fund
4059 – Cinema Purchases;	includes the usual leaflet advertising the films that was previously funded through other advertising
4060 – Town Visitor Centre:	sum reduced to reflect decision made to go down the ‘fresh start’ route with tourism and not fund the Centre as currently done.
4070 – Community Grants:	Perennial Grants requested as follows: <ul style="list-style-type: none"> • CAB £12,000 – no change • Open Air Pool £7,000 – no change • Petersfield Museum £2,500 – same as original level requested • Petersfield Cricket Club £8,000 – same as last year for their cricket square maintenance • The Kings Arms £5,000 – towards the cost of running the After School Club. Last years grant awarded £5K
4071 – Community Grants:	General community grants remain unchanged
4072 – Community Grants:	Capital Grants – following the expiration of the 3 year agreement with Petersfield Museum, no further requests have been received or approved.
4081/2 – Accounting & Audit:	it is considered appropriate to separate out the costs of these functions into different codes. Overall expenditure is expected to be slightly lower following reductions in the Council’s expenditure after completing its various investment payments.
4083 – Consultancy Fees:	Staff Support and Health & Safety £2,350 Climate Change Strategist £20,000 Other consultancy £3,000
4084 – Community Eng:	IT facilities for local groups £2,000 Community Engagement Events £2,500 Neighbourhood Plan £10,000

Capital Works:

The full list of items for capital expenditure proposed by the Working Party is as follows:

- Play equipment annual accrual £15,000
- Grounds Equipment annual accrual £10,000
- Love Lane Skatepark path replacement £20,000
- Festival/Town Hall Maintenance Fund £100,000
- Festival Hall Refurbishment – RIBA 4 £100,000
- Love Lane Sewage Pump replacement £10,000
- Tourism Provision at Town Hall plus digital IP's £25,000
- LCWIP Delivery of outcomes £5,000

It is suggested that some of these capital works be funded through the Community Infrastructure Levy (CIL) funds received by the Council. Currently there is £30,700 in the CIL Reserve and it is recommended that this be used to part fund the Heath Toilets refurbishment or replacement childrens play area for Penns Farm playing fields. The level of CIL income during the 2021/22 financial year is estimated within this budget at £50K. It is proposed that this be used to fund the Tourism Information Platform's, Love Lane Skatepath path and LCWIP outcomes. Approving CIL expenditure to fund these capital items makes a significant difference to the budget as it reduces the level of capital earmarked reserves provision required to £235K.

The resulting demand on the Precept in approving this budget would be:

Proposed Budget Precept 2021/22 £ 888,054; Band D Tax £153.29 – 2.49% increase or £6.59 per year

The Working Party considers that the above represents a balanced budget to be recommended to the Finance & General Purposes Committee and to be set by the Council. It represents a balance between the present financial needs of the Council against its future needs. It carefully considers the impacts on the local community in respect of the levels of Council Tax levied and paid by residents for the facilities provided by the Town Council especially during the current unprecedented times of the Covid-19 pandemic with the associated financial worries that many in the community have at this time. The use of some of the investment assets to minimise the financial impacts on the community of its plans reflects this. It is also a forward looking budget as it recognizes the need to improve some of its assets and reflects the plans the Council has to make significant investments in those community assets that it maintains for the town in order to improve the facilities available to residents in the longer term.

RECOMMENDED: that a total budget be set of £1,548,086 constituting a revenue budget of £1,263,086 and a capital budget of £285,000 with a Precept requirement of £888,054 being approved

Neil Hitch

Town Clerk & Responsible Finance Officer

13th January 2021

Items removed or reduced from the original list of Capital works are listed below:

- New signage for open spaces £5,000
- Car Park Improvements £5,000
- Signage & Mapboards (town centre) £11,000
- LCWIP Delivery of outcomes reduced by £10,000
- Real Time Information Displays on Bus Stops £8,000

