## LUDGERSHALL TOWN COUNCIL



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

	Agenda Item	Action
81/16	1.Apologies. None as all were present.	
82/16	2. Declaration of Interest. Cllr White declared an interest in item 7.	
83/16	3. Minutes 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	Clerk
	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.	
84/16	<b>4. Financial Statement.</b> This had been circulated. No questions were raised.	
85/16	5. Bills for Payment (Received to date)	
	Aster Living – office security	
	Onkaar Home SolutionsDebit Visa 18/6/2016£4.99p	
	Post Office – stamps	
	Wiltshire Council non domestic rates Car park£469.00p	
	Wiltshire Council non domestic rates Office£240.00p	
	Gross Salaries £2491.24p	
	Caretaker	
	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><u>6. S137 Grants.</u></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	7. Clerk's Retirement and Transfer of Admin Assistant. 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	Asst Clerk
	handover of responsibilities to the Admin Assistant.	
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	<u> </u>
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	10. Direct Debit/BACs – review payments. 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	11. Facebook Page Review. 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	12. Bell Street Allotments 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	Clerk
	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	Giles
93/16	13. Freedom of the Town. 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	
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	invited guests, followed by the presentation to which the public would be	
	invited. The Clerk will approach Shipseys of Salisbury to confirm their price	Clerk
	per head for the buffet. In the meantime, the organisation of the event will be	
	passed to the Civic Events Committee	
94/16	14. PAT test and Electrical Installation Certificates. The PAT Testing for	Clerk
	the office equipment and the Electrical installation in the Recreation Ground are	
	now due. The Clerk will contact AJK Services requesting this work is carried	
	out.	
95/16	15 Committee Reports. Allotment, Cemetery and Car Park. Cllr Pickernell	
	advised that the committee had agreed a price increase following the ruling that	
	this would be increased by 10% p.a. The price for a full-sized plot would now	
	be £32.00, with other sizes of plot rising in proportion. A quotation of	
	£924.14+VAT from Gavin Jones to reduce the height of the cemetery hedge had	
	been accepted, with the work due to be carried out in the autumn. The Garden	
	Club Treasurer had raised further objections as she still had queries about the	
	insurance, but she has now signed a cheque for the insurance and the lease for	
	the Allotment Hut had now been signed. Two new bollards were required for	
	the cemetery to replace broken ones, and the order for these and the one for Bell	Clerk
	Street Allotment would now be ordered. <i>Recreation, Leisure and Environment.</i>	
	Cllr Hall confirmed that nothing of a financial nature had been discussed during	
	the last meeting. The Clerk had received the signs for the outdoor gym from	
	Solstice Signs. Approval out of committee had also been given for the Blue	
	Light Day on 18 <sup>th</sup> July. Cllr Pickernell a request be forwarded to Gavin Jones	Clerk
	be sent for the grass to be cut before the event.	010111
96/16	16. Any Other Business. Cllr White reported that a pupil from Wellington	
70/10	Academy had written requesting a fortnight's work experience. However this	
	clashed with the handover of duties between the Clerk and the Assistant Clerk.	Clerk
	The Clerk will write to inform him that the council are unable to agree to his	
	request.	
	Cllr Hollis confirmed that he now has the materials to refurbish the cemetery	
	wall lettering.	
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There being no further items to discuss, the meeting closed at 8.30~pm. The date of the next meeting will be  $27^{\text{th}}$  July 2016.

Signed: Date:
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