

LUDGERSHALL TOWN COUNCIL



Minutes of Finance and Policy Meeting held in the Town Council Office, 22 High Street Ludgershall on Wednesday 27th July 2016 at 7.00 pm		
Present:	Cllr Giles (chair)	Cllr Pickernell
	Cllr Langley	Cllr Hall
	Cllr White	Cllr Hollis
Public	Mr Sugden (Allotment Tenant)	

	<u>Agenda Item</u>	<u>Action</u>
105/16	1. Apologies. None as all were present.	
106/16	2. Declaration of Interest. Cllr White & Cllr Pickernell declared an interest in agenda item 5.	
107/16	3. Minutes of last meeting. The minutes had been approved at the last full Town Council meeting.	
108/16	4. Financial Statement/Budget Setting 2017/18. Financial statement produced after reconciliation with accounts held at Lloyds Bank had been circulated, no questions raised. Budget Setting – Accounting Solutions require confirmation and dates if Town Council wish to schedule an appointment to set the budget. They suggest not before 10 th October 2016 and the cost will be £465 + VAT per day for Ludgershall it is normally ½ day. Cllr Giles proposed the Clerk should arrange a convenient date. Spending committees need to have their capital expenditure costs to present to September 2016 finance Agenda.	Clerk
109/16	<p>5. Bills for Payment (Received to date)</p> <p>Aster Living – office security.....Direct Debit.....£33.12p Reece Safety Products – Key Press.....Debit Visa 19/07/16.....£129.00 Wiltshire Council non domestic rates Car park.....£469.00p Wiltshire Council non domestic rates Office.....£240.00p Gross Salaries/Gratuity.....£10,742.33p Caretaker.....S/O.....£399.00p Beechfields Toilet Cleaning Contract.....£733.65p Accounting Solutions – monthly payroll.....£37.50p Mr T Pickernell – travel expenses.....£34.82p Comcen – IT cartridges.....£176.31p Virgin Media- phone/broadband.....£77.77p Scottish Power.....£88.10p</p>	

	<p>Mr B Ward – works order contract.....£93.50p Viking – office chairs/stationery.....£467.26p Viking – cups.....£5.36p SLCC membership – admin assistant.....£161.00p AJK services – PAT testing.....£381.55p Ludgershall Memorial Hall – S137 Grant.....£3500.00p The following transfers were presented for signature: - a) transfer of £224-29p from Current account to Gratuity account as final payment April- July 2016. b) transfer from Gratuity account into the current account of £8454-68p. c) Transfer of £5000-00p from Business 30 day account into the current account. Cllr Giles proposed the above cheques should be paid and transfers signed due to no meeting being held in August 2016, seconded by Cllr Langley, carried.</p>	
110/16	<p><u>6. Bank Mandate/Card/Online Banking</u> Amended information will be sent to the Bank as soon as new Clerk is appointed.</p>	Clerk
111/16	<p><u>7. S137 Grants.</u> Ludgershall Memorial Hall request their annual grant of £3,500.00p. Payment proposed by Cllr Giles, seconded by Cllr Langley, carried. Admin Assistant to find out when the grant was agreed at £3,500.</p>	Admin Assistant
112/16	<p><u>8. Works Pension Update</u> – ongoing Admin Assistant to take on and investigate registration needed by Sept 16th 2016.</p>	Admin Assistant
113/16	<p><u>9. Facebook Page Rules.</u> Second draft of rules to be produced for September Finance & Policy meeting.</p>	Admin Assistant
114/16	<p><u>10. Bell Street Allotments</u> – Boundary Fence – Cllr Giles not happy with the wording of draft letter so he will re-write letter.</p>	Cllr Giles
115/16	<p><u>11. Freedom of the Town 2016.</u> The date has been confirmed as Saturday 24th September 2016 for invited guests to be in place for buffet lunch at 12noon and presentation of scroll at 2pm (Open to the public) a) The Clerk will order 60 invites from Bulpitt Printers b) Shipsey’s quote of £26.00 per head accepted for approx. 90 people, site meeting with Mr Shipsey to be arranged after final figures confirmed at the end of August. c) Scroll and new seals ordered from Shaw & Sons d) Photography - Alec Bostock to be invited to take photos and orders can be placed at a later date. e) Invites to be sent to invited guests as soon as possible.</p>	Clerk Admin Assistant
116/16	<p><u>12. Market Towns/Bench Marking 2016</u> a) The recent Market Town event the new format was a success so it is planned to continue for future events. Thank you to those towns who have offered venues for future events, to confirm please reply to Frances Cooke. B) Benchmarking 2016 - Wiltshire Council are still offering to fund this exercise please reply by e-mail if you wish to accept, The committee agreed Ludgershall Town Council should take part again in 2016.</p>	Clerk
117/16	<p><u>13. Bell Street Allotments</u> – Tenant’s Association Mr Sugden proposed that the Bell Street allotment tenants wish to form a Tenants Association and run Bell Street Allotments themselves – he stated the allotments were running at a loss and they felt they could do better – the council responded that they own the land & had the responsibility to provide this</p>	

	facility in perpetuity and cannot dispose in any shape or form without the permission of the Secretary of State. The committee recommend to Full Town Council to reject the offer. Mr Sugden left the meeting at 8.00pm.	
118/16	<p>14 Committee Reports. <i>Allotment, Cemetery and Car Park.</i> Cllr Pickernell reported a quote of £250.00p had been received and accepted from Mr R Lucas to clear fly tipping and cut grass at Bell Street end of the allotments.</p> <p><i>Recreation, Leisure and Environment.</i> Cllr Hall would like guidance re Capital expenditure figure for budget setting. It has been agreed to purchase a Sharps box from FirstAid4Less costing £2-64p + p&p to be kept in the office. The clerk to investigate a contractor and costs for collection when box is full. The rusty picnic table by adult swings to be removed, the clerk to issue a works order. Admin Assistant will look into finding an alternative safety surface under the swings and other equipment in the play area. The quarterly inspector may be able to advise on this matter. It was suggested any faults regarding play equipment and any suspicious articles found in the Rec & Pretoria Road reported by our caretaker should be recorded on a spreadsheet with the date and actions taken for repairs. Cllr Pickernell thanked R, L & E for the use of Rec to hold the recent Blue Light Day.</p>	<p>Admin Assistant Clerk</p> <p>Admin Assistant</p>
119/16	<p>15. Any Other Business.</p> <p>a) Repairs to Jubilee litter bin almost complete 2 clips missing Cllr Giles will help with this.</p> <p>b) The Mayor has received an invite from Chippenham Town Council to attend their Civic Service on Sunday 4th September 2016</p> <p>c) The Insurance Act amendment remit to Full Town Council agenda for discussion.</p> <p>d) Plants for winter period for war memorial have been ordered costing £80</p> <p>e) Ludgershall in Bloom awaiting 1st, 2nd & 3rd for two designated areas then results will be passed to independent judge for overall winner in domestic and commercial class.</p>	<p>Cllr Giles Clerk</p> <p>Admin Assistant</p>

There being no further items to discuss, the meeting closed at 8.25 pm. The date of the next meeting will be 31st August 2016.

Signed: Date: