

**PETERSFIELD TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES ADVISORY GROUP MINUTES**  
**MEETING HELD 17<sup>th</sup> July 2023 at 6.30pm via Teams**

**PRESENT:** Cllr P Shaw (Chairman)  
Cllr S Dewey  
Cllr Ms L Bevan  
Cllr Mrs L Farrow  
Cllr J Matthews  
Cllr C Paige

Also present:

Cllr JC Crissey, Cllr J Lees, Mr N Hitch (Town Clerk) and Mrs G Booty (Minute taker). There were no members of the public and no press present.

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

**1. Chairman's comments**

The Chairman welcomed everyone to the meeting. There were no comments.

**2. Apologies for Absence**

There were apologies for absence from Mrs M Snow (Finance Officer).

**3. Granting of Dispensation under section 33 of the Localism Act (2011)**

There were no requests for dispensation.

**4. Declarations of Interest**

There were no declarations.

**5. Approval of minutes**

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**  
To approve the minutes of the Finance and General Purposes Advisory Group held on 22<sup>nd</sup> May 2023.

**6. Public representation**

No requests to speak were received.

**7. Recommendations from Advisory Groups**

**Recommended to Full Council under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**

To appoint Contractor B to install safety barriers at Paddock Way recreation ground and Love Lane playing fields at a cost of £9411 and to carry out the work as soon as possible.

To appoint Contractor C to install the new play equipment at Bell Hill to include the tunnel and usual fencing contractor to install fencing at a cost of £31,959 for the play area, £3095 for the tunnel and £7216 for the play area fencing.

8. **Delegated Authority**

A request to increase petty cash by £100 due to more demand from events was agreed by the Town Clerk, Chairman of Finance and General Purposes and the Town Mayor.

9. **Finance Report**

Members received and noted the Finance Report (*see document A*). There has been a rise in cash interest rates but returns from investments may have fallen due to the nature of the financial markets

10. **Bell Hill phone box transfer**

A cheque has been signed for £1 and paperwork completed for the transfer. Refurbishment plans will be drawn up.

11. **Grants Panel budget**

A report was received (*see document B*). The current Community Grant fund totals £14,000 per annum and hasn't been increased for at least 8 years so it was suggested the amount be increased to £20,000. The grants panel had made a suggestion to increase the annual fund by £2000 per year up to £20,000. The annual applications frequently exceed the £20,000 budget.

An increase in budgets would usually be discussed during the budget setting process. The Chairman took the opportunity to remind the Chairmen of Advisory Groups to start thinking about budgets they would like next year.

There was a discussion about moving the Petersfield Music Festival grant to the Perennial Grants due to the amount they request in grants each year. Petersfield Music Festival was the main reason the Festival Hall was built so it was agreed supporting them is important. Before the Petersfield Music Festival are asked to apply for a perennial grant it is important to check that they meet the criteria and are happy to complete the additional paperwork. The decision would need to be made before September to be brought to Finance & General Purposes to be added to the proposed budget. Groups who apply for perennial grants will know the amount they are given by January.

The report also suggests applicants can make one application per annum. It was felt this may be too restrictive especially when plans can change for the applicants. It was also felt part of the grants panel role is making decisions on a case by case application and deciding on the priorities for funding.

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**

To amend the grants policy to say applicants will not normally be allowed to received 2 grants per annum and plan to increase the community budget sum by £2,000 per annum as part of the budget setting process until it reaches £20,000.

**12. Draft CCTV Policy**

The draft CCTV policy was received (*see document C*). It has been passed to the Town Council's CCTV contractors. It was asked whether the policy allowed for immediate access to the CCTV in urgent scenarios e.g. issuing a Section 61 to remove unauthorised encampments. Halls staff will allow Councillors into the building to view CCTV in urgent cases. It is important data controllers understand their duties in relation to data protection and log and record CCTV access.

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**

**To adopt the CCTV Policy once the number of acknowledgement days in Complaints section has been confirmed or changed by Town Clerk**

**13. Coronation Community Fete debrief**

The report was received (*see document D*). Officers at the wash-up meeting discussed a proposal to pay some of the entertainers who performed at the Coronation fete. There was no prior agreement to pay the entertainers and it was felt this was an after-thought to the event. The musicians were performing free of charge, receiving exposure and for the benefit of the public. The Town Council put on a free event already using public funds. Terms of reference would be useful for working groups with the understanding that it is down to members to decide on budget spend. Officers should not be allowed a vote in a working party. Officers are present to give recommendations to working parties using their expertise. The report shows there isn't a clear consensus on a decision.