Summary List of Budgets

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
4000/01/02 Salary Breakdown	358,557.00	445,924.00	469,918.00	576,445	631,902
4003 Child Care Scheme Fees	144.00	144.00	72.00	60	48
4004 Casual Staff Wages	1,500.00	1,250.00	0.00	0	0
4005 Town Mayors Civic Allowances	3,750.00	3,750.00	2,900.00	2,900	2,900
4006 Travel & Subsistence	1,700.00	1,700.00	1,500.00	1,500	1,000
4007 Training & Courses	3,500.00	3,500.00	3,500.00	3,500	3,500
4011 Business Rates	23,950.00	23,950.00	23,950.00	23,950	23,950
4012 Water & Sewerage	9,630.00	8,145.00	10,645.00	9,320	9,570
4013 Rent Payable	2,615.00	2,615.00	2,615.00	5,975	4,100
4014 Electricity	14,050.00	13,495.00	14,745.00	16,250	16,750
4015 Gas	10,300.00	10,300.00	10,300.00	9,585	9,585
4016 Cleaning Materials	4,850.00	4,250.00	5,950.00	5,725	5,500
4018 Licences	3,030.00	2,930.00	2,930.00	2,940	2,940
4021 Telephone & Internet	4,105.00	5,430.00	4,660.00	5,610	6,335
4022 Postage	2,250.00	2,250.00	2,250.00	2,250	1,900
4023 Stationery & Printing	6,000.00	5,250.00	10,250.00	8,500	6,000
4024 Office Supplies	750.00	1,350.00	1,500.00	1,700	1,500
4025 Subscriptions	3,815.00	4,040.00	4,145.00	4,445	4,410
4026 Insurance	17,685.00	20,020.00	22,135.00	21,895	22,290
4027 IT Expenses	9,365.00	10,565.00	11,800.00	14,380	14,865
4028 First Aid/Eye Tests/ Safety	3,180.00	5,130.00	4,680.00	3,930	1,300
4029 Staff Uniform					2,350
4032 Recruitment	1,800.00	1,800.00	1,800.00	1,500	1,500
4033 Publicity	725.00	975.00	975.00	1,325	1,325
4034 Other Advertising	1,450.00	1,450.00	700.00	1,200	1,200
4035 Newsletter	7,700.00	7,700.00	7,700.00	7,700	8,100
4036 Election Expenses	3,500.00	3,500.00	15,000.00	3,500	3,500
4037 Town Memorial Clock	250.00	250.00	250.00	250	250
4040 Contracted Grounds Maintenance	48,975.00	50,140.00	51,835.00	4,900	4,050
4041 Other Grounds Maintenance	36,250.00	31,350.00	54,600.00	63,850	59,050
4042 Tree Works	5,000.00	5,500.00	6,000.00	6,500	6,500
4043 Petersfield In Bloom	2,000.00	2,000.00	1,500.00	1,500	1,250
4044 Litter Collection	7,500.00	12,100.00	7,600.00	10,000	11,500
4045 Hand Tools					750
4046 Vehicle (Fuel, Tax etc)			3,000.00	5,750	8,000
4047 General Consumables					16,800
4049 Grounds Depot			Capital works		
4050 Equipment Repair & Maintenance	21,855.00	24,060.00	26,525.00	25,015	27,015
4051 Plant & Equipment Hire	6,750.00	10,250.00	9,250.00	9,950	14,550
4052 Equipment Purchases	15,950.00	30,950.00	21,450.00	34,450	25,950
4053 Office Equipment Rentals	2,600.00	2,600.00	3,200.00	3,200	2,550
4054 Play Equipment Maintenance	11,660.00	11,660.00	11,660.00	14,210	15,330
4055 Street Furniture R & R			Capital works		
4056 Property Repairs & Maintenance	38,050.00	44,620.00	23,720.00	94,100	113,150
4059 Cinema purchase not for resale			250.00	250	1,250
4060 Town Visitor Centre			46,500.00	47,750	36,156
4061 Cinema Film Hire Charges	4,000.00	4,000.00	4,000.00	4,000	4,000
4062 Cinema Purchases	2,150.00	2,600.00	2,350.00	2,350	850
4064 Remembrance Parade	2,550.00	12,000.00	1,000.00	1,475	1,475
4066 Heath Pond Association Expenses	500.00	500.00	500.00	500	500
4067 Christmas Lights	22,500.00	24,000.00	24,250.00	23,400	23,950
4070 Perennial Grants			32,500.00	34,500	34,500
4071 Community Grants			14,000.00	14,000	14,000
4072 Capital Grants	50,000.00	110,000.00	50,000.00	50,000	0
4080 Legal Fees	7,500.00	7,500.00	11,000.00	8,000	5,000
4081 Audit Fees	5,510.00	7,060.00	6,800.00	7,200	4,200
4082 Accounting Fees					1,600
4083 Consultancy Fees	2,725.00	22,725.00	25,225.00	32,350	25,350
4084 Community Engagement & Events	0.00	3,000.00	5,000.00	12,500	14,500
4090 Bank Charges	500.00	500.00	500.00	500	740
TOTAL REVENUE BUDGETS	<u>794,676.00</u>	<u>1,010,778.00</u>	<u>1,081,085.00</u>	<u>1,248,535</u>	<u>1,263,086</u>
Capital Works	151,500.00	193,500.00	185,000.00	210,000	285,000
TOTAL BUDGETED EXPENDITURE	<u>946,176.00</u>	<u>1,204,278.00</u>	<u>1,266,085.00</u>	<u>1,458,535</u>	<u>1,548,086</u>
Income	293,626.00	326,832.00	501,968.00	500,164	394,036

Petersfield Town Council			Budget 2021-22, Precept Calculation		Financial Projections - First Draft				
Year to 31 March				2019-20 <i>Actual</i>	2020-21 <i>Budget</i>	2020-21 <i>Outturn</i>	2021-22 <i>Budget</i>	2022-23 <i>Projection</i>	2023-24 <i>Projection</i>
Revenue Expenditure				-957,811	-1,248,535	-1,248,535	-1,263,086	-1,300,979	-1,340,008
Capital Expenditure				-204,263	-210,000	-103,625	-375,000	-15,000	-25,000
Earmarked Reserves Expenditure				-305,511	-291,820	-214,140	-363,458	-550,000	-475,000
Gross Expenditure				-1,467,585	-1,750,355	-1,566,300	-2,001,544	-1,865,979	-1,840,008
Income from rents, facility hire				487,121	500,164	410,000	394,036	405,857	418,033
Capital Receipts, Grants, Donations towards Capital Expenditure				236,092	0	61,766	50,000	175,000	
Gross Income				723,213	500,164	471,766	444,036	580,857	418,033
One-off receipts				0			260,000	0	0
Net Budgeted Expenditure to be funded from Precept				-744,372	-1,250,191	-1,094,534	-1,297,508	-1,285,122	-1,421,975
Precept: actual raised/projected				634,522	849,852	849,852	888,054	1,213,821	1,235,789
Balance to be funded from reserves etc.				-109,850	-400,339	-244,682	-409,454	-71,301	-186,186
Earmarked Reserves (Spent)				305,511	291,820	214,140	363,458	550,000	475,000
Revenue Earmarked Reserves (additions)				-48,744	-4,000	-96,750	-4,000	-4,000	-4,000
Capital Earmarked Reserves (Additions)				-372,092	-210,000	-180,000	-235,000	-500,000	-285,000
Capital Receipts Reserve				241,668	210,000	103,625	375,000	15,000	25,000
Community Infrastructure Levy Reserve (Additions)				0		-60,749	-50,000		
Drawn down on General Fund				16,493	-112,519	-264,416	40,004	-10,301	24,814
General Fund balance beginning of year				362,192	378,685	378,685	114,269	154,273	143,973
General Fund balance at year end				378,685	266,166	114,269	154,273	143,973	168,786
Earmarked reserves at year end				768,448	690,628	891,807	817,349	771,349	585,349
Revenue and Earmarked funds at year end				1,147,133	956,794	1,006,076	971,622	915,322	754,135
Earmarked Reserves									
Capital				512,951	349,012	587,868	630,842	263,758	121,595
Revenue				186,197	117,658	271,557	184,125	92,551	55,214
CIL/Section 106				67,667		30,749	749		
Community Events				1,633	1,633	1,633	1,633	1,633	1,633
				768,448	468,303	891,807	817,349	357,942	178,442
Capital Receipts Reserve				612,985	402,985	509,360	134,360	119,360	94,360
Total Allocated Reserves				1,381,433	871,288	1,401,167	951,709	477,302	272,802
	Inflation rate							3.0%	3.0%
	Therefore above prior year							103.0%	103.0%
	Increase in precept					215,330	38,202	325,767	21,968
						33.9%	4.5%	36.7%	1.8%
	Increase in net expend					-350,162	-202,974	12,387	-136,854
						47.0%	18.5%	-1.0%	10.6%
Increase Band D rate payer (at 5793.20)			£		Household	per year	6.59	56.23	3.79
						per month	0.66		
Band D Equivalent Cost			£		149.57		153.29		
			%				2.49		

