

# LUDGERSHALL TOWN COUNCIL



<b>Minutes of Finance and Policy Meeting held in the Town Council Office, 22 High Street Ludgershall on Wednesday 29<sup>th</sup> June 2016 at 7.00 pm</b>		
<b>Present:</b>	Cllr Giles (chair)	Cllr Pickernell
	Cllr Hollis	Cllr White
	Cllr Langley	Cllr Hall

	<u>Agenda Item</u>	<u>Action</u>
81/16	<b>1. Apologies.</b> None as all were present.	
82/16	<b>2. Declaration of Interest.</b> Cllr White declared an interest in item 7.	
83/16	<b>3. Minutes</b> of last meeting. The minutes had been approved at the last full Town Council meeting. The Clerk advised that amendments had to be made to the Standing Orders due to changes in EU legislation, as advised by NALC. As a result, sections 11b, 11f and 11h in the Financial Regulations had been reduced to £25,000, and in the Standing Orders in k ~I section 30a(5) and 30e, the amounts had been changed to £164,176. The Clerk asked if the committee would agree that when the change had been ratified by the full Town Council, then the changes would be agreed in the Standing Orders and the Financial Regulations. Cllr Giles proposed that this action be taken, Cllr Pickernell seconded, agreed.	Clerk
84/16	<b>4. Financial Statement.</b> This had been circulated. No questions were raised.	
85/16	<b>5. Bills for Payment (Received to date)</b> Aster Living – office security..... <b>Direct Debit</b> .....£33.12p Onkaar Home Solutions..... <b>Debit Visa 18/6/2016</b> .....£4.99p Post Office – stamps..... <b>Debit Visa 22/06/2016</b> .....£21.96p Wiltshire Council non domestic rates Car park.....£469.00p Wiltshire Council non domestic rates Office.....£240.00p Gross Salaries.....£2491.24p Caretaker..... <b>S/O</b> .....£399.00p Gavin Jones grave levelling.....£165.94p Virgin Media- phone/broadband.....£69.14p St James PCC - Church Hall Hire Fee.....£22.50p DCK Beavers ltd. (Payroll processing June 2016).....£30.00p	
86/16	<b>6. S137 Grants.</b> A) 5 <sup>th</sup> Wiltshire BP Scouts. A copy of the breakdown of the costs of the scout flags had been sent to the Clerk. After consideration, it was	

	agreed that this was something that supported young people in Ludgershall. Cllr Langley proposed that £300 be given to the scouts for this purpose. Cllr Hall seconded, carried. B) Wellington Academy had requested a donation towards the cost of providing a raffle prize for their annual raffle, the funds of this being used to buy new books for the Academy's library. Cllr White proposed that £100 be sent to the Academy, Cllr Pickernell seconded, agreed.	
87/16	<b>7. Clerk's Retirement and Transfer of Admin Assistant.</b> Cllr Giles proposed that the Clerk's gratuity will be paid to her in August together with her final salary, with the Gratuity account then being closed. Cllr Hollis seconded, carried. A meeting will be arranged during w/c 4 <sup>th</sup> July 2016 to discuss the handover of responsibilities to the Admin Assistant.	Asst Clerk
88/16	<b>8. New Salary Awards from April 16.</b> The Clerk had been advised through NALC of the new National Pay Award to Council Clerks and employees which covered the period April 2016 –March 2018. A new pay scale also will be implemented w.e.f April 2017. The committee agreed to accept this pay increase	
89/16	<b>9. Key Press.</b> The number of keys that the council has to control is steadily increasing. The committee discussed whether a key press should be bought. Cllr White had found a key press capable of holding bunches of keys for approximately £110 with VAT and delivery. After discussion, Cllr Pickernell proposed that the committee recommend to the council that this be purchased, Cllr Hollis seconded, carried.	
90/16	<b>10. Direct Debit/BACs – review payments.</b> The Clerk advised that the committee are required to re-approve Direct Debits and BACS payments every two years. A list of the Direct Debits and BACs currently set up for the council was circulated, and the Clerk explained what these represented and the frequency of payment. She also recommended that two further payments be transferred to direct debit payments. This was the payment to Virgin Media for the broadband and telephone, due monthly, and the other was the electricity bill for the office, due quarterly. Both would be for variable amounts. Cllr Hollis proposed that the current direct debits and BACs be approved, and that the new direct debits be set up. Cllr Pickernell seconded, carried.	
91/16	<b>11. Facebook Page Review.</b> The Assistant Clerk had drafted a short set of instructions. The committee reviewed these, and agreed that only part of these be accepted. They also instructed that nothing should be added to the Facebook page without the prior approval of the council or the appropriate committee.	
92/16	<b>12. Bell Street Allotments</b> a) The occupant of Hyson Crescent had written to confirm that according to his deeds he was responsible for maintaining the chain-link fence. Cllr Pickernell pointed out that this did not imply ownership, or a choice in what type of fencing was used. The Clerk will write to him to confirm this. B) Letter re footpath surface. The Financial committee still needed to respond confirming its decision about the hard surface of the track that crosses the allotments. The Assistant Clerk has drawn up a suggested draft. Cllr Giles will review this	Clerk  Giles
93/16	<b>13. Freedom of the Town.</b> The proposed date for this has now been provisionally put back to 8 <sup>th</sup> October 2016. The practicalities of this were discussed, and the committee agreed that there would be a lunchtime buffet for	