There were some entertainers who would sometimes be paid for their entertainment and others who wouldn't ever expect payment. There was some confusion to the £1500 budget for entertainment and what this could be spent on. All of the entertainers were hugely popular and a pleasure to host at the Coronation fete so the Coronation working party group agreed it wouldn't be fair to pay some performers and not others. A budget forms part of the planning before an event and shouldn't be seen as money "left-over" and spent following an event.

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**

**To not give payment to the guest artists at the Coronation Community event.**

**14. Climate Officer's report**

Members received and noted the report. It is expected that the report will be discussed at the Climate Strategy Working Group on 3<sup>rd</sup> August.  
(see document E)

15. **Quarterly Reserves' Report**

The report was received and noted.  
(see document F)

16. **Bank Reconciliation for April and May 2023**

Members received and noted the April and May 2023 Bank Reconciliation (see document G).

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**  
**That in view of the confidential nature of the business to be transacted the public and press be excluded from the meeting.**

*Confidential*

17. **Staff, financial or other recommendations from committees**

18. **Quarterly debtors report**

Will be received at the next meeting

19. **Staff panel recommendations**

A recommendation from the staff panel were agreed. A recommendation was made to offer the monetary value agreed in cash or as a voucher to an officer who has stepped up above and beyond their role recently.

*There being no further business, the meeting finished at 7.46 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	24,746.67	
Lloyds 30 Day Account	121,255.18	0.8%
Lloyds Ticketsource	49.50	
Cambridge & Counties 31 Day Account	1,971,952.08	3.44%
CCLA Public Sector Deposit Fund	78,214.82	varies
<b>Total</b>	<b><u>2,196,218.25</u></b>	

Business Credit Card	861.19	
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### Investments

CCLA Local Authorities Property Fund	2,245,750.13	varies 732,465 units approx. 4.5%
Rathbones Investment Management Ltd	2,940,000.00	varies but approx. 3.5%
<b>Total</b>	<b><u>5,185,750.13</u></b>	

Town Mayor's Charity Account	97.10	
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The annual rate of return on the Rathbones investment portfolio has far exceeded the anticipated rate of return this year **yielding 6.43% after payment of management fees** to the investment managers.

Council has budgeted to make a withdrawal of £1,220,000 from its investments in order to meet all of its budget commitments for the current financial year.

staff leave. Overall the finances are where I would expect to see them for this time in the financial year.

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  
6th July 2023



## Proposed Changes to Existing Community Grants Funding

### 1. Introduction

File: Community Grants: 7

1.1 The current Community Grant fund totals £14,000 per annum and hasn't been increased for at least 8 years.

2.1 This is despite the applications for funds frequently exceeding this budget. Inter alia the June 2023 grant requests totalled £15,117. This follows a trend whereby applications regularly exceed the grant budget.

### 2. Proposals:

2.1 To increase the Community Grant from £14,000 per annum to **£20,000 per annum**.

2.2 Limit grant approvals to one per applicant per annum (currently two per annum)

2.3 Transfer Petersfield Music Festival grant applications to **Perennial Grants** as they apply for £1,000 with every application resulting in their Community Grant application being significantly reduced. Their objectives/definition sits ideally in the Perennial Grants description.

### 3. Additional Comments

3.1 The recent promotion of Community Grants through such organisations as the AWT has increased the uptake which the Grants Panel are pleased to note.

3.2 In proposing this monetary increase the Grants Panel are respective of the demands on the PTC budget so have limited the proposed increase by £6,000.

3.3 Not forgetting the PTC Grants are only awarded to deserving and valuable Petersfield organisations that serve our community in so many ways.

**Grants Panel  
July 2023**



## **PETERSFIELD TOWN COUNCIL**

### **CCTV POLICY AND CODE OF PRACTICE**

#### **Introduction**

Closed circuit television (CCTV) is installed at the Council premises and at some of its grounds & open spaces for the purpose of staff, public and premises security. Cameras are located at various places, and images from the cameras are recorded.