Petersfield Town Council

Precept calculation workings

	<u>All general funds</u> £	<u>General fund</u> £	<u>Earmarked reserves</u> £
Projected outturn for 2020/21			
Balances 31 March 2020 as per accounts	1,147,133	378,685	768,448
Year ending 31 March 2021:			
Precept agreed	849,852	849,852	
One-off Receipt	0	0	
Projected outturn, income	471,766	471,766	
Projected outturn, revenue expenditure	-1,248,535	-1,248,535	
Capital Interest Earned			
Earmarked Reserves expenditure	-214,140	-214,140	
Movements on reserves			
Capital projects	0	-220,109	220,109
Projects rolled forward	0	96,750	-96,750
Projected amounts at 31 March 2021	1,006,076	114,269	891,807

Pro-forma precept calculation for 2021/22

Projected revenue balances and reserves per worksheet as at 31 March 2021	1,006,076	114,269	891,807
Budget for the year:			
Income excluding precept	444,036	444,036	
Withdrawal of Investments	260,000	260,000	
Expenditure	-1,263,086	-1,263,086	
Earmarked Reserves Expenditure	-363,458		-363,458
Movements on reserves			
Capital projects		-235,000	235,000
CIL Receipts		-50,000	50,000
Revenue Projects			0
JG Tennis		-500	500
Moviola		-2,750	2,750
Suite 2 Air Conditioning		-750	750
Precept requirement	888,054	888,054	
Projected amounts at 31 March 2022	971,622	154,273	817,349

Petersfield Town Council										
Financial projections on earmarked reserves to 31 March 2021										
		Accounts	Financial year 2020/21		Final	Financial year 2021/22		Likely		
		Mar-20	Added	Used	Mar-21	Added	Used	Mar-22		
	Capital									
	Play Equipment Replacement	52,415	10,000	5,000	57,415	15,000	30,000	42,415		
	Skatepark Path Replacement	0			0			0		
	High Meadow Path Restoration	3,150			3,150		3,150	0		
	Heath Toilets	40,000			40,000			40,000		
	Grounds Equipment Purchases	0	45,000	44,981	19	10,000		10,019		
	Penns Farm Field 'B'	18,937	10,000	500	28,437		7,500	20,937		
	Open Spaces Signage	4,541		3,500	1,041			1,041		
	Grounds Depot	150,000		1,530	148,470			148,470		
	Visitor Surveys/Management Plans	6,089			6,089			6,089		
	Enforcement for Dog/Litter Fouling	5,000			5,000			5,000		
	Heath & Causeway Park Fencing/Gate	20,000		2,422	17,578			17,578		
	Car Park Improvements	0	5,000		5,000			5,000		
	Avenue Pavilion - sound cladding & ch	11,955		6,310	5,645			5,645		
	Town Development - Prof Fees	4,456			4,456			4,456		
	Town Development - Community Even	8,000			8,000	0		8,000		
	Town Centre Heritage Scheme	5,000		5,000	0			0		
	Town Spine - project mngmt feasibility	59,331			59,331			59,331		
	Car Park, Town Entry & Cycle Paths	20,000			20,000			20,000		
	Avenue Pavilion Porch	26,543		167	26,376		26,376	0		
	Festival & Town Hall Maintenance	66,861	100,000	25,000	141,861	100,000	125,000	116,861		
	Festival Hall Refurbishment-RIBA 4	0			0	100,000		100,000		
	Love Lane Sewage Pump Replacement	0			0	10,000		10,000		
	Tourism Prov @ Town Hall+Digital IP's	0			0			0		
	Local Authorities property Fund Interes	10,673		10,673	0			0		
	LCWIP Delivery of Outcomes	0	10,000		10,000			10,000		
		512,951	180,000	105,083	587,868	235,000	192,026	630,842		
	Revenue									
	Bell Hill Common Management Plan	3,000			3,000			3,000		
	Millennium path	9,000	3,000	1,000	11,000			11,000		
	Avenue Tennis Courts Refurb	2,067			2,067	500		2,567		
	Love Lane Pump Replacement Spec	4,000		4,000	0			0		
	Replacement seats/bins	4,066			4,066		1,366	2,700		
	Rotherlands Group	2,000		684	1,316		1,316	0		
	Love Lane Wild Area Treatment	3,000			3,000			3,000		
	Heritage Notice Boards - Heath	5,000			5,000		5,000	0		
	General Notice Boards	1,116			1,116			1,116		
	Goalpost Replacement	11,007	5,000	833	15,174		6,000	9,174		
	Container	2,000		2,000	0			0		
	World War 1 Memorial Trees	8,500			8,500		4,000	4,500		
	Avenue Tennis LTA Monies	860		125	735			735		
	Heath Management Plan	5,000			5,000		5,000	0		
	Dog Bin Replacement	5,000	5,000		10,000		5,000	5,000		
	Sussex Meadows Management Plan	0	15,000		15,000		15,000	0		
	Love Lane Drainage Investigation	0	5,000		5,000		5,000	0		
	Festival & Town Hall Maintenance	35,199	30,000		65,199			65,199		
	Suite 2 Air Conditioning Units	7,500	750		8,250	750		9,000		
	Moviola Surplus	14,863			14,863	2,750		17,613		
	Festival Hall Grant Finding Consultant	10,000			10,000			10,000		
	Bus Shelter Maintenance	9,766		248	9,518		750	8,768		
	Ramshill Bus Stop Seat	1,477			1,477			1,477		
	Causeway Bus Stop Seat	995			995			995		
	Lavant Street Project	1,303			1,303			1,303		
	Council Notice Boards	2,000			2,000			2,000		
	Petersfield Physic Garden Capital Gran	8,000			8,000		8,000	0		
	Police Speed Reduction Project	159			159			159		
	Festival Hall Brochures and Marketing	6,500			6,500			6,500		
	Council Elections	6,500	3,000		9,500			9,500		
	Fest Hall & PTC Web Sites	1,319			1,319			1,319		
	Tourism - web sites development	10,000			10,000		5,000	5,000		
	Community Engagement Events	2,500			2,500			2,500		
	Town Spine Feasibility Study	0	10,000		10,000		10,000	0		
	Dangerous Road Junctions-detailed de	0	20,000		20,000		20,000	0		
	Community Events Fund	1,633			1,633			1,633		
		185,330	96,750	8,890	273,190	4,000	91,432	185,758		
	CIL/S106 Reserve									
	CIL Receipts	67,667	60,749	97,667	30,749	50,000	80,000	749		
		765,948	337,499	211,640	891,807	289,000	363,458	817,349		

