

# LUDGERSHALL TOWN COUNCIL



## Minutes of an Extraordinary Meeting of the Full Town Council meeting held on 28<sup>th</sup> June 2021 at 7pm at the Memorial Hall, Ludgershall.

**Present:** Cllr M Giles Chair, Cllr J Langley, Cllr N Allingham, Cllr CA Moore, Cllr CA Allan, Cllr P Burgon, Cllr C Giles, Cllr O White, and Cllr J White.

**Public:** none

### AGENDA ITEM

**050-21/22** 1. Apologies for Absence – Cllr M Williams Cllr B Dance Cllr D Downie. The Cllrs resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

**051-21/22** 2. Declaration of Interests - (Members are bound by the provision of the Code of Conduct adopted by Ludgershall Town Council and are required to declare their interest in any matter in which they have a personal interest or a pecuniary interest). None declared.

**052-21/22** 3. Chair to read & accept Vice Chair's Resignation Letter. The Chair read and accepted the Vice Chair's letter of resignation.

**053-21/22** 4. Election of Vice Chair. Cllr CA Allan nominated Cllr CA Moore and Cllr Langley Seconded the nomination. Cllr J White nominated Cllr O White seconded by Cllr M Giles. A vote was conducted with 5 votes for Cllr CA Moore and 4 votes for Cllr O White therefore Cllr CA Moore was elected as the Vice Chair. It was noted the Vice Chair's Chains of Office need to be handed over.

**Action: Vice Chair & Clerk**

**054-21/22** 5. Bills for Payment - a list had been circulated in the agenda pack after discussion Cllrs RESOLVED to authorise the bills as presented for payment.

**Action: Clerk**

**055-21/22.** 6 Internal Audit Report to 31/03/21 – the report had been circulated there were 2 recommendations; **R1** The Council should continue to review and enhance its compliance with the Transparency Code 2015. The Clerk will get this added to the website as soon as possible - an annual report on land assets owned by the Council. **R2** The Clerk should continue to review the existing Asset Register, to ensure its completeness and accuracy in terms of Government Accounting requirements. The Clerk will continue with this, with help from Cllrs as agreed in the 5 year plan meetings. After discussion Cllrs RESOLVED that both these recommendations should be completed by September's Full Town Council meeting. **Action: Clerk**

**056-21/22** 7. Query from Audit Report that requires to be Minuted – The Clerk reported that only calculations and percentage increase of the precept was minuted, however the total amount of the precept resolved at the January 2021 FTC meeting was not minuted, the amount Cllrs resolved was £223,724.00. These minutes are now correct for audit.

**057-21/22** 8. Resolution to Adopt the Annual Governance Statement for 2020/2021 in the Annual Return – The Cllrs RESOLVED to adopt the Annual Governance Statement FY 20/21 which the Chairman & Clerk signed. **Action: Clerk.**

**058-21/22** 9. Resolution to Adopt the Annual Accounting Statement for 2020/2021 in the Annual Return – The Cllrs RESOLVED to adopt the Annual Accounting Statement for FY 20/21 which the chairman signed. The Cllrs thanked the Clerk. **Action: Clerk.**

**059-21/22** 15. Staff Job Descriptions – After discussion of the two job descriptions prepared by the Clerk Cllrs RESOLVED the Admin Assistant was to be used for the advertising of a new employee. **Action Clerk**

There being no further business to discuss the meeting closed at 7-32pm.  
The next meeting to be advised.

Signed.....

Date.....