The use of CCTV falls within the scope of the Data Protection Act 1998, the General Data Protection Regulation and the Data Protection Act 2018. In order to comply with the requirements of the law, data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Secure

#### **Data Protection Statement**

1. Petersfield Town Council are the Data Controllers under the Act.
2. CCTV is installed for the purpose of staff, public and premises security.
3. Access to stored images will be controlled on a restricted basis within the Council.
4. Use of images, including the provision of images to a third party, will be in accordance with the Councils Data Protection registration.
5. CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.



6. CCTV images may be used where appropriate as part of staff counselling or disciplinary procedures.
7. External and internal signage are displayed *on the premises* stating of the presence of CCTV and indicating the names of the Data Controllers and a contact number during office hours for enquiries.

## **Retention of Images**

Images from cameras are recorded a secure hard drive (“the recordings”). Where recordings are retained for the purposes of security of staff and premises, these will be held in secure storage, and access controlled. Recordings which are not required for the purposes of security of staff, public and premises, will not be retained for longer than is necessary **this being twenty one days**.

The system has not an automatic power backup facility which may operate in the event of a main supply power failure.

## **Access to Images**

It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

## **Access to Images by Council Staff**

Access to recorded images is restricted to *the Data Controllers*, who will decide whether to allow requests for access by data subjects and/or third parties (see below).

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties)
- The reason for the viewing
- The outcome, if any, of the viewing
- The date and time of replacement of the recordings

## **Removal of Images for Use in Legal Proceedings**

In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The reason for removal
- Specific authorisation of removal and provision to a third party

- Any crime incident number to which the images may be relevant
- The place to which the recordings will be taken
- The signature of the collecting police officer, where appropriate
- The date and time of replacement into secure storage of the recordings

## **Access to Images by Third Parties**

Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**).

The data controller will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- Prosecution agencies
- Relevant legal representatives
- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

## **Disclosure of Images to the Media**

If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.

If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

## **Access by Data Subjects**

This is a right of access under the 1998 Act, the GDPR and the DPA 2018. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**). The requestor needs to provide enough information so that they can be identified in the footage, such as a specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

## **Procedures for Dealing with an Access Request**

All requests for access by Data Subjects will be dealt with by the Town Clerk/DPO. The data controller will locate the images requested. The data controller will determine whether disclosure to the data subject would entail disclosing images of third parties.

The data controller will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.

If third party images are not to be disclosed, the data controllers will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

The Data Controller will provide a written response to the data subject within **30** days of receiving the request setting out the data controllers' decision on the request.

A copy of the request and response should be retained.

## **Complaints**

Complaints must be in writing and addressed to the Town Clerk. Where the complainant is a third party, and the complaint or enquiry relates to someone else, the written consent of the data subject is required. All complaints will be acknowledged within seven days, and a written response issued within 21 days.

**Appendix 1**  
**Data Protection Act/General Data Protection Regulation**  
**- Application for CCTV Data Access**

***ALL Sections must be fully completed.***

Attach a separate sheet if needed.

Name and address of Applicant	
Name and address of "Data Subject" – i.e. the person whose image is recorded	
If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite	Data Subject signature.....
If it is not possible to obtain the signature of the data subject, please state your reasons	
Please state your reasons for requesting the image	
Date on which the requested image was taken	
Time at which the requested image was taken	
Location of the data subject at time image was taken (i.e. which camera or cameras)	
Full description of the individual, or alternatively, attach to this application a range of photographs to enable the data subject to be identified by the operator	
Please indicate whether you (the applicant) will be satisfied by viewing the image only	

On receipt of a fully completed application, a response will be provided as soon as possible and in any event within **30** days.

<b>COUNCIL USE ONLY</b>	<b>COUNCIL USE ONLY</b>
Access granted (tick)	
Access <b>not</b> granted (tick)	Reason for not granting access:
Data Controller's name:	
Signature:	
Date:	

Adopted Date:

Minute Reference: **Finance & General Purposes Advisory Group - minute ratified by Council 20<sup>th</sup> July 2023**

Reviewed:

Next Review: **July 2025**

**Coronation Community Fete**  
**Report including recommendations following debrief**



**Debrief held:** 31/05/2023

**Invited to attend debrief:** CP, JD, LF, JL, JM, PM, EHDC, NH, SF, PSwan (10)

**Actual attendees:** JD, LF, EHDC, PSwan, SF (5)

Although the debrief was primarily to discuss the Coronation Fete, the working party touched on other coronation-related activities such as the live screening of the event.