£

GRANTS PANEL - JAN 2021:									
The panel met on January 15th to consider 7 applicants, as below. We were restrained by budget limitations having previously approved an exceptional CV-19 payment to the In-Between Club									
The panel also considered the tendency for applicants to apply for the maximum amount as listed, on the PTC website of £1,500. However we adjusted applicants grants taking into account their "reserves" and									
We therefore recommend the grant payments as below. This keeps us within our budget. CLLR JOHN LEES, JAN 19TH 2021									
APPLICANTS:	REQUESTED:	RECOMMENDED	TO BE USED FOR:	CONTACTS:	WEBSITE?	CONTACT DATE:	NOTES		
JANUARY 2021 - COMMUNITY GRANTS:									
PYT	£1,500.00	£1,200.00	PAY FOR WORKSHOP LEADERS FOR 5 DAY SUMMER SCHOOL PROJECT	JANE ACE	YES	Jan-21			
PETERSFIELD INFANT SCHOOL ASSOC/PTA	£1,500.00	£500.00	TO PAY FOR EQUIPMENT FOR "ECO-SCHOOL" PROJECT	GEMMA MOORE	YES VIA PTA	Jan-21			
VICTIM SUPPORT	£150.00	£150.00	FOR PERSONAL ALARMS AND ETC FOR VICTIMS OF CRIME IN PETERSFIELD	LISA JONES	YES	Jan-21			
PETERSFIELD COMMUNITY LAND TRUST	£1,500.00	£1,000.00	TO PROVIDE FINANCIAL SUPPORT FOR PETERSFIELD RESIDENTS WHO STRUGGLE TO AFFORD PURCHASING A HOME - RESERVOIR LANE PROJECT	NAT KING-SMITH & LEILA FERRABY	YES	NO CONTACT	THIS PROPOSED GRANT IS IN ADDITION TO THE PTC PERENNIAL FUND PROPOSED IN THE F&GP MEETING ON JAN 18TH. THE £1,000 WILL COVER COSTS UNTIL THE PERENNIAL FUND KICKS IN, IN APRIL		
GIANT CHARITY MARKETS	£500.00	DECLINED	TO FUND CHARITY BASED MARKET STALLS AND RAISE MONEY FOR THE* PORTSMOUTH HOSPITAL CHARITY	JEREMY HOLMES	NO	Jan-21			
HEADWAY	£1,500.00	£1,000.00	ADDITIONAL COVID SUPPORT TO PROVIDE OUTREACH SERVICE TO PETERSFIELD BRAIN INJURY ADULTS	JOY WARD	YES - NATIONAL CHARITY	Jan-21			
PETERSFIELD LIP READERS	£1,500.00	£1,200.00	PAYMENT OF A QUALIFIED TUTOR AND HIRE OF A MEETING ROOM	BRIAN KNIGHT	NO	Jan-21			
2020/21 BUDGET: £14,000									
SPENT TO DATE: £12,550									
BALANCE REMAINING: £1,450									
SUBJECT TO COUNCIL APPROVAL									
TOTAL REQUESTS JANUARY 2021:									
	£8,150.00	£5,050.00	*** THERE MAY BE A REFUND DUE TO THE GRANTS BUDGET FROM CLLR DEANE'S VE/VJ GRANT DUE TO MAYOR'S SOCIAL EVENTS NOT TAKING PLACE.						



Executive Navigation Summary of

Preliminary Review Report

for

The Sir Daniel Day-Lewis Annual Award

Aim

The aim of this summary is simply to allow sign posting for members with regards to navigating the review document (attached). The Review document is formatted such that it illustrates the line of discussion, thinking and rationale behind the recommendations.

Key Areas

These are summarised at para 2 under Terms of Reference

Summary of Recommendations

Again for ease of reference this detail appears at the earlier paragraph (3) rather than at the end.

Proposal for Council on 21 Jan 21

Detail is at Para 14 of the attached document but repeated below:-

1. That Council declare the Award for year 2020 "did not go ahead"
2. That Council endorses this preliminary report as an agreed direction of travel allowing the WG to continue with an invitation to comment by local schools and drama organisations.

<Summary Ends>



Preliminary Review Report

for

The Sir Daniel Day-Lewis Annual Award

1. Introduction

1.1 The Working Group has reviewed the criteria and framework for conducting the Sir Daniel Day-Lewis (DDL) Award during the period Nov 20 – Jan 21. The aim has been to submit recommendations on the process from promulgation to judging to making the award for period 2021 – 2023 inclusive

1.2 Recommendations for post-2023 have been included but should be reviewed in early 2024 in order for a new council membership to consider how to go forward, based on experience and lessons learned during the award period up to 2023.