Query whether the coronation working party should continue to meet under revised chairmanship to discuss coronation matters outstanding such as benches, tree planting etc.

**Feedback from outside organisations**

“Really enjoyed it!” Bluebird Care

“Thank you so much for having the hungry hog and hoggies bar. Had a lovely day. Please consider us for future events.” Hungry Hog

“Great day, plenty of interaction with public.” Petersfield Area Historical Society

“What a wonderful event, so many positive comments from the general public, so lovely to have been part of the team.” Faye Thompson, Town Crier

“Lovely setting, central and accessible for walking/cycling. Footfall just right, big marquee in constant use. Shine Radio kept us entertained. Made several contacts. Arena with dogs and dancers was fun. Felt quite shocked to be expected to be entertained by children in armed forces cadet clothing marching around the arena. The practice drills took a while... Should they come again could they do something different please? Something fun? Would be nice to have more stalls of differing interest next time with a more gentle ratio or military related/other stalls. Overall glad we came – good atmosphere!” Petersfield Community Garden

“Lovely event!” St Peter’s Church

“Lovely day. Thanks very much for all your superb powers of organization and communication.” Butser Home Start

“Thanks to Kathryn and Phil for setting up a great fete. Great time had by all.” Blue Lotus Band

**Feedback, In-House**

"I just wanted to say a very "awesome" well done for the organising and deployment of a very well put together event – thanks also to all of your volunteers, and in particular Phil who oversaw the technical side of things. Needless to say that through the successful publicity I estimated that over 1000 people attended and on my rounds to the stalls and food vehicles, everyone felt it was a superb event and well worth them attending." Steve Field

James Deane wanted it to be known that he was especially taken with the Coronation live stream at the Festival Hall – day before the fete. With approximate 80 in attendance over the course of the day. There was a lovely atmosphere, good attendance from councillors and everyone really enjoyed it! James Deane also wanted to note that the bunting around town looked great and was well received by all high street businesses.

**1. Recommendation to offer a good-will gesture sum of money to three of the acts/artists who performed at the Coronation Fete**

Events & Media Officer was advised by Coronation Working Group that there was a sum of **£1,500** in the budget for entertainment at their disposal. Clarification was sought by met with mixed messages. Bands (not community groups) were advised by EMO in writing (email) that there may be sufficient funds in the budget for payment.

The working party would like members to consider public relations and etiquette when it comes to sourcing entertainers for our events, and I believe it is important that we are fair and reasonable to performers (not community groups) so not to exploit their expertise. This does not apply to 'community groups' such as dance groups, fitzroy or ATC.

Recommend to give;

Fleur Ash. female solo-artist **£100/£150 (?)**

Chloe & Tom Duo **£150**

Blue Lotus Band **£150**

**=£400. Leaving £1,100 roll over for future events.**

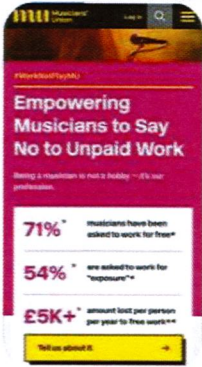
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Please find below an example of a view held by some performers in the industry. This comment went up publically on the thread where we were asking for local performers to express their interest. The coronation working party discussed and agreed after careful consideration that it be recommended to full council to pay a nominal amount as a goodwill gesture, but that it should be made clearer and fairer for future events as to what monetary reward is available.



Hannah Ashwell

More info here: <https://musiciansunion.org.uk/.../fighting-for-fair-pay...>



Like Reply Hide 11w



Max Ambrose

Hannah Ashwell spot on!

Like Reply Hide 11w

Thank you for your consideration,

Kathryn Ellis

Events & Media Officer





## Climate Officers Report

June 2023

- The Climate Officer had a meeting with Pennie Brown the Strategy Manager at EHDC on Friday the 14<sup>th</sup> of June. She confirmed that Hampshire County Council would investigate the installation of the digital bus displays in Dragon Street, High Street and at the Railway Station. A feedback report from the Lets Talk EHDC event will be received shortly. Also a meeting with PeCAN officers on Wednesday the 3<sup>rd</sup> of May which lead to a meeting with Rachel PeCAN's school co-ordinator regarding the project to re purpose the old planters.
- The grant policy for the Climate Action plan item T10 is being drafted.
- The Climate Emergency Strategy Working group has met for the first time since the election. The final item on the terms of reference is being undertaken - the review of the Climate Emergency Strategy and once this has been completed the working group would have completed all three tasks. The next Climate Emergency Strategy working group meeting will be held on Thursday the 3<sup>rd</sup> of August at 2pm.
- The first of three CARR Boot sales was held on Sunday the 18<sup>th</sup> of June and was a great success with 28 cars and vans in attendance. Climate advice and guidance was available from PeCAN and amazing cakes were provided by the Petersfield WI. The two remaining car boot sales will be held on the third Sunday in the months of July and August. These dates being the 16<sup>th</sup> of July and 20<sup>th</sup> of August 2023. These will be held at the Avenue Playing fields and once again we will be working with PeCAN to promote the Reduce, Reuse, Recycle message.
- The Before the flood DVD is available for Councillor and staff to watch. Please contact Michelle to arrange this.
- The Councillors receive regular email updates from PeCAN, The Carbon Literacy group and any other groups that are relevant.

Any questions regarding the above please contact Michelle directly.

(F)

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
323 Public Events E/Reserve	1,633.40		1,633.40
324 Cap RR - Heath Pond Bank Stabi	80,350.28		80,350.28
325 Cap RR - T/F Hall Refurbishme	52,887.31	-4,585.00	48,302.31
326 Cap RR - Play Equipment re	11,801.18		11,801.18
328 Cap RR - DDA Accessible pa	10,000.00		10,000.00
340 Cap EMR - Play equipment r	76,259.16		76,259.16
341 Cap EMR - Heath Erosion Contro	5,000.00		5,000.00
342 Cap EMR - Heath toilet ref	40,000.00		40,000.00
343 Cap EMR - Penns Field B De	45,615.88		45,615.88
344 Cap EMR - Grounds Depot	148,968.91		148,968.91
347 Cap EMR - Heath C/way fencing	17,578.00		17,578.00
348 Cap EMR - Heath car park impro	5,000.00		5,000.00
349 Cap EMR - Grounds Equipment	9,705.00		9,705.00
351 Cap EMR - Place making	70,331.40		70,331.40
352 Cap EMR - Car Park, Town entry	20,000.00		20,000.00
353 Cap EMR - Festival/Town Hall M	318,974.07		318,974.07
354 Cap EMR - LCWIP Outcomes deliv	20,000.00		20,000.00
357 Cap EMR - Town Dev Community e	8,000.00		8,000.00
358 Cap EMR - F/Hall Refurb RIBA 4	169,238.16		169,238.16
359 Cap EMR - Love Lane Sewage Pum	10,000.00		10,000.00
361 CAP EMR - Council Chamber Ext	30,000.00		30,000.00
380 S106/CIL Receipts reserves	23,176.45		23,176.45
381 S106/CIL Res Ave Pav Porch	8,284.00		8,284.00
382 S106/CIL ResCFHI Winchester Rd	30,000.00		30,000.00
383 S106/CIL LL Skate park replace	10,398.16		10,398.16
384 S106/CIL Tourism Centre & Digi	40,000.00		40,000.00
385 S106/CIL LCWIP Outcome Deliver	25,000.00		25,000.00
400 Rev Res Bell Hill Man plan	3,000.00		3,000.00
401 Rev Res Millennium Path	10,782.72		10,782.72
402 Rev Res Ave Tennis courts Refu	2,067.00		2,067.00
403 Rev Res L/L Pump replacement	4,000.00		4,000.00
404 Rev Res replace seats & bins	2,017.00		2,017.00
405 Rev Res Skinners Farm Lane	1,591.80		1,591.80
406 Rev Res L/L Wild area treatmen	3,000.00		3,000.00
408 Rev Res H/Pond Fish Restocking	2,100.00		2,100.00
409 Rev Res Goalpost replacement	24,174.00		24,174.00
411 Rev Res Ave Tennis LTA Monies	735.01		735.01
412 Rev Res Heath Management Plan	10,000.00		10,000.00
413 Rev Res Dog Bin Replacement	10,000.00		10,000.00
414 Rev Res Goodyer Meadow Man Pla	25,000.00		25,000.00
420 Rev Res Fest/Town Hall mainten	143,199.00		143,199.00
421 Rev Res Fest Suite 2 Air con	10,500.00		10,500.00
422 Rev Res Cinema surplus FH rein	14,863.00		14,863.00
423 Rev Res FH Grant Finding Consu	5,950.00		5,950.00
440 Rev Res Bus Shelter Maintenanc	7,254.43	-188.00	7,066.43
441 Rev Res Ramshill Bus stop seat	1,476.95		1,476.95
442 Rev Res Causeway Bus stop seat	995.00		995.00
443 Rev Res Place making project	1,302.80		1,302.80
444 Rev Res Town Square Notice boa	2,000.00		2,000.00
446 Rev Res SLR/Speedwatch	2,332.23		2,332.23