2. Terms of Reference

2.1 Terms of Reference for this review were agreed by Full Council on 17 Dec 20 with the following principal areas for consideration.

- Take into account the points made in the previous WG report presented at Full Council on 22 Oct 20.
- Establish exactly what the DDL award is aimed at.
- Develop proposals relating to the scope and content of the DDL Award Scheme,
- Draw up proposals for short term governance
- Invite comments from Schools and Performing Arts Organisations within the Petersfield area if considered appropriate.
- Review and propose amendments to the current PTC website DDL page
- Review and propose amendments to the current Nomination Form (also on the PTC Website).

3. Summary of Recommendations

1. That we amend the scheme for the period 2021-23 (inclusive) as follows:
2. Discontinue the process of nomination, and encourage organisations to invite the PTC Panel to attend performances, with a view to Awards for acting being made to individuals. (See section 6).
3. Appoint a Cllr to oversee and 1 or 2 other volunteer Cllrs to assist in establishing a Judging Panel with any such co-options as they deem necessary and helpful. If this is acceptable then it is recommended that Cllrs consider whether they would like to take on this role, with a view to appointments being made at the February Council meeting. (See section 8)
4. Amend judging criteria to a more consistent process and methodology. (See section 9). Amend PTC Website as per Appendices 1 and 2.
5. Communicate with schools and organisations to invite comment so PTC can be made aware of any obstacles, difficulties or further suggestions they may have. (See section 11).
6. Optionally, approach Hometown Festivals with a view to creating a Young Performer Award in the Petersfield Awards. (See section 8).
7. Relaunch in 2024, probably with a revised title, and having had a further review based on the experience of 2021-23.
8. Diary a Review of the Award Scheme between 2021 – 2023 for adoption in 2024.

4. Report to Council by Previous WG

4.1 The report presented to Full Council on 22 Oct 20 covered a number of views from other members as well as the WG. All comments have been noted and addressed.

4.2 At this stage it is thought wise to note the options analysed in the October update to the report of the original WG, succinctly put as:

- Run the Award Scheme (revised) through to 2023 and then cease *or*
- Run the Award Scheme through to 2023 and relaunch

4.3. The easy but not necessarily the right option is to cease after 2023, putting it down to 'end of project'. However we must view the need to promote the arts proactively – indeed should the FH project go ahead PTC will be in a better position to boost the Award.

4.4 It is thought that PTC should re-launch the Award after 2023, in a similar or amended format, having tested the recommendations from this report during 2021 – 2023.

4.5 This recommendation thus proceeds on the basis of a revised process to 2023 and continuation post-2023, subject to a further review.

5. Establish exactly what the DDL award is aimed at.

5.1 As an overriding comment it is thought that we should be wary of over engineering what started as a very local and amateur award. This is not the Oscars or Tony's – simply a fun award to encourage the young. That said we should clearly make it as appropriate, fair and smooth in operation as we can.

5.2 On the basis of the course of action recommended in Section 5 below, we recommend conditions for eligibility should include:-

- An individual acting role in a play or musical (returning the Award to its roots).
- Age 18 or under, but with discretion should there be any extenuating circumstances.
- Organised productions by schools and locally-based groups, taking place within Petersfield and the surrounding villages.

6. Key Direction Options

6.1 It is considered wise to identify the holistic direction this Award should take and given the need to consider likely impacts. It is thought that the direct appreciation by Councillors (or their representatives) of a performance they have seen is a primary element in the process.

Key options are identified as follows:-

- **By Nomination** (the current system). This would need to operate through a formal process that is clear, practical and not unduly onerous, both for the nominator and for the assessors. It is of its nature retrospective, consisting of evidence of specified kinds, submitted to the assessors after the performance has taken place. This could not realistically be combined with a requirement for assessors to have seen all relevant productions. It has been objected that the quality of the application makes a difference; this is bound to be true up to a point, but if criteria are clearly set out, rather than the woolly phrasing of the existing application form, it's less of an issue. The website could also celebrate all nominees and their achievements. **Not recommended.**

If the nomination system is discontinued, groups might feel that an element of fairness had been removed, since under a discretionary system councillors might miss outstanding performances, or be unaware of background issues that added credit to an individual's achievement. An answer to this, and also a way of compensating for the narrowing of the DDL award to Acting, might be (subject to the agreement of Hometown Festivals) to sponsor a 'Young Performer' category in the Petersfield Awards, which already operate via nominations. **Recommended.**

- **Discretionary** (the original form of the Award). This would be informal, but needs the assessors (on behalf of the Council) to be actively engaged in attending performances. Groups should be encouraged to tell the Council about their productions and to offer complimentary tickets (perhaps addressed to the Mayor), not because of the award, but because the Council is taking an interest in their work. An award would be a spin-off rather than the sole intention. There would be no nominations and no guarantees that all relevant productions could be seen. The website might include details of productions that had taken place (particularly in the Festival Hall) and include other commendations as well as one or more award-winner(s). **Recommended**

7. Develop proposals relating to the scope and content of the DDL Award Scheme

7.1. This is encapsulated throughout this paper and particularly in the proposed rewrite of the T & Cs and nomination forms to be detailed on the PTC website at **Appendices 1 and 2**

8. Draw up proposal for short term governance

8.1 Short term governance is defined as calendar years 2021, 2022 and 2023, ending with the award in early 2024. This clears the current agreement concerning the prize for the Award and would complete the agreement with Sir Daniel Day Lewis. An extension of the agreement with Sir Daniel could be proposed; however it is thought PTC may wish to consider something like a “George Watkinson Memorial Award” or perhaps “The Mayor’s Acting Award for Youth Drama”. It should be noted that, in addition, Sir Daniel has now retired. This can be decided at a later date in case other considerations are put forward.

8.2 Proposed actions for the next three years (in line with the recommended Key Directions above) are as follows:-

- Replace the current application form with an invitation to groups to send information and (if possible) complimentary tickets to the Council. See **Appendix 1**.
- Draw up a small judging panel to make a recommendation to full Council.
- Identify or trawl for volunteers from the public to consider TORs for them to work together in order for them to bring their recommendations to PTC by, say, end of February in each year. This will depend on our recommendation for the judging criteria at Para 8 below.
- Approach Hometown Festivals with a view to creating a Young Performer Award in the Petersfield Awards.

9. Judging Criteria

9.1 This is probably at the nub of the whole issue raised on this award and is by no means an easy solution with varying ways in which firm and fair assessments can be made. It may be that a number of methods be utilised; we can learn from piloting such methods between 2021 and 2023.

9.2 It is in the spirit of the original award that the primary criterion is the enthusiasm and admiration of a member of the Council for a specific performance. It would be good if this spontaneous element can be retained, whilst avoiding the impression that the award is random or casual.

9.3 The panel making the judgement needs to be large enough to enable one or more members to see all or most of the relevant productions, but small enough to facilitate comparisons and final agreement – at least three, probably better with four.

9.4 The principal criterion would be the impression of the performance on the assessor. So it is desirable that the members of the panel are experienced theatre-goers, though not necessarily technical experts. At least two of the panel should be Councillors and at least one a suitably qualified member of the public.

9.5 Assessors should write short reports on any performances they think worthy of consideration, discuss them during the course of the year and share them when discussing potential award winners at the end of the year.

9.6 As an aid to coming to a decision, the assessors should be able to identify particular theatrical skills that deserve credit as well as responding to the overall impact of the performance.

9.7 The assessors may at their discretion approach a group or school for further information about an individual they are considering for an award.

10. The Awards

10.1 As regards the actual awards/prizes there is no real reason to change anything, except to allow for the possibility of making more than one award. We currently have a prime award and a number of commendations.

10.2 What the prize/prizes should actually be can be decided at a later date. However, some options could be:-

- Continue with the Complete Works of William Shakespeare
- A Book of more modern verse
- Book Tokens
- A Trophy of some sort (to be kept)

- Something more modern

10.3 It could be helpful to ask relevant schools and groups (see 10.1) about the most suitable or helpful form for the prize(s) to take.

11. Invite comments from Schools and Performing Organisations

11.1 It is not thought this needs to be a formal part of this submission to Council. Rather more we may invite comments following our proposals of the adjusted criteria and process. In effect use 2021 as a testing period and pilot for the future and learn from that experience.

11.2 Whilst the active participation of schools and groups is welcomed as part of the process, it is not they but the Council that would drive the scheme as recommended. It will be interesting to note if groups make an effort to bring councillors to their performances.

12. Review and propose amendments to the current PTC website

12.1 Proposed amended background and criteria for the PTC Website is written up at **Appendix 1**.

13. Review and propose amendments to the current Nomination Form

13.1 The current Nomination Form should no longer be used, but replaced with a Performance Invitation, to be followed up with complimentary tickets, production details and arrangements. Proposal for this form is at **Appendix 2**.

14. Proposal(s) to Full Council

1. That Council declare the Award for year 2020 “did not go ahead”
2. That Council endorses this preliminary report as an agreed direction of travel allowing the WG to continue with an invitation to comment by local schools and drama organisation.

Appendices:

1 – Revised background and criteria for the PTC Website

2 – Performance Invitation – Petersfield Town Council

Appendix 1

Revised background and criteria for the PTC Website

The Daniel Day-Lewis Award was first introduced in 2012/13 by Cllr Mary Vincent. She became aware of the young talent in Petersfield and, noting that Sir Daniel Day-Lewis had lived and been educated locally and had won his third Oscar, thought that a local acting award could be introduced under his name to recognise and encourage local talent. This project had a life span of 10 years with Sir Daniel and is due to end in 2023.

A review of this Award was carried out in 2020/21 and some major changes were recommended. From 2021 the process of nomination is discontinued. Instead, local theatre groups and schools are encouraged to invite members of Petersfield Town Council and/or their representatives to attend their productions. This will give Councillors an opportunity to appreciate the overall achievements of young actors in our community, as well as the chance to recognise individual performances through a Daniel Day Lewis Award. One or more Awards may be given for an outstanding acting role, which may include dance and singing but must be an individual part in a stage play or musical.

To be considered, individuals will be no older than 18 on the opening night of the production. The performance must be live, and take place in Petersfield and the surrounding areas.

Groups are asked to send the details of their productions and invitations to attend on the Performance Invitation form, giving as much notice as possible. Every effort will be made to send a representative, but the Council cannot guarantee attendance, particularly at short notice.

Awards agreed by Petersfield Town Council will be presented at the Annual Town Meeting early in the following year (usually March or April).

Appendix 2

Performance Invitation – Petersfield Town Council

To be further designed with suitable topping tailing – The information required as follows:

- Organisation
- Title of Production (If known)
- Date and times of Production (If known)
- Place of Production
- Are you prepared to allow for a max of 3 complimentary tickets for your Production
YES/NO
- Any other useful information
- Full Contact Details for communication including telephone number, e-mail and address.



COVID 19/AWT Update for PTC Members as at 14 Jan 21

General

- PTC retains its commitment to sustain in supporting response to the needs and well-being of the Community and also to higher Government Authorities.
- PTC represented at EHDC Co-Ord Meeting (6 Jan 21) and also AWT Meeting (13 Jan 21).

EHDC

- EHDC Officers main effort is monitoring needs across the District. Help Lines are up and running and while many of the individual and more personal calls are diverted to our established support teams EHDC are working more on Business Needs.
- A useful update from Dr Richard Kershaw on how vaccinations were going, the latest advice on process etc. Urging all **not** to ring in to surgeries as majority of staff deployed on vacs. All should hear about appointments or changes/cancellations and delays etc. from their GP. We have a number of queries into PTC/Town Hall on this and to date it does seem that the system is working. They accept the frustration but all must bear with them. In summary, Dr Kershaw and the NHS local appear comfortable with the progress as at the date of that meeting. A full Hampshire and IOW NHS brief of the Vaccination was circulated to Members on 14 Jan 21.
- Word from the Parishes is once again much lesser numbers of needs for help but much goes on in villages as a matter of course with no data collating seeming necessary.