Continued over page

## Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
447 Rev Res FH brochures/marketing	6,500.00		6,500.00
448 Rev Res FH/PTC Websites	1,318.54		1,318.54
449 Rev Res Tourism Website develo	478.02		478.02
450 Rev Res Council Elections	15,500.00		15,500.00
451 Rev Res Comm Engagement events	2,500.00		2,500.00
453 Rev Res Place make feasibility	10,000.00		10,000.00
454 Rev Res Place making Dangerous	20,000.00		20,000.00
456 Rev Res Neighbourhood plan rev	25,000.00		25,000.00
457 Rev Res VE/VJ Day event	1,852.00		1,852.00
458 Rev Res LL Skatepark Maint FYP	14,247.49		14,247.49
461 Rev Res Sports Pitch Treatment	4,500.00		4,500.00
462 Rev Res Climate Change	47,913.77		47,913.77
463 Rev Res Ramshill	2,400.00		2,400.00
464 Rev Res Ranger appointment	15,000.00		15,000.00
	<b><u>1,743,752.12</u></b>	<b><u>-4,773.00</u></b>	<b><u>1,738,979.12</u></b>

Petersfield Town Council 2023/24

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Bank - Cash and Investment Reconciliation as at 30 April 2023

**Confirmed Bank & Investment Balances**

Bank Statement Balances

30/04/2023	Lloyds Current Account	25,000.00
30/04/2023	Lloyds Savings Account	563,513.36
30/04/2023	Cambridge & Counties	1,711,082.70
30/04/2023	Public Sector Deposit Fund	38,816.99
30/04/2023	Lloyds Ticketsource	6,661.50
30/04/2023	Moviola Cinema Float	0.00
30/04/2023	Petty Cash Tin Float	0.00
30/04/2023	Reception Till Float	0.00
31/03/2023	Town Mayor's Charity -Current	321.12
17/04/2023	Lloyds Credit Card	0.00

2,345,395.67

Receipts not on Bank Statement

203.00

**Closing Balance**

2,345,598.67

All Cash & Bank Accounts

1	Current Bank A/c	588,566.36
2	Cambridge & Counties Bank A/c	1,711,082.70
3	Public Sector Fund A/c	38,816.99
4	Ticketsource A/c	6,661.50
5	Petty Cash	232.72
6	Town Mayor's Charity A/c	321.12
7	Lloyds Credit Card	-77.65
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<u><u>2,345,603.74</u></u>

**Petersfield Town Council 2023/24**

**Bank - Cash and Investment Reconciliation as at 31 May 2023**

**Confirmed Bank & Investment Balances**

<u>Bank Statement Balances</u>		
31/05/2023	Lloyds Current Account	25,000.00
31/05/2023	Lloyds Savings Account	191,494.65
31/05/2023	Cambridge & Counties	1,966,384.25
31/05/2023	Public Sector Deposit Fund	77,925.43
31/05/2023	Lloyds Ticketsource	55.00
31/05/2023	Moviola Cinema Float	110.00
31/05/2023	Petty Cash Tin Float	97.35
31/05/2023	Reception Till Float	35.00
26/05/2023	Town Mayor's Charity -Current	0.00
15/05/2023	Lloyds Credit Card	0.00
		<b>2,261,101.68</b>
<u>Unpresented Payments</u>		<b>6.10</b>
		<b>2,261,095.58</b>
<u>Receipts not on Bank Statement</u>		<b>0.00</b>
<b>Closing Balance</b>		<b>2,261,095.58</b>
<u>All Cash &amp; Bank Accounts</u>		
1	Current Bank A/c	216,494.65
2	Cambridge & Counties Bank A/c	1,966,384.25
3	Public Sector Fund A/c	77,925.43
4	Ticketsource A/c	55.00
5	Petty Cash	242.35
6	Town Mayor's Charity A/c	0.00
7	Lloyds Credit Card	-36.41
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>2,261,065.27</b>