AWT

- Update on Christmas activities within Petersfield. Tremendous effort by many Volunteers and I think this should be formally recorded.
 - **Mayors Christmas Hampers** 300 Hampers delivered Funded by Lions Club (Petersfield and Liphook), Food Bank, EHDC, Petersfield Town Council, and Salvation Army. Shopping and Packing – Salvation Army and Lions Club. Applications/Distribution – Abri Housing, Bluebird Care, Citizen's Advice, East Hampshire District Council, Food Bank, Lions Club, Petersfield Voluntary Care Group, Social Prescribing, St Mary Magdalen Sheet and Salvation Army
 - **Christmas Lunch** Age Concern (Sheridan Rocher) and Churcher's College kitchen provided 100+ meals on 21st December. Many volunteers assisted with delivering the meals and gifts.

- **Christmas Day Meals** Petersfield Area Churches Together (Will Hughes) and Marika Kyjoska at Salvation Army Kitchen provided 80+ meals on 25th December. Many volunteers assisted with deliver meals and gifts.
- **Food Parcels** 60 distributed by The Kings Arms.
- Presentation and Workshop with Gary Davis of Community First and majoring on “Minding the Gaps”. In brief all Agencies working well and seemingly within capacity. We now need to consider where we may be missing issue and do we have any gaps. A number were mentioned but Mental Health seems to be top of the list. Also we need to try and get ahead of the curve for future such issues as unemployment/need to travel to Havant etc. A presentation on MIND for Havant and East Hants is available from the PTC C19 Response Team.

PTC

- PTC continues to monitor calls coming through. These are currently at a steady trickle and have taken a slightly differing angle. Less of the ‘I need help’ to ‘I need advice’. Whether about vaccinations or can I travel to empty the house I have just sold to I would like to volunteer as a Samaritan the questions are now becoming broader. We expect a further change of angle as the Tier/Lockdown really kicks in and the inevitable further redundancies and the subsequent fallout. A snapshot summary of calls follow:-

Christmas Lunches	-	3
Prescriptions	-	6
Vaccines	-	2
Shopping	-	4
Offers of help/info	-	5
Miscellaneous	-	5
- PTC is sending out a second doorstep flier which is in for print at present and distribution should be sometime next week.
- Any further information or detail required should be referred to the PTC C19 Response Team.

<Ends>



PETERSFIELD TOWN COUNCIL



Schedule of Meetings 2021/22

C.I.P 1.25

Meeting	Day and Time	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2022	Feb	Mar	Apr
TOWN DEVELOPMENT	Friday 3.00pm	7	4	2		3	1	5		7	4	4	1
PUBLIC HALLS	Monday 6.30pm	10	14	12 SC		13	11	8		10	14	14	11
GROUND	Thursday 6.30pm	13	17 Set AU	15		16 Allot Users	14 Set UM	11		13 User Meet	17	17	14
FINANCE & GENERAL PURPOSES	Monday 6.30pm	17	21	19		20	18	15	13	17	21	21	25
COUNCIL	Thursday 6.30pm	20	24	22		23	21	18	Set ATM 16	20	24	24	ATM 28
PLANNING	Tuesday 6.30pm	18	8 29	20	10 31	21	12	2 23	7 21	11	1 22	15	5 26
HIGH MEADOW	Following Council			22									

Bank/Local Gov Holidays: 3&31 May, 30 Aug, 27, 28, 29, 30 &31 Dec 2021, 3 Jan, 15&18 April 2022, Annual Town Meeting TBC

Approved by Full Council on minute number refers

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Date: 19/01/2021

Petersfield Town Council NEW

Page 1

Time: 12:26

Current/Savings Bank A/c**List of Payments made between 01/12/2020 and 31/12/2020**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	Lex Autolease Limited	LXL001	355.50		Truck rental HT19 LRE
01/12/2020	Sarah Chalmers Dep Rtn S16327	SC001/6327	60.00		Sarah Chalmers Dep Rtn S16327
01/12/2020	Mr Alex Strudwick Dep rtn 6655	AS001/6655	60.00		Mr Alex Strudwick Dep rtn 6655
01/12/2020	Petty Cash	017236	2.49		Restore Petty Cash Imprest Nov
03/12/2020	WPS Insurance Brokers & Risk S	WPS/Dec	1,111.82		Purchase Ledger DDR Payment
04/12/2020	AEM Contractors Ltd	AEMCL	2,244.00		Supply & spread fertiliser
04/12/2020	Beaver Tool Hire	BTH	775.10		Flail mower hire
04/12/2020	Jigsaw Montessori Nursery	JMN001	142.22		Electric for CCTV
04/12/2020	Martin Cashmore Fencing Ltd	MCFL001	865.00		Half round stakes
04/12/2020	Petaprint Ltd	PP	150.00		6000 A5 colour leaflet
04/12/2020	Rake Garden Centre	RG001	6.11		Gravel board 3m x 150mm
04/12/2020	Rod Gaskin Ltd	RGL01	262.62		Service for L series tractor
04/12/2020	Thames Landscaping	TL001	1,500.00		25ft Norway Spruce tree
04/12/2020	Travis Perkins Trading Company	TP	212.28		Mulch bulk bag
04/12/2020	Winchester Garden Machinery	WGM	213.64		KM130r Strimmer repair
07/12/2020	Wex Europe Services (uk) Ltd	WEC	72.02		Purchase Ledger DDR Payment
08/12/2020	Business Stream Ltd	BSL	216.65		Waste water - T & F Hall
08/12/2020	British Telecommunications plc	BT	835.92		Purchase Ledger DDR Payment
11/12/2020	HMRC PAYE/NI November	PAYE/NI 8	6,544.76		HMRC PAYE/NI November
11/12/2020	Davidson Decorating	DD001	2,418.00		Repairs & painting
11/12/2020	HAMPSHIRE COUNTY COUNCIL	HCC	120.17		Janitorial supplies
11/12/2020	Martin Cashmore Fencing Ltd	MCFL001	360.00		Green weldmesh
11/12/2020	NLA media access Limited	NLA	254.40		Copyright licence renewal
11/12/2020	Trade UK	SFD	29.99		Entrance mat
11/12/2020	Tudor (UK) Ltd t/a Tudor Envir	TE01	32.34		Long-handled leaf grabbers
11/12/2020	Travis Perkins Trading Company	TP	228.27		Shed felt & nails
11/12/2020	VoxIT Limited	VOX	60.00		Website repair/coding
11/12/2020	Dyce Energy Ltd	DEL001	90.40		Gas - Ave Pav
11/12/2020	LeasePlan UK Ltd	NET	358.62		Truck rental HX67 RZO
11/12/2020	Lloyds Acc Fees & Charges Dec	CHARGES 9	13.16		Lloyds Acc Fees & Charges Dec
14/12/2020	Wex Europe Services (uk) Ltd	WEC	128.11		Fuel - grounds truck
14/12/2020	Crown Oil Ltd t/a Crown Gas &	CGP001	947.72		Gas - T & F Halls
14/12/2020	Cardnet Fees & Charges Dec	CARDNET 9	10.15		Cardnet Fees & Charges Dec
15/12/2020	SmartestEnergy Business Ltd -	DEHT	116.25		Electric - Heath toilets
15/12/2020	LLoyds Credit Card	C/card Dec	397.89		LLoyds Credit Card payment
16/12/2020	Matthew Powell	MP001/7816	150.00	Deane & Farrow	Matthew Powell dep rtn S17816
16/12/2020	Phoenix Antiques	PA001/7927	250.00	Deane & Farrow	P Antiques dep rtn S17927
16/12/2020	PIBC	PIBC/C826	150.65	Deane & Farrow	PIBC C826 refund
16/12/2020	Yu Energy Retail Limited	YERL001	35.33		Electric - Ave Pav
16/12/2020	Haven Power Ltd	HP	720.04		Electric - T & F Halls
16/12/2020	PIBC	PIBC/C826	150.65		PIBC C826
16/12/2020	PIBC	PIBC C826	-150.65		PIBC C826
16/12/2020	PIBC	PIBC C826	-150.65		PIBC C826 refund
17/12/2020	Ampella Maintenance Ltd	AML001	120.00		Repairs to boiler LL Pav
17/12/2020	Andrews Newby Partnership	ANP001	2,700.00		Structural appraisal
17/12/2020	H. Monfared (Builders) Ltd	HMBL	1,656.00		Fixed wire test LL Pav
17/12/2020	Fenland Leisure Products Ltd	OPLAY	170.40		Swing seat

Continued on Page 2

List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/12/2020	RIALTAS BUSINESS SOLUTIONS	RBS	330.00		Online training
17/12/2020	Rod Gaskin Ltd	RGL01	261.27		Tractor linkage repairs
17/12/2020	Trade UK	SFD	56.97		Dewalt safety boots
17/12/2020	VoxIT Limited	VOX	120.00		Server & network support
17/12/2020	Wicksteed Leisure Ltd	WIC	234.05		Toadstool top & fittings
17/12/2020	TAS Software	TAS	586.80		Sage software
18/12/2020	First Data	FD/Dec	25.60		Credit card processing equipme
18/12/2020	Staff wages December 2020	STAFFWAGE9	22,878.02		Staff wages December 2020
21/12/2020	LGPS Hants Pension Dec	PENSION 9	7,205.73		LGPS Hants Pension Dec
21/12/2020	Climate Autogates Ltd	CAL001	276.00		Gate closer - Easy fit 400
22/12/2020	WPS Insurance Brokers & Risk S	WPS/Eng	3,035.70		Engineering insurance
22/12/2020	Wex Europe Services (uk) Ltd	WEC	165.69		Fuel - truck & equipment
22/12/2020	Focus Group	FOC	296.45		Calls, charges & services
23/12/2020	A1 Security Systems	A1	548.16		Alarm maintenance
23/12/2020	Ampella Maintenance Ltd	AML001	90.00		Investigate nursery taps
23/12/2020	Beaver Tool Hire	BTH	47.06		Vibrating plate
23/12/2020	EAST HANTS DISTRICT COUNCIL	EHDC	1,000.00		Depot rent
23/12/2020	Microshade Business Consultant	MICRO	995.76		Software hosting, support etc
23/12/2020	Milk & More	MILK	5.89		Office milk
23/12/2020	Elite Playground Inspections	SASP	400.00		Swing and mushroom
23/12/2020	Travis Perkins Trading Company	TP	385.16		Gravel bulk bags
23/12/2020	Cavendish Communications	CC	155.84		Mobile charges
29/12/2020	Eden Springs UK Ltd	ESUKL	46.42		Office drinking water
29/12/2020	Wex Europe Services (uk) Ltd	WEC	126.33		Purchase Ledger DDR Payment
29/12/2020	Veolia ES (UK) Ltd	OUKL	701.09		Purchase Ledger DDR Payment
30/12/2020	Wylds Farm Partnership	WFP001	360.00		3 x 12ft Spruce
30/12/2020	SLCC Enterprises Ltd	SLCCE	123.80		12th Ed Local Council Admin
30/12/2020	Elite Playground Inspections	SASP	354.00		Supply replacement net
30/12/2020	Beaver Tool Hire	BTH	37.88		Cable detector & paint
30/12/2020	Cluson Engineering Ltd	CEL	102.00		Garden wire
30/12/2020	Winchester Garden Machinery	WGM	1.98		Round file
30/12/2020	H. Monfared (Builders) Ltd	HMBL	249.92		Work on Heath toilets
30/12/2020	Hunt Forest Group Ltd	FHGL01	957.53		Service Trimax snake & blades
30/12/2020	Martin Cashmore Fencing Ltd	MCFL001	90.00		24 x 6ft half round stakes
30/12/2020	Regeneration Services Ltd	RSL	193.26		Green waste collection
30/12/2020	HAMPSHIRE COUNTY COUNCIL	HCC	297.54		Janitorial supplies
30/12/2020	Meon Cleaning Services	MCS	225.60		Bus shelter cleaning
31/12/2020	SUEZ Recycling and Recovery UK	SITA	1,390.51		Waste removal
Total Payments			71,355.38		